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**The Institution of Engineers, Malaysia**  
 Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223, 46720  
 Petaling Jaya, Selangor Darul Ehsan

## 2-DAY COURSE ON ‘CONTRACT MANAGEMENT OF EFFECTIVE PROJECT MANAGERS’

Organised By:  
 Project Management Technical Division, IEM

### REGISTRATION FORM 2-DAY COURSE ON ‘CONTRACT MANAGEMENT OF EFFECTIVE PROJECT MANAGERS’

16 & 17 August 2017 (Wednesday & Thursday)

**Postponed to 17 October 2017 & 18 October 2017 (Tuesday & Wednesday)**

No	Name(s)	M'ship No.	Grade	Fee (RM)*
SUB TOTAL				
Add GST @ 6%				
<b>Total Payable</b>				

\*Fees MUST be fully paid BEFORE the CLOSING DATE. Seats could only be confirmed upon payment.

Enclosed herewith a crossed cheque No: \_\_\_\_\_ for the sum of RM \_\_\_\_\_ issued in favour of “**The Institution of Engineers, Malaysia**” and crossed ‘A/C payee only’. I/We understand that the fee is not refundable if I/We withdraw after my/our application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ (O) \_\_\_\_\_ (Fax)

\_\_\_\_\_ (H) \_\_\_\_\_ (HP)

Email: \_\_\_\_\_

\_\_\_\_\_  
 Signature & Stamp

\_\_\_\_\_  
 Date

Photocopies are acceptable

Date : 16 & 17 August 2017 (Wednesday & Thursday)  
**Postponed to 17 October 2017 & 18 October 2017  
 (Tuesday & Wednesday)**  
 Venue : Auditorium Tan Sri Prof. Chin Fung Kee, Third  
 Floor, Wisma IEM, Petaling Jaya, Selangor  
 Time : 8.30 a.m. - 5.30 p.m.

BEM Approved CPD/PDP Hours = 14  
 Ref. No: IEM17/HQ/269/C

**GST is implemented effective from 1 April 2015**

#### REGISTRATION FEE (SUBJECT TO 6% GST)

GRADE	Normal	Online
IEM Student Member	RM200.00	RM150.00
IEM Graduate Member	RM650.00	RM600.00
IEM Corporate Member	RM750.00	RM700.00
Non IEM Member	RM1,500.00	RM1,400.00

#### IMPORTANT NOTES

- Closing Date : **10<sup>th</sup> August 2017**
- For **ONLINE REGISTRATION**, payment **MUST BE MADE ON REGISTRATION** [via RHB Now and Maybank2u Personal Saving & Personal Current; Any Credit Card - Visa/Master.
- Payment via **CASH/CHEQUE/BANK-IN TRANSMISSION/BANK DRAFT/MONEY ORDER/ POSTAL ORDER/LOU/LOG/WALK –IN will be considered as NORMAL REGISTRATION**
- **FULL PAYMENT** must be settled before commencement of the event, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non-refundable. IEM reserve the right to reject any LOU/LOG not in accordance with these instructions.
- The Organising Committee reserves the right to alter or change the programme due to unforeseen circumstances.

## Synopsis

Contract managers, project managers and other professionals involved in construction projects must be able to work effectively together with their Employers, contractors and sub-contractors in order to accomplish key objectives of timely completion with no cost over-run.

Because contracts are developed in an increasingly complex environment, including the rising use of nominated suppliers and nominated sub-contractors, a solid understanding of the contracting process is critical and this will give the contract personnel an advantage whether you are on the Employer's or contractor's side. Therefore a good understanding on how contracts are legally formed and how should the contract be administrated are essential for anyone who perform the role of contract administrator. A thorough understanding of the principles and the working mechanisms is crucial for one to be well equipped and be able to administer the contract confidently. This course will provide an overview of all phases of contracting, from project development and feasibility studies to completion of projects.

## Benefits

- Gain a better understanding of the contract process
- Improve the negotiation skill for construction projects
- Understand the importance of project planning and control
- Able to implement the safety procedures at the site
- Understand the way to call an on-demand performance bond
- Avoid project delays and cost over-run
- Learn how to document for litigation or arbitration
- Understand the duties and responsibilities of architect and engineers in a construction contract

## About The Course Leader

**Ir. Lai S C** graduated as a Mechanical Engineer from the University of Malaya. He also holds LL.B degree from the University of London and LL.M from the University of Malaya, majoring in Alternative Dispute Resolution, Arbitration Law, Remedy and Construction Law. In addition, he also holds a Certificate of Legal Practice form the Qualifying Board of Malaysia.

Ir. Lai has more than 30 years working experience in the field of construction and property development. He is currently the Managing Director of a consulting firm involved in construction and contract claims. Ir. Lai had been invited to deliver papers on construction, water supply and sewage treatment in various international seminars and conferences. He had also written various articles on ADR, Arbitration and Construction disputes and had conducted talks on Law for Engineers and on Construction law to local companies and Universities.

Being an accreditor of Engineering Accreditation Council Malaysia, he is also actively involved in the accreditation of local engineering programmes. He is currently a member of the Industry Advisory Panel for Lim Kok Wing University of Creative Technology and Multimedia University. Ir. Lai is also appointed as the Student Ambassador for the External Law Programme of University of London. He is empanelled as Arbitrator, Mediator and Adjudicator in the panel of Kuala Lumpur Regional Centre for Arbitration (KLRC).

## Course Schedule & Outline

Day 1		Day 2	
08:30 – 09:00	Registration	08:30 – 09:00	Registration
09:00 – 10:45	<ul style="list-style-type: none"><li>• Introduction</li><li>• Legal Context of Construction Contracts</li></ul>	09:00 – 10:45	<ul style="list-style-type: none"><li>• Tender Process</li><li>• Contract Negotiation</li></ul>
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none"><li>• Parties in Construction</li><li>• Types of Construction Projects</li></ul>	11:00 – 13:00	<ul style="list-style-type: none"><li>• Contract Award</li><li>• Commencement of Work</li></ul>
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 15:30	<ul style="list-style-type: none"><li>• Project Management</li><li>• Project Development and Feasibility Study</li></ul>	14:00 – 15:30	<ul style="list-style-type: none"><li>• Commencement of Works (Con't)</li><li>• Project Progress</li></ul>
15:30 – 15:45	Tea Break	15:30 – 15:45	Tea Break
15:45 – 17:00	<ul style="list-style-type: none"><li>• Types of Standard Form of Contracts</li></ul>	15:45 – 17:00	<ul style="list-style-type: none"><li>• Occupational Safety and Health</li><li>• Closing of Project Account</li><li>• Adjudication</li></ul>
17:00 – 17:30	<ul style="list-style-type: none"><li>• Q &amp; A</li></ul>	17:00 – 17:30	<ul style="list-style-type: none"><li>• Q &amp; A</li></ul>

## Who Could Benefit From the Courses

- Project Directors
- Contract Managers / Executives
- Project Managers / Engineers
- Project Architects
- Site Managers / Site Agent
- Quantity Surveyors
- Site Supervisors
- Developers
- Contractors and sub-contractors

## Cancellation Policy

IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.