

Chairman,  
Project Management Technical Division,  
The Institution of Engineers Malaysia,  
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### REGISTRATION FORM

## **‘Contract Management for Construction Projects’**

**03<sup>rd</sup> – 04<sup>th</sup> August 2015 (Monday & Tuesday)**

**Closing Date : 01<sup>st</sup> August 2015**

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

**\*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**



**The Institution of Engineers, Malaysia**

**2-Day Course On**

## **‘Contract Management for Construction Projects’**

**Organised By:**

**Project Management Technical Division, IEM**

**Date : 03<sup>rd</sup> – 04<sup>th</sup> August 2015 (Monday & Tuesday)**

**Venue : Tan Sri Chin Fung Kee Auditorium, 3<sup>rd</sup> Floor  
Wisma IEM, Petaling Jaya, Selangor**

**Time : 8.30 a.m. - 5.30 p.m.**

**BEM Approved CPD/PDP Hours = 14  
Ref. No: IEM15/HQ/231/C**

### **Registration Fee**

**IEM Graduate Member**

### **Normal**

**: RM650.00**

### **On-line**

**RM600.00**

**IEM Corporate Member**

**: RM750.00**

**RM700.00**

**Non IEM Member**

**: RM950.00**

**RM900.00**

### **IMPORTANT NOTES**

**• Closing Date : 1<sup>st</sup> August 2015 (Saturday)**

#### **Terms & Conditions:**

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current ; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as NORMAL REGISTRATION
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.

## **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 administered 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, Civil Procedure and Construction Law. In addition he also holds a Certificate of Legal Practice from the Qualifying Board of Malaysia. Ir. Lai has more than 30 years working experience in construction and property development. He is currently the Managing Director of an engineering firm and also as a claim consultant. Ir. Lai had been invited to deliver papers on water supply and sewage treatment in various international seminars and conferences. He has also written articles on ADR, Arbitration and Construction disputes and has conducted talks on ADR, Arbitration and Construction Law to local companies and Universities. Being an accreditator 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 University Malaysia Pahang and Multimedia University. Ir Lai is also a member of the Board of Studies for University of Pahang Malaysia and 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 of Arbitration (KLRCA).

## **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>• Commence of Works (Con't)</li><li>• Project Progress</li></ul>                |
| 15:30 – 15:45 | Tea Break  | 15:30 – 15:45 | Tea Break   |
| 13:45 – 17:00 | <ul style="list-style-type: none"><li>• Types of Standard Form of Contracts</li></ul>                                    | 13:45 – 17:00 | <ul style="list-style-type: none"><li>• Occupational Safety and Health</li><li>• Closing of Project Account</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 Course**

- Project Directors
- Contract Managers / Executives
- Project Managers / Engineers
- Project Architects
- Site Managers / Site Agents
- 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.