

**IEM Approved CPD Hours: 8**  
Ref: IEM09/PP/023/S

**BQSM Approved CPD Hours: 3**

*Construction Technical Seminar Series 2009*

# Seminar on Contract Administration

DK1, FES, Universiti Tunku Abdul Rahman, Setapak, KL  
9am-5pm, 4th July 2009

## Background

1. Pre-Contract Stage – Preparation of tender & contract documents
  - A. dispute avoidance – steps to minimise bad drafting and inconsistent provisions at the pre-contract stage;
  - B. negotiating terms of a contract
2. Contract formation
  - A. Letter of intent/award – meaning and consequences
  - B. Use of standard forms and back-to-back provision
3. Contract administration
  - A. Know your contract
  - B. Negotiate for settlement from a position of strength with contemporaneous evidence

The talk is intended to provide an overview of each of the selected areas with guiding principles of good practice and illustration by way of cases that went to court to show what happens when the good practice is not followed. The cases intended to be referred to will come from Malaysia and Singapore with one or two English cases.

## Speaker

### CHAN CHUEN FYE, PHILIP (Dr.)

Dr Philip Chan is an Associate Professor with the Department of Building, School of Design and Environment, National University of Singapore. He is the Deputy Head for Finance and Administration in the Department of Building. He is also the Programme Director of the KCL-NUS MSc (Construction Law and Arbitration) programme, and teaches on the MSc (Project Management) programme. Dr Chan has been recently appointed as a co-Editor of the Asian International Arbitration Journal and a member of the Editorial Board of the International Construction Law Review.

He had been appointed Deputy President by the Minister of National Development under the Building Maintenance Strata Management Act to sit on the Strata Titles Board. He had received training as an English barrister and is an advocate and solicitor of the Supreme Court of Singapore. He also practices as a lawyer under his law firm of Messrs Philip CF Chan. He is a Fellow and a Secretary of the Singapore Institute of Arbitrators (SI Arb) and is in the Singapore International Arbitration Centre (SIAC) Regional Panel of Arbitrators and in the Panel of Arbitrators - of both the Singapore Institute of Architects (SIA) and the Singapore Institute of Arbitrators.

Dr Chan is a practicing arbitrator and had been appointed as a sole arbitrator in an ICC arbitration. He has been invited by several public and private organizations to give talks and carry out in-house training on matters of construction law including the use of standard form of building contracts and arbitration.

Dr Chan's work experience spans across the construction industry, the courtrooms and arbitration rooms, and the lecture theatres and seminar rooms. His teaching, research interest, publication and practice are in the areas of construction law and arbitration. The International Construction Law Review has published several of his papers. He has co-written several books. They are "Halsbury's Laws of Singapore" Volume 2 in the Building and Construction section, the "Public Sector Standard Conditions of Contract: A Commentary"; and the "Construction Law Casebook" Volumes 1 and 2. On his own, he has written the "Commonwealth Construction Cases: A Singapore Perspective" and "Casebook on Insolvency and the Construction Industry", and "Public Sector Standard Condition of Contract 2005 Edition: A Commentary".

He is now involved in the research areas of "Strategic Global Procurement", "The use of Web-based tools for project management in formulating claims for litigation/arbitration" and "Indoor Air Quality law".

He regularly speaks at the Department of Building Seminar Series where the latest issues are analysed including amendments to the Building Control Act, the Architects Act, the Professional Engineers Act, and the PSSCOC. He also regularly writes in the newsletter of the Singapore Institute of Arbitrators on the case law development in the area of arbitration.

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## Registration Form

Please register the following personnel to attend the training as above:  
Please Photocopy for Multiple Bookings.

Name: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

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

Office (Direct Line): \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

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Office (Direct Line): \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

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

Office (Direct Line): \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Designation: \_\_\_\_\_

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

Office (General Line): \_\_\_\_\_

Office (Direct Line): \_\_\_\_\_

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### SEMINAR INVESTMENT

**Concessionary Registration (ISM Members):**  
RM 250 per pax **Early Bird Registration** (before 4th June  
2009): RM 300 per pax **Normal Registration:** RM 350 per pax 

### CANCELLATION POLICY

You may substitute the participants any time. For cancellation in writing (Letter / Email) in more than 14 days prior to the training, we will prepare for a full refund. For cancellation in writing in 7 to 14 days prior to the training, a 50% cancellation fees will be charged. Cancellation with less than 7 days prior to the training date carry a 100% liability. However, the course material will be courier to you.

### PROGRAM POLICY

Please note that consultant &amp; topics is confirmed at the time of publishing. However, circumstances beyond the control of the organizers may occurs. Asia IKnowledge reserves the right to alter or modify the advertised speakers/ topics if necessary.

### PAYMENT DETAILS

#### 1. Direct Deposit

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#### 2. Bank Cheque

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