

*In 1987, the Singapore Institute of Architects (SIA) published the Articles and Conditions of Building Contract for Minor Works, with reprints in 1991 and 1992, as SIA recognised the need to have a contract specifically for smaller or less complex projects. Since then there had been no review or revisions to the contract until 2011 when a comprehensive review was undertaken. After a review, drafting and feedback period from May 2011 to November 2012, the **SIA ARTICLES AND CONDITIONS OF CONTRACT for MINOR WORKS 2012 (MWC 2012)** was published in December 2012.*

This series of 5 seminars will cover all aspects of the MWC 2012. As the Architect is the only professional whose role as contract administrator is governed by statute, the aim of this series is to ensure Architects understand this role, and have the skill and knowledge to advise their Clients and administer the contract in a professional manner.

SIA MWC Series #1: 16 April 2015 (Thursday), 5:30p.m

Topic 1 - Basic Principles, Guidance Notes & Quick-Start Guide
Topic 2 - Preparation of Tender Documents

SIA MWC Series #2: 16 July 2015 (Thursday), 5.30p.m

Topic 1 - Cost Control – Payment, Valuation & Variations
Topic 2 - Extension of Time & Liquidated Damages

SIA MWC Series #3: 15 October 2015 (Thursday), 5.30p.m

Topic 1 - Contractor's Responsibilities
Topic 2 - Quality Control
Topic 3 - Completion & Maintenance Period

SIA MWC Series #4: 25 February 2016 (Thursday), 5.00p.m

Topic 1 – Liabilities & Indemnities
Topic 2 – Insurance

SIA MWC Series #5: 21 April 2016 (Thursday), 5.30p.m

Topic 1 - Dispute Resolution Methods
Topic 2 - Termination

EVENT DETAILS FOR SIA MWC SERIES #4

Date : 25 February 2016, Thursday
Time : 5.00pm - 7.30pm
(Registration will start from 4.30pm onwards with light refreshment)
Venue : Singapore Institute of Architects
SIA Theatre - Level 3
79 Neil Road (S) 088904
BOA-SIA CPD : 4 CPD points
Per Seminar fee : SIA Members (\$70.00),
Non Members (\$140.00)
Closing date : 18 February 2016

* All seminars fees are inclusive of GST.

** Registration for attendance of seminar shall be closed 30 mins after the seminar commences.

PROGRAMME SCHEDULE FOR SIA MWC SERIES #4

4.30pm Registration with Light Refreshment
5.00pm Presentation on Topic 1 **by**
Ms Catherine Loke, LANDER LOKE
ARCHITECTS &
Mr Anil Changaroth, CHANGAROTH
CHAMBERS LLC
6.00pm Presentation on Topic 2 **by**
Mr Harry Goh, GREAT AMERICAN
INSURANCE COMPANY
7.00pm Q & A
7.30pm End of event

PLEASE TAKE NOTE:

Participants will need a copy of the MWC 2012 for reference and to take notes during the seminars, hence please bring along your copy for the seminars.

Alternatively, sales of the "Articles and Conditions of Contract for Minor Works 2012" is available during the seminar for participants who do not have a copy.

SIA Member: \$13.00

Non SIA Member: \$26.00

For more information, please contact SIA (**Ms Jacey Tay**):

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: cpd@sia.org.sg

Organised by:



SIA MWC Series #1: 16 April 2015 (Thursday), 5:30 P.M

Topic 1

Basic Principles, Guidance Notes & Quick-Start Guide

This first introductory talk is ideal for those with little experience as well as seasoned architects. The speaker will examine the fundamentals of building contracts, give an overview of the Minor Works Contract 2012, highlight what is new in the Contract, when to use the Contract and the role of the Architect as Contract Administrator. The speaker will also provide some tips on how to use the Contract as a tool for good communication and risk management.

Speaker:

Ms Catherine Loke - LANDER LOKE ARCHITECTS

Topic 2

Preparation of Tender Documents

This talk is intended for Architects or Quantity Surveyors who are involved in preparing tender documents. The speaker will highlight the features of the MWC 2012 which make tender documentation less complicated, and advise on which clauses require supplementary information to be included in the Preliminaries to cater for project-specific needs.

Speaker:

Mr Sam Wong - WS SURVEYORSHIP PTE LTD

SIA MWC Series #2: 16 July 2015 (Thursday), 5.30 P.M

Topic 1

Cost Control – Payment, Valuation & Variations

The speakers will explain the payment procedure and rules for valuation, and how they tie in with the Building and Construction Industry Security of Payment Act (Cap. 30B). Tips on how to use the contract as a tool for cost control will also be provided, including the use of Architect's Instructions to track and manage Variations, NSC nominations and adjustments to Prime Cost and Provisional Sums.

Speakers:

Mr Anil Changaroth - CHANGAROTH CHAMBERS LLC

Ms Catherine Loke - LANDER LOKE ARCHITECTS

Topic 2

Extension of Time & Liquidated Damages

Extension of Time (EOT) and Liquidated Damages are common areas of dispute. The speakers will go through the grounds for EOT, condition precedent to EOT, and advise on how to use the new Certificate of Liquidated Damages Entitlement to minimise disputes.

Speakers:

Ms Catherine Loke - LANDER LOKE ARCHITECTS

SIA MWC Series #3: 15 October 2015 (Thursday), 5.30 P.M

Topic 1

Contractor's Responsibilities

With construction becoming increasingly specialised, and with new statutory requirements being imposed, the speaker will highlight the clauses which provide for new responsibilities relating to specialist design, the Workplace Safety and Health Act (Cap. 354A), temporary works and documentation required from the Contractor, and how to use Architect's Instructions to manage risk and secure compliance.

Speakers:

Ms Catherine Loke - LANDER LOKE ARCHITECTS

SIA MWC Series #3: 15 October 2015 Thursday), 5.30 P.M – Con’t

Topic 2

Quality Control

The MWC 2012 treats the Contractor as a specialist in building, able to not only abide by the contract specifications and drawings but also to highlight and advise on better methods of working or alternative materials. This talk will cover quality control issues, how to manage defects rectification and contractual remedies for non-compliance.

Speaker:

Mr Thomas Lew – DESIGN INTEGRATED ARCHITECTS

Topic 3

Completion & Maintenance Period

The speaker will explain the concept and process of Substantial Completion, and how to deal with Minor Outstanding Works. The Contractor’s obligation to rectify defects and the remedies for failure to rectify will also be covered, as well as when and how the Architect should issue the Maintenance Certificate.

The speaker will also advise on Phased Completion and its contractual implications.

Speaker:

Mr Thomas Lew – DESIGN INTEGRATED ARCHITECTS

Mr Anil Changaroth - CHANGAROTH CHAMBERS LLC

SIA MWC Series #4: 25 February 2016 (Thursday), 5.00 P.M

Topic 1

Liabilities & Indemnities

The speakers will explain the concept of Risk Allocation, the difference between Liabilities and Indemnities, and how they relate to insurance.

Speakers:

Ms Catherine Loke - LANDER LOKE ARCHITECTS

Mr Anil Changaroth - CHANGAROTH CHAMBERS LLC

Topic 2

Insurance

This talk will cover the Contractors’ All Risk and Work Injury Compensation Insurance in relation to statutory requirements and contractual obligations. The speaker will also advise on whether or not a risk is insurable, and what the Architect should look out for when checking the Contractor’s insurance policies.

Speakers:

Mr Harry Goh – GREAT AMERICAN INSURANCE COMPANY

SIA MWC Series #5: 21 April 2016 (Thursday), 5.30 P.M

Topic 1

Dispute Resolution Methods

The MWC 2012 is drafted with the emphasis on resolution rather than dispute. The speakers will go through the nature of disputes, options available to the parties, including how to use the Building and Construction Industry Security of Payment Act (Cap. 30B), Expert Determination, Mediation & Arbitration to resolve disputes.

Speakers:

Ms Catherine Loke - LANDER LOKE ARCHITECTS

Mr Anil Changaroth - CHANGAROTH CHAMBERS LLC

Topic 2

Termination

This talk will cover the contractual procedures and legal implications of termination, and how to calculate liquidated damages in the event the Employer has engaged others to complete the Works.

Speakers:

Mr Anil Changaroth - CHANGAROTH CHAMBERS LLC

Ms Catherine Loke - LANDER LOKE ARCHITECTS

Speakers Profiles



Ms Catherine Loke – LANDER LOKE ARCHITECTS

Catherine Loke obtained her Bachelor of Planning & Design in 1989 and Bachelor of Architecture (Hons) in 1992 from the University of Melbourne. During the course of her career, she has worked briefly in Melbourne & Kuala Lumpur, and in Singapore since 1993. She has been a Registered Architect since 1998 and partner in Lander Loke Architects since 1999.

Catherine currently serves on the Council at the Singapore Institute of Architects, and as Chairman of both the Small & Medium Architectural Practice Committee and the Architects' Appointment Committee. She is currently the Chairman of the Professional Practice Examination Panel at the Board of Architects and also serves as External Examiner for the Master of Architecture programme at the National University of Singapore.

In 2011 and 2012, she was the Facilitator of the Minor Works Contract Working Group which undertook a comprehensive review of the SIA Minor Works Contract First Edition 1987, resulting in the publication of the SIA Articles and Conditions of Contract for Minor Works 2012 (MWC 2012) in December 2012. The Minor Works Contract Working Group is currently reviewing and drafting the Conditions of Sub-Contract for use with the MWC 2012.



Mr Sam Wong - WS SURVEYORSHIP PTE LTD

Sam is a practising Quantity Surveyor, who has professional experience for more than 22 years in Quantity Surveying in the Civil Engineering and Construction Industry in Singapore, and extends over countries in Asia including West Malaysia, Indonesia, Thailand, and India.

Sam was elected as a Member of the Royal Institution of Chartered Surveyors (MRICS) and a Member of the Singapore Institute of Surveyors and Valuers (SISV) in 1997 and 1999 respectively, and he is the founder of WS Surveyorship Pte. Ltd. in 2006.

In 2011, Sam was invited by the SIA Small & Medium Architectural Practice Committee to participate in the Minor Works Contract Working Group's review of the SIA Articles and Conditions of Contract for Minor Works.



Mr Anil Changaroth - CHANGAROTH CHAMBERS LLC *FCIArb and FSI Arb*

An Arbitrator, Mediator, Advocate and Solicitor of Singapore and Solicitor of England & Wales, Anil has been in practice since 1995 after graduating as a Barrister of England & Wales (Middle Temple) and five years before that as a infantry officer with Singapore Armed Forces. **CHANGAROTH CHAMBERS LLC** established on 1st July 2014, is a law chambers focusing on *Counselling the Business and the Business of Counselling*

Anil's work primarily involves commercial, civil, corporate and criminal dispute resolution with a focus on construction related mediation, adjudication, arbitration and litigation, representing parties in the Asian region. During his time in practice, he has also been in-house counsel and head of the Contracts Advisory and Dispute Management services with the then Davis Langdon and Seah and also been part of the international arbitration practice group of Lovells Lee & Lee. Fellows of the Chartered and Singapore Institutes of Arbitrators, Anil also holds a Masters of Science in Construction & Arbitration from King's College, London's joint programme with the National University of Singapore.

Anil was the honorary treasurer of the Singapore Institute of Arbitrators 2011 – 2013, chairman of the Society of Construction Law (Singapore) 2012 – 2014, SCL(S)'s international Liaison to SCL (International) and is legal advisor to the Singapore Institute of Surveyors & Valuers and the Singapore Institute of Architects.

Speakers Profiles

Mr Thomas Lew – DESIGN INTEGRATED ARCHITECTS

Thomas is a practising Architect. He started his practice in 1989 and has experienced the demands of the Architect's role as administrator and certifier of the construction contract.

He became a Council member of the Singapore Institute of Architects and served as Chairman of the Small Practices Committee in 2001. In 2009, he coined the name SMAP for the committee, for which practising Architects especially those in Small and Medium Architectural Practices can seek unity & affirmation of their common practice with fellow practitioners and when faced with difficulties, solace & assistance in the SMAP Practice Clinics.

He was actively involved in the decision to re-look at the Minor Works Contract 1992 edition for its suitability for SMAP and the updating of the 2012 edition.

The MWC 2012 is an essential and easy-to-use tool of the practising Architect, restoring the Stature of the Architect's Leadership as the Contract Administrator and Independent Certifier, to realise the Architect's concept design to its building completion.

Mr Harry Goh – GREAT AMERICAN INSURANCE COMPANY

Mr. Harry Goh is the appointed Director, Property & Casualty of Great American Insurance Company, Singapore Branch. In this role, he is responsible for the strategic leadership in the underwriting, portfolio management and staff development within the Property & Casualty Division and will assist the CEO to lead the operations in meeting its growth for all Property & Casualty classes of business.

Mr. Goh has over 18 years of experience in the insurance industry, holding leadership, underwriting, operations and business development roles. Prior to this appointment, Mr. Goh was the Head of the Professional Indemnity Department at QBE Insurance (International) Limited and led this product class to be one of the market leaders of business within the company. He also spent two years as the Chief Operating Officer of National Insurance Timor-Leste SA heading a full spectrum of the operations. Mr. Goh has been a successful broker and spent many years with Lockton International (Singapore) Pte. Ltd. and HSBC Insurance Brokers Pte. Ltd.

Mr. Goh holds a Bachelor of Business (Insurance) degree with the Nanyang Technological University and is a Chartered Insurer with the Chartered Insurance Institute (UK), having qualified for the ACII qualification. He is also a holder of the RPLU+ designation with the Professional Liability Underwriting Society (US).

Moderator Profile

Mr David Chung – AD ARCHITECTS

David Chung is the Principal Architect of AD Architects. He is also a Practicing Architect, Arbitrator and Expert Witness. He served as Chairman of the Small & Medium Architectural Practice Committee in 2010/2011. During his tenure as Chairman in the Small & Medium Architectural Practice Committee, he initiated the revision of the Minor Works Contract First Edition 1987.

David is currently a part time academic staff of NUS and participates in SIA/JTC as Domain Expert to formulate a Guide Book for Good Practice of Maintainability on Industrial Buildings.



EVENT DETAIL

Seminar : SIA Minor Works Contract Series #4 (re-run)
 Date : 25 February 2016, Thursday
 Time : 5.00PM - 7.30PM (Registration will start from 4.30pm onwards with light refreshment)
 Venue : Singapore Institute of Architects, SIA Theatre - Level 3 (79 Neil Road, Singapore 088904)
 BOA-SIA CPD : 4 CPD points
 Per Seminar fee : \$70.00 (SIA Members), \$140.00 (Non Members) – fees inclusive of GST
 Closing date : 18 February 2016

Please fax / email the completed registration form to Ms Jacey Tay:

Tel: (65) 6226 2668

Fax: (65) 6226 2663

Email: cpd@sia.org.sg

And follow up with cheque / cash / online payment to Singapore Institute of Architects.

Please tick your mode of payment:

☐ **By Cheque**

Bank/Chq # : _____ Amt S\$: _____

Local Cheque (must be drawn in Singapore) should be crossed and made payable to "Singapore Institute of Architects".

Mail to SIA address:

Singapore Institute of Architects

79 Neil Road, Singapore 088904

Please indicate your name, company/institution and course date/title on the back of the cheque.

☐ **By Cash**

You can drop by SIA office to make cash payment between 9.30am – 5.30pm on weekdays.

☐ **By Online Payment**

<http://members.sia.org.sg/payment/sia-20160225.html>

(It is mandatory to provide us with your Receipt ID # after your credit card payment transaction)

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Participant's Detail

Organization: _____ Contact Person (if any): _____

Tel: _____ Fax: _____ Email: _____

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_____ S ()

Full Name of Participant

(as per NRIC / FIN, pls underline surname)

NRIC / FIN #

Email

Amt

1	HP #: ☐ SIA Member, SIA #: [] ☐ Non Member, BOA # (if any): []		
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3	HP #: ☐ SIA Member, SIA #: [] ☐ Non Member, BOA # (if any): []		
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**Please take note that all the above fields are mandatory. Incomplete form will not be process.

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Cheque payment for this activity should not be combined with payment for other SIA events/courses.

Fees paid are non-refundable under all circumstances. Replacement of participant will be allowed only if written notification is made at least 3 days before the event.

Where a Non-Member replaces a Member (must be from the same Org.) the fee difference will have to be made good to SIA prior to the event.

Registration for attendance of seminar shall be closed 30 mins after the seminar commences.

Registration will be on a First-Come-First-Served basis and will be accepted upon receipt of registration form and payment to SIA. Registration by fax will only be confirmed upon receipt of payment.

Registration Confirmation No.:-

