Introduction
It is inevitable during the life of a project that changes will happen. When these changes occur they usually result in an increase in cost and time for which the Contractor will want to be reimbursed. This seminar will set out how to produce a claim for Time and Cost with focus on the types and content of claims, instructions, what are changes and variation orders, claims concerning time and what happens after the submission of claims.

Objective
Participants will gain an understanding of the nature and types of claims, the contractual implications of claims and how best to prepare claims for time and cost. The seminar will cover the full spectrum of the preparation of claim to actual submission including a review of the power to issue instructions under contract and changes and variations to original scope. An analysis of post-claims submissions will focus on the rejection or acceptance of claims and provide insight into negotiations.

Course Outlines
By the end of the seminar, the participants will have gained an understanding of the following:

- An overview of Change Management and claim provisions in the Standard Forms of Contracts
- Overview of delay analysis techniques
- The Valuation of Variations
- Common pitfalls and mistakes
- Evaluation of a claims submission.

Who Should Attend
This seminar will be of immediate benefit to Managing Directors, Sales Director, Contracts Managers / Executive, Program Managers, Project Director / Managers, Business Managers, Marketing Managers / Executive, Project Engineers, Business Advisers, Quantity Surveyors and Consultants.

About the Speakers’ Organisation
HKA is the new global brand that unites the former construction claims group of Hill International and associated subsidiaries.

Following its sale and de-merger, HKA is now a privately-owned organisation with management equity. HKA is supported by Bridgepoint Development Capital, part of Bridgepoint, a major international private equity group headquartered in London, UK. The launch of HKA creates one of the world’s leading providers of advisory, consulting and expert services for the construction, manufacturing, processes and technology industries. HKA has over 900 professionals in more than 40 offices in 20 countries worldwide.

SEMINAR DETAILS
Date: 25 January 2018 (Thursday)
Time: 1.00pm – 5.00pm
Venue: The Singapore Contractors Association Ltd
Construction House, 1 Bukit Merah Lane 2
Singapore 159760
Fee:
$120 SCAL Member
$130 CIJC Member
$150 Non Member
(*inclusive of 7% GST)
Registration Form

Please fill in print or type clearly on form below, & return your completed form details with payment to
(Form may be copied for additional participants)

SCAL Academy
150 Neil Road
Singapore 088879

Fax: 6793 4401  Tel: 6793 9020  weixuan@scal.com.sg/elene@scal.com.sg
Attn: Ms Tan Wei Xuan/ Ms Elene Yeo

“The Preparation of Claims for Time and Cost”

Date: Thursday, 25 January 2018  Time: 1.00pm–5.00pm

Venue: The Singapore Contractors Association Ltd @ Construction House, 1 Bukit Merah Lane 2, Singapore 159760

Please register the following person(s) for the above preview:

Name: ___________________________ NRIC/FIN No: ___________________________ Designation: ___________________________

Name: ___________________________ NRIC/FIN No: ___________________________ Designation: ___________________________

Name of Company: ___________________________ Company Reg No (ROC No): ___________________________

Address of Company: ___________________________ (S) ___________________________

Contact Person: ___________________________ Tel: (Office) ___________________________ (HP) ___________________________

Fax: ___________________________ E-mail: ___________________________

Enclosed is a crossed cheque no: ___________________________ for S$ ___________________________ (Cheque should be crossed, marked “account payee only”, made payable to SCAL Academy Pte Ltd) being registration fee for _____________ person(s).

Fees per participant (please tick □ accordingly):

☐ SCAL Associate/Ordinary/SLOTS Member $120
☐ CIJC Member: Please circle – (ACES, IES, REDAS, SIA, SIBL, SISV, SPM) $130
☐ None of the Above $150

*Inclusive of: GST, refreshment & materials

Agreement & Disclaimers:

By registering for the above preview, I hereby affirm that I understand & abide to the following:

- Seats are limited, registration is on a first-come-first served basis, upon receipt of registration form, unless notified otherwise.
- Walk-in participants will only be admitted on the basis of availability & full payment before attending the preview.
- A Confirmation Letter will be sent to me via either fax or e-mail. If I do not hear from SCAL Academy 03 days before commencement of preview, I will contact SCAL Academy on Tel: 6793 9020.
- The full registration fee is payable before 22 January 2018.
- A notice of replacement / postponement together with the full particulars of the new participant (for replacement) must be given to us at least 3 working days before workshop commencement. A charge of S$50 (replacement) or $100 (postponement) will be imposed on such changes.
- A notice of cancellation must be given at least 3 working days before commencement of the workshop and 50% of workshop fee will be charged / returned. If notice is given less than 3 working days before the first day of the workshop, full fees will be charged and there will be no refund.
- “No-show” will not be given a refund nor credit towards a later program (unless there is a documented medical emergency).
- Trainer, topic & venue are correct at the time of printing. SCAL Academy Pte Ltd reserves the right to substitute speaker, cancel or change the content, venue & timing of the preview for reasons beyond its control.

________________________________________                  _______________________________
Name/Authorized Signature/Designation                      Company Stamp (if applicable)            Date