

## INTRODUCTION/PURPOSE OF COURSE/WORKSHOP

CIPAA 2012 came into force more than two and a half years ago and has taken off exponentially. The number of cases are growing unabatedly and will feature in almost all engineering/construction contracts where there are payment disputes; be these for interim payments, final payments, variations, etc.

The scope of CIPAA not only covers *Construction Works Contracts* but also *Construction Consultancy Contracts* whereby even consultants can pursue their respective claims against their employer for monies/fees due as an *Unpaid Party*. Hence, it will be very useful to consultants both as contract administrators as well as in terms of their own practice.

CIPAA has laid down mandatory procedures to be satisfied by both the *Unpaid Party* as well as the *Non-Paying Party* in respect of their respective Notices & Submissions.

Whilst for larger & more complex claims, lawyers and claims consultants will handle this task, for the bulk of the other claims, normal contract/site personnel such as Engineers, Architects, QSs, Project Managers, Contract Specialists, etc. will have to shoulder this responsibility.

With the above in mind, this course/workshop has been formulated as a practical course where the participants will be trained to prepare and submit the required Notices & Submissions required under the Act.

The course will involve an initial lecture and with a subsequent workshop like approach where a practical problem will be given to the participants and the participants will have to work in teams/groups to draft these various documents with the assistance/guidance of the tutors who are experienced adjudicators on the KLRCA's/AICA's Panel of Adjudicators.

## COURSE/WORKSHOP CONTENTS

1. Introduction to CIPAA 2012 & its Regulations
2. The Adjudication Process in practice
3. An introduction to KLRCA's Standard Forms for use in adjudication.
4. Discussion of the problem/scenario
5. Workshop Session 1: Practical Drafting of Pre-Adjudication Stage Documents/Notices
6. Workshop Session 2: Handling Post Commencement Stage Documents
7. Miscellaneous issues

## WHO SHOULD ATTEND

Engineers, Quantity Surveyors, Architects, Project/Construction Managers, Lawyers, Claims Specialists, Contract Specialists.

## CONTINUING PROFESSIONAL DEVELOPMENT / CERTIFICATE OF ATTENDANCE

The course/workshop is eligible for 8 CPD hours for Professional Engineers registered with the Board of Engineers Malaysia. Certificate of Attendance will be issued subject to full attendance.

## REGISTRATION FEE (inclusive 6% GST)

|                   |                      |
|-------------------|----------------------|
| ACEM member firms | RM 636.00 per person |
| Others            | RM 742.00 per person |

The registration fee shall be made payable to '**The Association of Consulting Engineers Malaysia**' by crossed cheque and to be submitted with the completed registration form by **6 April 2018** to:

The Association of Consulting Engineers Malaysia  
Suite 20-9, Level 20, Menara 1MK,  
No. 1, Jalan Kiara, Mont' Kiara, 50480 Kuala Lumpur

The registration fee is non-refundable. However, substitution of participants can be arranged by informing the organiser at least one week before the course/workshop commences.

## PROGRAMME

|               |                        |
|---------------|------------------------|
| 08:30 – 09:00 | Registration           |
| 09:00 – 10:30 | Lecture / Presentation |
| 10:30 – 10:45 | Tea Break              |
| 10.45 – 12:30 | Workshop Session 1     |
| 12.30 – 13:30 | Lunch                  |
| 13:30 – 15:45 | Workshop Session 2     |
| 15:45 – 16:00 | Tea Break              |
| 16:00 – 17:00 | Review / Q&A Session   |
| 17:00         | End of Course/Workshop |

## ENQUIRIES

For further enquiries, please contact the ACEM secretariat at

tel. nos. 012-5290031, 012-5190031 or 03-62110031  
e-mail: sec@acem.com.my

**Registration Form**  
(to be returned by 6 April 2018)

**Course/Workshop on Practical Drafting of CIPAA 2012 Notices and Submissions**  
**Saturday, 14 April 2018**  
**MATRADE Exhibition and Convention Centre, Kuala Lumpur**

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

Designation: \_\_\_\_\_ BEM PE No.: \_\_\_\_\_  
*(if applicable)*

Organisation: \_\_\_\_\_

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

\_\_\_\_\_

Tel.: \_\_\_\_\_ E-mail: \_\_\_\_\_  
*(confirmation of registration will be sent via e-mail)*

Contact person: \_\_\_\_\_

**Registration Fee**

ACEM member firm RM 636.00 per person

Others RM 742.00 per person

Enclosed is cheque no. \_\_\_\_\_ for RM \_\_\_\_\_ being  
registration fee for the course/workshop.

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

\_\_\_\_\_  
Date

# Course/Workshop on Practical Drafting of CIPAA 2012 Notices and Submissions

**Saturday, 14 April 2018**  
**(9.00 a.m. – 5.00 p.m.)**

MATRADE Exhibition and Convention Centre  
Menara MATRADE  
Jalan Sultan Haji Ahmad Shah  
50480 Kuala Lumpur

**Lecturers/Tutors:**  
**Ms. Samrith Kaur, Ms. Louise Azmi,**  
**Ms. Rammit Kaur, Ir. Harbans Singh K.S.**

Organised by



The Association of Consulting Engineers Malaysia