



Property, Infrastructure and Construction Interest Group (PICIG) Seminar

Construction Contract Management for Accountants

Speaker	Mr. Neil Roberts General Manager (Administration), Hip Hing Construction Co., Ltd.
Chairman	Mr. Peter Choy, Convenor of the PICIG Organising Committee
Date	31 March 2011, Thursday
Time	6:30 p.m. – 8:00 p.m.
CPD credit	1.5 hours
Language	English
Competency*	General Business and Professional Knowledge General Accounting and Related Knowledge
Rating*	Intermediate level – sound understanding of the knowledge area. The ability to apply knowledge and skills to a range of situations and able to deal with new situations.
Venue	Training Centre, HKICPA, 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai.
Admission Fee	\$100 / HKICPA members \$150 / non-HKICPA members
Capacity	250
Register by	24 March 2011

* Details of [Competency and Rating](#) information

REGISTRATION

Acceptance is on a first-come-first-served basis with priority given to HKICPA members.

To register:

- Online registration (for HKICPA members only): [Click here](#) or visit www.hkicpa.org.hk
- By post or by fax: Complete the attached reply slip and return it to the Institute on or before **24 March 2011**, together with full payment. Cheque should be made payable to "Hong Kong Institute of Certified Public Accountants".
- Fax registration will only be accepted if payment is made by any Visa / Master credit card. Confirmation of registration will be sent by email. If you have not received confirmation by 28 March 2011, please contact May Hung at 2287 7009 / Canace Leung at 2287 7089 or email: mcs.msce@hkicpa.org.hk.

Construction Contract Management for Accountants

ABOUT THE SPEAKER

Mr. Neil Roberts is a Chartered Quantity Surveyor who has worked in the construction industry for 25 years and has spent 18 years working on projects in Hong Kong providing commercial management, contract administration, dispute resolution and avoidance, cost management and project management services in contracting, client and consultant organisations. He is a Member of the Royal Institution of Chartered Surveyors and Hong Kong Institute of Surveyors and a Fellow of the Chartered Institute of Arbitrators.

Neil is the General Manager (Administration) of Hip Hing Construction Co., Ltd. where his role includes providing contract advisory services to support the operations of the company and its project teams. This involves providing advice on the contractual and commercial risks of construction contracts and the contractual and commercial management of construction contracts. It also involves the preparation, defence, negotiation and settlement of contractual claims and the resolution of contractual and commercial disputes.

ABOUT THE SEMINAR

The procurement of construction work is complex, and a successful outcome can be elusive. It is remarkably different from purchasing almost any other commodity associated with commercial activity. Construction contracts often use complex standard forms of contract which are adapted extensively and are comprised of a large volume and variety of documents.

The talk will discuss:

- the principal functions of a construction contract;
- the types of construction contract commonly used in Hong Kong;
- the documents which form a construction contract;
- the key characteristics of construction contracts; and
- the principal risks associated with construction contracts.



**PICIG Seminar –
 Construction Contract Management for Accountants**

**Finance & Operations Department,
 Hong Kong Institute of CPAs**

37th Floor, Wu Chung House,
 213 Queen's Road East, Hong Kong.

Fax no: 2893 9853

Enrolment Form

Online enrolment (for HKICPA members only)

FOR OFFICE USE

Seq. no.: -----
 Handled by: -----

31 March 2011

*(Please reply on or before **24 March 2011**)*

Please allow 4 days to process your application. In order not to delay the process, please DO NOT make any enquiries on your enrolment status. You can check it at "My CPA" at <http://www.hkicpa.org.hk>. Unsuccessful enrolment will be notified before the commencement of the event with full refund.

Please use BLOCK letters :-

Name: (*Mr./Mrs./Ms.) _____ Institute Membership No.: _____

Company Name.: _____

Position held: _____ Email: _____

Telephone No.: _____ Fax No.: _____

Admission Fee:		<input type="checkbox"/> \$100 / HKICPA members
		<input type="checkbox"/> \$150 / non-HKICPA members
Payment by:		<input type="checkbox"/> Cheque no.: _____ (Bank: _____)
		<input type="checkbox"/> Visa / Master credit card
For payment by credit card, please fill in the following:		Card no.:
Cardholder's Name : (Please print)		Card Expiry Date (month/year) :
		Cardholder's Signature : Date:
FOR OFFICE USE		Auth. code no.
		Handled by
		Date
<input type="checkbox"/> Please put a "✓" if you require a receipt and indicate your choice of delivery: <input type="checkbox"/> by email <input type="checkbox"/> by post (to the address as shown below)		
Name:		Name:
Address:		Address:

- Notes:**
- Enrolments are accepted on a first-come-first-served basis.
 - Full payment must be made before your application will be processed. No telephone reservation will be accepted.
 - The closing date for enrolment is **24 March 2011**. However, the Institute has the discretion to accept late applications as it sees fit.
 - Successful enrollees will receive confirmation on or before 28 March 2011 by email whereas unsuccessful applicants will receive full refund by mail.
 - Unless the event is cancelled due to unforeseen circumstances or bad weather, no refund for withdrawal will be given after the enrolment has been processed.
 - Bad weather arrangement: The event will be cancelled if typhoon signal no. 8 or above / black rainstorm warning is hoisted, as announced by the Hong Kong Observatory, at or after 2:30 p.m. on the date of event. In the event of cancellation due to bad weather, the admission fee will be refunded.
 - The institute reserves the right to change the venue and date of the event due to unforeseen circumstances.

Personal Data: All information provided in this form will only be used by the Institute or its agent for the purposes of processing the registration and/or organising the event in which you have enrolled. Although you are not obliged to provide the data sought by this form, failing to do so may result in an inability to process your enrolment. Collected data will only be used for this specific event and promotion of any future similar events. By completing the form you agree that the staff of the Institute or its agent may use your personal data for the purposes specified above. The detailed privacy policy of the Institute is available at www.hkicpa.org.hk.

Payment & Enrolment Status Enquiry: 2287 7381
 e-mail: finance@hkicpa.org.hk

Event Information Enquiry: 2287 7009 (May Hung)
 e-mail: mcs.msce@hkicpa.org.hk