



**APPLICATION  
FOR APPOINTMENT AS  
ADJUDICATOR  
[Building and Construction  
Industry Security of Payment Act  
(Cap. 30B)]**



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ADJUDICATOR  
[Building and Construction Industry  
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Please return the application form, together with 2 passport-sized photographs, to:

Singapore Mediation Centre  
1 Supreme Court Lane  
Level 4  
Singapore 178879

Attn: Mr John Tan

If no acknowledgement of receipt of your application is received after 7 days of your dispatch of the application, please contact the SMC at Tel: 6332 4006 or email to [enquiries@mediation.com.sg](mailto:enquiries@mediation.com.sg).

Applications close at **4:30 pm on Monday, 8 June 2009.**

# GUIDANCE NOTES FOR APPLICANTS

## The context in which appointments are made

1. The Singapore Mediation Centre (“SMC”) has been appointed the Authorised Nominating Body under the Building and Construction Industry Security of Payment Act. In this regard, the SMC is looking for suitable candidates to accredit onto its register of construction adjudicators.

## Pre-qualification and Accreditation

2. To be accredited, applicants will have to fulfil two parts:

### Part A – Pre-qualification

- i) meet the professional qualifications set out below; and
- ii) pass a pre-qualification assessment on Construction Contracts.

### Part B - Accreditation

- i) attend an SMC Adjudicator Training Course (“the Course”); and
- ii) pass an accreditation assessment.

**NOTE: Appointment to the SMC Register of Adjudicators is at the sole discretion of the Singapore Mediation Centre.**

## Part A – Pre-qualification

### I. Professional Qualifications

3. An Applicant must:

- (i) In terms of working experience:-
  - (a) hold or have held a senior position in any firm, company or professional body; and
  - (b) have working experience of at least 10 years in, or relating to, the building and construction industry in Singapore;
- (ii) Be qualified as follows:-
  - (a) possess a degree or diploma in architecture, building studies, engineering, environmental studies, law, planning, real estate or urban design, or possess such other qualification as may be recognised by SMC; and

- (b) where the person is an architect, an engineer, or a lawyer, he is qualified to practise as such in Singapore;

and

- (iii) Be of good character, not been convicted of any offence and must not be an undischarged bankrupt.

### **Criteria to be used in assessing each application**

4. The emphasis will be upon knowledge of and experience in the Singapore construction industry practice and legal framework. Applicants will also be judged on their professional integrity and maturity.

### **II. Pre-qualification Assessment on Construction Contracts**

5. Please visit <http://www.mediation.com.sg/Adjudication.htm> for more information on **exemptions**, the nature of the examination, a list of topics to be tested and the format of the examination.

6. The Pre-qualification Assessment will be scheduled as set out below. You will be notified if you qualify to attend the Pre-qualification Assessment.

Date: 17 July 2009  
Time: 9:00 – 11:30 am  
Venue: Singapore Mediation Centre

### **The application process**

7. Each application must be received by the SMC before **4:30 pm, Monday, 8 June 2009**. Late applications will not be considered, whatever the reason given. If no acknowledgement of receipt of your application has been received within 7 days of dispatch, please telephone the SMC at 6332 4006.

8. A non-refundable processing fee of \$160.50 (inclusive of GST) must accompany each application. Fee includes Pre-qualification Assessment Fee. S\$107 will be refunded if you are exempted from the Pre-qualification Assessment. Only cheques or money orders are acceptable. These should be made payable to the "Singapore Mediation Centre".

9. Only applicants who fulfil the requirements of Part A will be invited to attend the SMC Adjudicator Training Course.

## **Part B - Accreditation**

### **I. SMC Adjudicator Training Course**

10. The SMC Adjudicator Training Course will be scheduled as set out below.

Dates: 19 – 21 August 2009  
Time: 9:00 am – 5:00 pm  
Course fee: S\$1,712 (inclusive of GST; fee is inclusive of accreditation assessment fee)  
Venue: Singapore Mediation Centre

### **II. Accreditation Assessment**

11. At the end of the Course, there will be an accreditation assessment which will involve a written examination. The assessment may also include an oral examination. The written examination will take place on the third day of the course.

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SECURITY OF PAYMENT ACT (CAP. 30B)]**

For office use only

Acknowledge  
Ref No

You should complete all parts of this application form and enclose 2 passport-sized photographs. Please ensure that you have read the **Guidance Notes for Applicants** carefully.

**IMPORTANT:** Annexures to this form should not exceed 10 pages in total.

**Section A - Personal details**

**1 Personal details**

Title (tick where applicable)

Mr  Mrs  Miss  Ms  Other (please state)

Name in full as it appears in NRIC/Passport No.  
(please underline your surname)

\_\_\_\_\_

No. of years working in, or relating to, the building  
and construction industry in Singapore

\_\_\_\_\_

Date of birth

\_\_\_\_\_

Age as at 1 January 2009

\_\_\_\_\_

Professional address

Postal code

Telephone no

Facsimile no

\_\_\_\_\_

Private address

Postal code

Telephone no

Facsimile no

\_\_\_\_\_

Please indicate which address is to be used for  
correspondence relating to this application  
and its result

Professional

Private

E-mail address

\_\_\_\_\_

Nationality

\_\_\_\_\_

## 2 Education

College and/or University attended.

Dates

College / University attended

Degrees, diplomas, certificates awarded and any other academic achievements

(Please state class of degree).

**Please provide copies of certificate(s).**

Others – Academic Awards/ Prizes (e.g. scholarships).

Year awarded

Academic Awards/Prizes

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**Section B – Professional details**

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**1 Professional Qualifications**

Please give details of professional qualifications and membership of professional bodies.

Dates	Particulars

**2 Career History**

Please give details in chronological order, of your professional career.

Dates	Organisation	Designation	Nature of work

**3 Significant Construction Projects / Cases**

Please list some of the more important construction projects / cases that you have been involved in.

Dates	Particulars



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**Section D – Administrative details**

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Enclosed is a cheque no. \_\_\_\_\_ for \$160.50/- made payable to the "Singapore Mediation Centre".

Enclosed are 2 passport-sized photographs.

I declare that the information I have given on this form is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**Note:**

This application form is to be hand-delivered or sent by registered mail to:

Singapore Mediation Centre  
1 Supreme Court Lane  
Level 4  
Singapore 178879  
Attn: Mr John Tan

under "**PRIVATE AND CONFIDENTIAL**" cover, by **4:30 pm, Monday, 8 June 2009**.

Please fill in your name and correspondence address below for administrative purposes.

Family name	
Other names	
Correspondence address	
Reference Number	
Date application received	
Date acknowledgement sent	
Cheque Number	

.....

Family name	
Other names	
Reference Number	
Correspondence address	
Your application has been received by the Singapore Mediation Centre.	

.....



1 Supreme Court Lane, Level 4, Singapore 178879 Tel: 65 6332 4366 Fax: 65 6333 5085  
Email [enquiries@mediation.com.sg](mailto:enquiries@mediation.com.sg)