

## **SAMPLE 1: POSSIBLE BASIC FEATURES OF A SIMPLE CONTRACT**

**1. Date** of contract

**2. Particulars** of contracting parties

*(e.g. Name of contracting parties, Service address, Telephone / Fax number, Email)*

**3. Project title** or Short description of works, goods or services

*(e.g. To include relevant site location, quantity or measurement of the works, goods or services)*

**4. Contract Price** of the work, goods or service

**5. Date for completion** of works or services / delivery of goods

**6. Date / Frequency for serving of payment claim**<sup>1</sup>

*(e.g. monthly, or last day of every month)*

**7. Date for serving of payment response**<sup>2</sup>

*(e.g. 14 days after payment claim)*

**8. Date for payment**<sup>3</sup>

*(e.g. 14 days after payment response)*

Other terms and conditions (if any)

### Note:

<sup>1</sup> If there is no contractual provision, the Act requires a payment claim to be served by the last day of each month (monthly interval).

<sup>2</sup> The Act stipulates a maximum of 21 days after a payment claim is served and if there is no contractual provision, the default period shall be 14 days.

<sup>3</sup> The Act stipulates a maximum of 35 days after a payment response or tax invoice and if there is no contractual provision, the default period shall be 14 days.

## Sample 2: Payment claim

Payment claim reference number:

Payment claim date: (DD/MM/YY)

<b>To:</b> (Respondent's name or registered company / organisation name)	
Service address:	Tel:
	Fax:
	Email:
Person-in-charge (Respondent): (Name of authorised representative, designation, contact details)	

<b>From:</b> (Claimant's name or registered company / organisation name)	
Service address:	Tel:
	Fax:
	Email:
Person-in-charge (Claimant): (Name of authorised representative, designation, contact details)	

### Particulars of Contract

Project title:	
*Contract identification: (e.g. contract title, contract number / Invoice number, date contract made)	Reference period of this claim: From (DD/MM/YY) to (DD/MM/YY)

### Payment Claim Details

*Description of item / Variation reference no.	Total value of item / variation (\$)	*Quantity / Quantum (e.g. % Completed / Delivered)	*Amount claimed for item (\$) (Supported with relevant calculations* and attachments, if any)
Total amount claimed			\$
Less amount previously paid			\$
<b>*Payment claim amount</b>			<b>\$</b>

Name of claimant / authorised representative:

Authorised signature &

Organisation stamp (if applicable):

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(DD/MM/YY)

\* Inputs are mandatory under the Building and Construction Industry Security of Payment Act.

**Example of payment claim (from Claimant to Respondent)**

Payment claim reference number: CPL\FPL\Payment-9

Payment claim date: 02/04/19

<b>To: FORTUNE PTE LTD</b>	
Service address: 18 Development Road Singapore 288888	Tel: 63456789 Fax: 69876543 Email: <a href="mailto:fpl@fortune.com.sg">fpl@fortune.com.sg</a>
Person-in-charge (Respondent): Mr Ted Ong, Director, 93456788	

<b>From: BUILDER PTE LTD</b>	
Service address: 19 Construction Road Singapore 191919	Tel: 61234567 Fax: 67654321 Email: <a href="mailto:cpl@builder.com.sg">cpl@builder.com.sg</a>
Person-in-charge (Claimant): Mr Rod Tan, Project Manager, 91234568	

**Particulars of Contract**

Project title: Fortune Complex
<u>Contract identification</u> Contract title / description: Construction of Fortune Complex comprising an office block, a retail mall and 3 blocks of residential apartments  Contract number: J04/29  Date contract made: 15/06/18 Reference period of this claim: From 01/07/18 to 31/03/19

**Amount of Payment Claim**

Work carried out by Contractor	\$90,651,108.17
Unfixed goods & materials	\$399,137.25
Nominated sub-contractor, suppliers or designated PC work	-
Unfixed goods & materials of nominated sub-contractor, suppliers	-
<b>Total</b>	<b>\$91,050,245.42</b>
Deduction	-
Less amounts previously paid	\$79,841,710.72
<b>CLAIM AMOUNT</b>	<b>\$11,208,534.70</b>
(Claim amount in words) Singapore Dollars Eleven Million Two Hundred Eight Thousand Five Hundred Thirty-Four and Cents Seventy only	

The construction work or related goods and services in respect of which this payment claim is made and the details of the calculation of the amount of claim are set out in the claim particulars (including the summary) and other supporting documents annexed to this payment claim.

No. of pages of claim particulars (including summary): ###	Supporting documents annexed ###
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Name of claimant / authorised representative: \_\_\_\_\_

Authorised signature &amp; \_\_\_\_\_

Organisation stamp (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

## Payment Claim Particulars

Contract title / description: Construction of Fortune Complex comprising an office block, a retail mall and 3 blocks of residential apartments	Contract number: J04/29
	Work done up to (date): 31/03/19
Contractor: <b>BUILDER PTE LTD</b>	Contract sum: \$278,890,223.83

### Details of claim – Work carried out by contractor

Description	Contract amount (\$)	Work done / completed	
		(%)	Amount claimed = Contract amount x % (\$)
1. General conditions & preliminaries	23,550,215.32	46.68	10,992,636.00
2. Prime cost & provisional sum	74,535,000.00	0.01	8,393.00
3. Piling works	2,260,000.00	100.00	2,260,000.00
4. Energy centre	3,087,096.68	88.87	2,743,616.21
5. Car park (multi-storey & basement)	7,760,255.11	66.65	5,187,799.72
6. Office block	31,385,979.47	62.95	19,758,209.73
7. Club house	5,807,927.34	58.07	3,372,495.31
8. Residential block (Tower A)	11,025,481.39	43.34	4,778,841.80
9. Residential block (Tower B)	26,067,487.22	49.44	12,888,831.20
10. Residential block (Tower C)	13,758,066.71	16.45	2,263,066.13
11. Retail mall (main building)	14,123,964.98	30.23	4,269,218.79
12. Retail mall (annex)	8,683,023.78	29.46	2,557,738.42
13. External façade	10,027,779.51	0.38	37,832.42
14. Fittings and equipment	2,730,046.32	-	nil
15. Mechanical & Electrical engineering	42,350,000.00	31.64	13,397,723.58
16. Performance bond	556,000.00	96.04	534,000.00
17. Insurance – workmen’s compensation	561,000.00	94.12	528,000.00
18. Insurance – contractor’s all risk	710,900.00	100.00	710,900.00
19. Amount from variation (see claim particulars 10.19)	-		4,361,805.86
Total value of work carried out by contractor			\$90,651,108.17

### Details of claim – Contractor unfixed goods & materials

Description	Qty	Rate (\$)	Amount = Qty x Rate (\$)
Reinforcement bars (Less 20%)	845,629.76	0.59	498,921.56 -99,784.31
Total value of contractor unfixed goods & materials			\$399,137.25

Name of claimant / authorised representative: \_\_\_\_\_

Authorised signature & \_\_\_\_\_

Organisation stamp (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

## Particulars of Variations

Contract title / description: Construction of Fortune Complex comprising an office block, a retail mall and 3 blocks of residential apartments	Contract number: J04/29
	Work done up to (date): 31/03/19
Contractor: <b>BUILDER PTE LTD</b>	Contract sum: \$278,890,223.83

### Particulars of claim

Description of variation (including location)	Instruction reference no.	Total value of variation (\$)	Variation completed	
			(%)	Value = Total value x % (\$)
1. To provide additional equipment for 15 Resident Consultant Team (RCT) and removal upon completion	Mc/Arch/002	400,000.00	49.69	198,741.62
2. The 1 <sup>st</sup> issuance of working drawing on 17 Nov 2004	Mc/Arch/003	2,500,000.00	67.05	1,676,367.39
3. Study cluster room & furniture mock-up	Mc/Arch/004	4,000.00	77.73	3,109.20
4. Additional software for MSPL RCT team	Mc/Arch/006	30,000.00	84.24	25,271.25
5. Pneumatic waste system	Mc/Arch/007	1,000,000.00	59.71	597,100.90
6. Water feature	Mc/Arch/008	50,000.00	51.98	25,990.00
7. Additional site office equipment	Mc/Arch/009	35,257.85	100.00	35,257.85
8. TOL for East Road	Mc/Arch/010	120.00	100.00	120.00
9. Lawn mock-up	Mc/Arch/011	50,000.00	95.34	47,667.75
10. Additional piles for Agora North Stair	Mc/S/001	45,000.00	80.79	36,354.83
11. Additional length of piles to CBP walls	Mc/S/002	114,696.14	100.00	114,696.14
12. Structural site instructions		2,000,000.00	57.54	1,150,711.14
13. Architectural site instructions		405,216.16	100.00	405,216.16
Sub-total carried to summary				4,316,604.23

Notes setting out the details of the variation are appended.

Name of claimant / authorised representative: \_\_\_\_\_

Authorised signature &

Organisation stamp (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

### SAMPLE 3: PAYMENT RESPONSE

Payment response reference number:

Payment response date: (DD/MM/YY)

<b>To:</b> (Claimant's name or registered company / organisation name)	
Service address:	Tel:
	Fax:
	Email:
Person-in-charge (Claimant): (Name of authorised representative, designation, contact details)	

<b>From:</b> (Respondent's name or registered company / organisation name)	
Service address:	Tel:
	Fax:
	Email:
Person-in-charge (Respondent): (Name of authorised representative, designation, contact details)	

#### Particulars of Contract

Project title:	
Contract identification: (e.g. contract title, contract number / Invoice number, date contract made)	Reference period of claim: From (DD/MM/YY) to (DD/MM/YY)

#### Payment Claim Identification

*Payment claim identification: (e.g. payment claim reference number, claim date)
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Name of respondent / authorised representative: \_\_\_\_\_  
Authorised signature & \_\_\_\_\_  
Organisation stamp (if applicable): \_\_\_\_\_  
Date: \_\_\_\_\_  
(DD/MM/YY)

\* Inputs are mandatory under the Building and Construction Industry Security of Payment Act.

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### Payment Response Details

*Description of item / Variation reference no.	Amount claimed for item (\$)	*Response amount for item (\$) <i>*(To state "nil" where respondent does not propose to pay any part of the claimed amount)</i>	*Reasons for difference  <i>(Supported with relevant calculations* and attachments, if any)</i>
Subtotal for response amount		\$	
*Description of item for amount withheld, if any <i>(e.g. set-offs, counter-claims)</i>	*Amount withheld (\$)	*Reasons for withholding  <i>(Supported with relevant calculations* and attachments, if any)</i>	
Subtotal for amount withheld, if any		\$	
Less amount previously paid, if any		\$	
<b>*Total response amount (payable)</b>		<b>\$</b>	

Name of respondent / authorised representative: \_\_\_\_\_

Authorised signature & \_\_\_\_\_

Organisation stamp (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_  
*(DD/MM/YY)*

\* Inputs are mandatory under the Building and Construction Industry Security of Payment Act.

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## Example of payment response (from Respondent to Claimant)

Payment response reference no.: FPL\CPL\Response-9

Payment response date: 20/04/19

<b>To: BUILDER PTE LTD</b>	
Service address: 19 Construction Road Singapore 191919	Tel: 61234567
	Fax: 67654321
	Email: <a href="mailto:cpl@builder.com.sg">cpl@builder.com.sg</a>
Person-in-charge (Claimant): Mr Rod Tan, Project Manager, 91234568	

<b>From: FORTUNE PTE LTD</b>	
Service address: 18 Development Road Singapore 288888	Tel: 63456789
	Fax: 69876543
	Email: <a href="mailto:fpl@fortune.com.sg">fpl@fortune.com.sg</a>
Person-in-charge (Respondent): Mr Ted Ong, Director, 93456788	

### Particulars of Contract

Project title: Fortune Complex
<u>Contract identification</u> Contract title / description: Construction of Fortune Complex comprising an office block, a retail mall and 3 blocks of residential apartments
Contract number: J04/29
Date contract made: 15/06/18
Reference period of claim: From 01/07/18 to 31/03/19

### Payment Claim Identification

<u>Payment claim identification</u> Payment claim reference number: CPL\FPL\Payment-9 Payment claim date: 02/04/19 Claim amount: \$11,208,534.70
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### Derivation of response amount

Work carried out by Contractor	\$88,100,351.38
Unfixed goods & materials	\$371,619.18
Nominated sub-contractor, suppliers or designated PC work	-
Unfixed goods & materials of nominated sub-contractor, suppliers	-
<b>Total</b>	<b>\$88,471,970.56</b>
Deduction for retention	-
Less defective works deduction	-
Less amounts previously paid	\$79,841,710.72
<b>RESPONSE AMOUNT</b>	<b>\$8,630,259.84</b>

(Response amount in words)

Singapore Dollars Eight Million Six Hundred Thirty Thousand Two Hundred Fifty-Nine and Cents Eighty-Four Only

Name of respondent / authorised representative: \_\_\_\_\_

Authorised signature & \_\_\_\_\_

Organisation stamp (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)



## Payment Response Particulars

Contract title / description: Construction of Fortune Complex comprising an office block, a retail mail and 3 blocks of residential apartments	Payment claim reference number: CPL\FPL\Payment-9
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Description	Allocation in contract sum (\$)	Allocation in payment claim (\$)	Allocation in payment response (\$)	Reasons and calculations
1. General conditions & preliminaries	23,550,215.32	10,992,636.00	10,529,649.00	Note 10.01
2. Prime cost & provisional sum	74,535,000.00	8,393.00	nil	Note 10.02
3. Piling works	2,260,000.00	2,260,000.00	2,259,866.00	Note 10.03
4. Energy centre	3,087,096.68	2,743,616.21	2,672,036.30	Note 10.04
5. Car park (multi-storey & basement)	7,760,255.11	5,187,799.72	5,183,206.72	Note 10.05
6. Office block	31,385,979.47	19,758,209.73	19,545,811.74	Note 10.06
7. Club house	5,807,927.34	3,372,495.31	3,366,695.35	Note 10.07
8. Residential block (Tower A)	11,025,481.39	4,778,841.80	4,717,980.60	Note 10.08
9. Residential block (Tower B)	26,067,487.22	12,888,831.20	12,879,221.20	Note 10.09
10. Residential block (Tower C)	13,758,066.71	2,263,066.13	2,258,572.90	Note 10.10
11. Retail mall (main building)	14,123,964.98	4,269,218.79	4,154,425.15	Note 10.11
12. Retail mall (annex)	8,683,023.78	2,557,738.42	2,548,759.72	Note 10.12
13. External façade	10,027,779.51	37,832.42	nil	Note 10.13
14. Fittings and equipment	2,730,046.32	nil	nil	Note 10.14
15. M&E engineering	42,350,000.00	13,397,723.58	13,239,416.00	Note 10.15
16. Performance bond	556,000.00	534,000.00	534,000.00	Note 10.16
17. Insurance – workmen’s compensation	561,000.00	528,000.00	528,000.00	Note 10.17
18. Insurance – contractor’s all risk	710,900.00	710,900.00	710,900.00	Note 10.18
19. Variation	-	4,361,805.86	2,971,810.70	Note 10.19
20. Materials on site	-	399,137.25	371,619.18	Note 10.20
<b>Total for response amount</b>			<b>88,471,970.56</b>	
<b>Description of item for amount withheld, if any</b>		<b>Amount withheld (\$)</b>	<b>Reasons for withholding</b>	
-		-	-	
<b>Total for amount withheld, if any</b>			<b>nil</b>	

Name of respondent / authorised representative: \_\_\_\_\_

Authorised signature & \_\_\_\_\_

Organisation stamp (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

## Notes to Particulars of Payment Response

Contract title / description: Construction of Fortune Complex comprising an office block, a retail mail and 3 blocks of residential apartments	Payment claim reference number: CPL\FPL\Payment-9
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Note	Reasons for differences	Claim amount (\$)	Response amount (\$)
10.01	General conditions & preliminaries Temporary office Claim is based on 70% for fixed cost Response is based on 45% for fixed cost	10,992,636.00	10,529,649.00
10.02	Prime cost & provisional sum Provisional sum for site lunches not allowed because there is no authorisation	8,393.00	nil
10.03	Piling cost Difference due to quantities	2,260,000.00	2,259,866.00
10.04	Energy centre Claim includes 20% of value for roofing work. Site inspection showed that this was not the case.	2,743,616.21	2,672,036.30
10.05	Car park (multi-storey & basement) Difference due to disallowance of claim for floor hardener	5,187,799.72	5,183,206.72
10.06	Office block Difference in quantities in respect of slabs and beams	19,758,209.73	19,545,811.74
10.07	Club house Difference in quantities in respect of structural steelwork and roofing	3,372,495.31	3,366,695.35
10.08	Residential block (Tower A) Difference in quantities in respect of concrete work and finishes	4,778,841.80	4,717,980.60
10.09	Residential block (Tower B) Difference in quantities in respect of concrete work	12,888,831.20	12,879,221.20
10.10	Residential block (Tower C) Difference in quantities in respect of concrete work	2,263,066.13	2,258,572.90
10.11	Retail mall (main building) Difference in quantities in respect of RC walls	4,269,218.79	4,154,425.15
10.12	Retail mall (annex) Difference in quantities in respect of RC walls	2,557,738.42	2,548,759.72

Name of respondent / authorised representative: \_\_\_\_\_

Authorised signature & \_\_\_\_\_

Organisation stamp (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Contract title / description: Construction of Fortune Complex comprising an office block, a retail mail and 3 blocks of residential apartments	Payment claim reference number: CPL\FPLPayment-9
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Note	Reasons for differences	Claim amount (\$)	Response amount (\$)
10.13	External façade Work was rejected due to unacceptable defects	37,832.42	nil
10.14	Fittings and equipment – NO DISAGREEMENT	nil	nil
10.15	M&E engineering Difference in quantities in respect of ACMV installation	13,397,723.58	13,239,416.00
10.16	Performance bond – NO DISAGREEMENT	534,000.00	534,000.00
10.17	Insurance: workmen’s compensation – NO DISAGREEMENT	528,000.00	528,000.00
10.18	Insurance: contractor’s all risk – NO DISAGREEMENT	710,900.00	710,900.00
10.19	Variation – see Sub-Note 10.19	4,361,805.86	2,971,810.70
10.20	Materials on-site	399,137.25	371,619.18

**Sub-Note 10.19**

Description	SOI	Amount claimed (\$)	Amount responded (\$)	Differences	Reasons for differences
To provide additional equipment for 15 Resident Consultant Team (RCT) and removal upon completion	Mc/Arch/002	198,741.62	169,987.79	28,753.83	Claim is calculated on the basis of 32 months of running costs; Response is based on 11 months of running costs
The 1 <sup>st</sup> issuance of working drawing on 17 Nov 2004	Mc/Arch/003	1,676,367.39	1,164,063.49	512,303.90	Difference in quantities
Study cluster room & furniture mock-up	Mc/Arch/004	3,109.20	1,671.70	1,437.50	Difference in quantities
Additional software for MSPL RCT team	Mc/Arch/006	25,271.25	25,271.25	0.00	
Pneumatic waste system	Mc/Arch/007	597,100.90	552,155.20	44,945.70	Difference in quantities
Water feature	Mc/Arch/008	25,990.00	25,990.00	0.00	
Additional site office equipment	Mc/Arch/009	35,257.85	35,257.85	0.00	
TOL for East Road	Mc/Arch/010	120.00	120.00	0.00	
Lawn mock-up	Mc/Arch/011	47,667.75	34,000.00	13,667.75	Difference in quantities
Additional piles for Agora North Stair	Mc/S/001	36,354.83	33,368.90	2,985.93	Difference in quantities
Additional length of piles to CBP walls	Mc/S/002	114,696.14	114,696.14	0.00	
Structural site instructions		1,150,711.14	783,485.38	367,225.76	Difference in quantities
Architectural site instructions		405,216.16	nil	405,216.16	Not variation work
		4,316,604.23	2,971,810.70	1,376,536.52	

Name of respondent / authorised representative: \_\_\_\_\_

Authorised signature & \_\_\_\_\_

Organisation stamp (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

## SAMPLE 4: NOTICE OF INTENTION TO APPLY FOR ADJUDICATION

Date of notice: (DD/MM/YY)

<b>To:</b> *(Respondent's name or registered company / organisation name)	
*Service address:	Tel:
	Fax:
	Email:
Person-in-charge (Respondent): (Name of authorised representative, designation, contact details)	

<b>From:</b> *(Claimant's name or registered company / organisation name)	
*Service address:	Tel:
	Fax:
	Email:
Person-in-charge (Claimant): (Name of authorised representative, designation, contact details)	

### Particulars of Contract

*Project title or reference (or a brief description of the project):
*Contract number (or a brief description of the contract):
*Date contract made: (DD/MM/YY)

### Payment Claim and Payment Response

Payment claim reference number:	
*Payment claim amount:	\$
Payment response reference number:	
*Payment response amount:	\$

Name of claimant / authorised representative: \_\_\_\_\_  
Authorised signature & \_\_\_\_\_  
Organisation stamp (if applicable): \_\_\_\_\_  
Date: \_\_\_\_\_  
(DD/MM/YY)

\* Inputs are mandatory under the Building and Construction Industry Security of Payment Act.

### Dispute Details

Dispute:	Tick where appropriate (✓)
<ul style="list-style-type: none"><li>▪ Payment response disputed (applicable to construction contracts only)</li><li>▪ No payment response (applicable to construction contracts only)</li><li>▪ Paid amount disputed (including nil payment by the payment due date)</li></ul>	
*Brief description of dispute:	

The claimant hereby intends to apply for adjudication on the reference payment claim under the Building and Construction Industry Security of Payment Act.

Name of claimant / authorised representative: \_\_\_\_\_  
Authorised signature &  
Organisation stamp (if applicable): \_\_\_\_\_  
Date: \_\_\_\_\_  
*(DD/MM/YY)*

\* Inputs are mandatory under the Building and Construction Industry Security of Payment Act.