

ANNEX A

ADJUDICATION APPLICATION FORM AA-1

Adjudication Application Reference No. []

INSTRUCTIONS

Notice: A lodgment must be accompanied by the Adjudication Application Form (AA-1) and payment of Fees (Regs. 7 and 13 of the prevailing Building and Construction Industry Security of Payment Regulations and SMC Fee Schedule) to be accepted by SMC.

1. Please submit via one of the following modes of lodgment:

(a) Physical lodgment:

- **Two (2) original duly completed and signed/stamped copies** of the Adjudication Application Form; and
- **Two (2) sets of the accompanying documents by hand to:**

Singapore Mediation Centre
1 Coleman Street, The Adelphi
#08-05,
Singapore 179803
Tel No: 6252 4226

Opening Hours:

Mon to Fri, except public holidays
9 am to 4:30 pm
Eve of Christmas / New Year / Chinese New Year
9 am to 12:00 pm

(b) Electronic lodgment:

See Rule 2 of the prevailing Supplementary Rules for Electronic Lodgment.

2. Fees

(Fees to be computed in accordance with the SMC Fee Schedule and the mode of payment to be in accordance with the selected mode of lodgment):

(a) Physical lodgment:

See Rule 2.3 of the SMC Fee Schedule for the mode of payment.

(b) Electronic lodgment:

See Rule 3 of the Supplementary Rules for Electronic Lodgment for the mode of payment.

3. SMC will not accept any lodgment of documents by fax or post.

4. Documents which are submitted after the opening hours shall be treated as being lodged the next working day.

5. Please read and take note of the provisions of the prevailing SMC Adjudication Rules and Supplementary Rules for Electronic Lodgment.

SECTION A INFORMATION ON CLAIMANT

| | |
|---|--|
| Name of Claimant: (Entity Name/Name as in NRIC*) | [Click and start typing to add data] |
| ACRA Registration/Identification Number*: | [] |
| Service Address: | [] Postal Code: [] Tel No: [] Fax No: [] Email Address: [] |

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| | |
|---|--|
| Name/Designation of Authorised Representative: | [] |
| | Email Address: [] |
| Contact Particulars of Legal Representatives (if applicable) | |
| Name: | [] |
| Law Firm: | [] |
| Service Address: | [] Postal Code: [] Tel No: [] Fax No: [] Email Address: [] |
| Reference Number: | [] |

**SECTION B
INFORMATION ON RESPONDENT**

| | |
|---|--|
| Name of Respondent: (Entity Name/Name as in NRIC*) | [] |
| ACRA Registration/Identification Number*: | [] |
| Service Address: | [] Postal Code: [] Tel No: [] Fax No: [] Email Address: [] |
| Name/Designation of Authorised Representative: | [] Email Address: [] |
| Contact Particulars of Legal Representatives (if applicable) | |
| Name: | [] |
| Law Firm: | [] |
| Service Address: | [] Postal Code: [] Tel No: [] Fax No: [] Email Address: [] |
| Reference Number: | [] |

**SECTION C
INFORMATION FOR THE PURPOSE OF REGULATION 7(2)(A)**

| | |
|--------------------|--|
| Name of Principal: | [] |
| Contact Person: | [] |
| Service Address: | [] Postal Code: [] Tel No: [] Fax No: [] Email Address: [] |
| Name of Owner: | [] |
| Contact Person: | [] |
| Service Address: | [] Postal Code: [] Tel No: [] Fax No: [] Email Address: [] |

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SECTION D INFORMATION ON CONTRACT

| | |
|---|--|
| Project Title or Reference (or a brief description of the project): | [] |
| Contract Number (or a brief description of the contract made with Respondent): | [] |
| Date of Contract: | [] (dd/mm/yy) |
| Date of Main Contract (if known): | [] (dd/mm/yy) |
| Contract Type: | <input type="checkbox"/> Construction contract <input type="checkbox"/> Supply contract <input type="checkbox"/> Contract for rental of goods used for construction works (<i>For this contract type, it is mandatory to complete Section G below</i>) |
| Nature of Dispute (Applicable to Construction Contract only): | <input type="checkbox"/> Disputed payment response <input type="checkbox"/> Failure to provide payment response <input type="checkbox"/> Accepted response amount not fully paid |

SECTION E INFORMATION ON PAYMENT DETAILS

| | |
|---|--|
| Payment Claim | |
| Payment Claim Reference Number: | [] |
| Reference Period of the Claim: | Period between [] (dd/mm/yy) and [] (dd/mm/yy) |
| Date of Service of the Payment Claim on the Respondent: | [] (dd/mm/yy) |
| Payment Claim Amount: | SGD [] (inclusive/exclusive of GST) |
| Please indicate if the contract specifies the interest rate for late payment: [] % | |
| Payment Response | |
| Payment Response Reference Number: | [] |
| Due Date for Payment Response to be Served: | [] (dd/mm/yy) |
| Date of Service of the Payment Response on the Claimant (if any): | [] (dd/mm/yy) |
| Payment Response Amount (if any): | SGD [] (inclusive/exclusive of GST) |
| Payment Due | |
| Due Date for Payment to be Made: | [] (dd/mm/yy) |
| Date of Payment Made by the Respondent (if any): | [] (dd/mm/yy) |
| Amount of Payment Made by the Respondent (if any): | SGD [] |
| Claimed Amount: | SGD [] (inclusive/exclusive of GST) |

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SECTION F

LIST OF ATTACHMENTS (please provide two (2) sets of each attachment for physical lodgment)

- ☐ Relevant Contractual Terms and Conditions
- ☐ Payment Claim
- ☐ Payment Response Received (if any)
- ☐ Notice of Intention to Apply for Adjudication
- ☐ Copy of the Assessor's Determination made under Part 8 of the COVID-19 (Temporary Measures) Act 2020 (if applicable)
- ☐ Other relevant documents (e.g. expert reports, photographs, etc.)
Please indicate: []
Please use continuation sheet if space provided is insufficient.

SECTION G

MANDATORY DECLARATION FOR SUPPLY CONTRACTS FOR THE RENTAL OF GOODS THAT ARE USED FOR CONSTRUCTION WORKS

- (a) As of present date, has an application for relief under Part 8 Application of the COVID-19 (Temporary Measures) Act 2020 been filed?
☐ Yes ☐ No
- (b) As of present date, has an application for relief under Part 8 Application of the COVID-19 (Temporary Measures) Act 2020 been filed and served?
☐ Yes ☐ No
- (c) As of present date, has any Assessor's Determination has been made pursuant to an application for relief under Part 8 of the COVID-19 (Temporary Measures) Act 2020?
☐ Yes ☐ No

SECTION H

MANDATORY DECLARATION ON WHETHER ANY CLAIM FOR COST-SHARING UNDER PART 8B COVID-19 (TEMPORARY MEASURES) ACT 2020 APPLIES

- Does the Claimant have any claim for cost-sharing under Part 8 B of the COVID-19 (Temporary Measures) Act 2020 which forms a part or the whole of the payment claim?
- ☐ Yes ☐ No

Deposit for Adjudicator Fee

- ☐ Deposit of SGD2,616, where the claimed amount is SGD24,000 or less; **or**
- ☐ Deposit of SGD [], where the claimed amount exceeds SGD24,000 (10% of the claimed amount or SGD33,600, whichever is lower).

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~~SECTION I~~ SECTION I PAYMENT

Payment via ~~Telegraphic bank transfer only:~~

Adjudication Application Fee

- ☐ Application Fee of SGD SGD654.00 (inclusive of GST); and

Deposit for Adjudicator Fee

- ☐ Deposit of SGD2,616, where the claimed amount is SGD24,000 or less; **or**
☐ Deposit of SGD [], where the claimed amount exceeds SGD24,000
(10% of the claimed amount or SGD33,600, whichever is lower).

Payment by **Cheque/Cashier's Order only:**

Cheque/Cashier's Order* No. [] of amount: SGD [], being:

Adjudication Application Fee

- ☐ Application Fee of SGD SGD654.00 (inclusive of GST); and

Deposit for Adjudicator Fee

- ☐ Deposit of SGD2,616, where the claimed amount is SGD24,000 or less; **or**
☐ Deposit of SGD [], where the claimed amount exceeds SGD24,000
(10% of the claimed amount or SGD33,600, whichever is lower).

Pursuant to the Building and Construction Industry Security of Payment Regulations ("the Regulations"), SMC shall be entitled to collect additional deposits, where applicable, in the manner set out in the Regulations.

** "claimed amount" means the whole or part of any progress payment claimed by a Claimant in a payment claim and includes any interest payable under the Building and Construction Industry Security of Payment Act.*

Please be reminded that the complete banking details below is only for payment of the
Adjudication Review Application Fee and Deposit for the Adjudicator Fee.

| | |
|------------------------------|---|
| Name of Organisation: | Singapore Mediation Centre |
| UEN: | 199705560Z |
| Name of Bank: | UOB Bank |
| Account's Name: | Singapore Mediation Centre |
| Account No: | 1463028481 |
| Branch Code: | 046 |
| Bank Code: | 7375 |
| Swift Code: | UOVBSGSG |
| Bank Address: | 1 Coleman Street, #01-14A, The Adelphi, Singapore 179803 |
| PayNow ID: | 199705560ZADJ |

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The Claimant applies for Adjudication of the referenced payment claim under the Act and the Regulations and requests the Authorised Nominating Body (ANB) to appoint an Adjudicator for the Adjudication. The Claimant agrees to abide by the Rules.

The Claimant agrees that, where the Application relates to a supply contract for the rental of goods that are used for construction works, the ANB may, collect, use, or disclose, any information or documents that have been submitted with this Application. Such information or documents may be disclosed to the Minister as requested from time to time insofar as it is required for the administration of the relief under the relevant sections of the COVID-19 (Temporary Measures) Act 2020.

| | |
|---|----------------|
| Name of Claimant/Authorised Representative: | [] |
| Authorised Signature & Organisation Stamp (if applicable): | [] |
| Date: | [] (dd/mm/yy) |

| | |
|-------------------------|--|
| OFFICIAL USE | |
| Lodgment Date and Time: | |
| Remarks (if any): | |

CHECKLIST FOR ADJUDICATION APPLICATION (“AA”)

Payment Claim

- ☐ The Payment Claim is for construction work carried out in Singapore, or prefab works or goods and services supplied in relation to construction work carried out in Singapore.
- ☐ There is a written document showing what the contract is.
- ☐ The Payment Claim is for works carried out and/or goods and services supplied under a single contract.
- ☐ (*If the contract has been terminated*) The contract does not have any provision that allows the Respondent to suspend progress payments until a date or the occurrence of an event specified in that contract. If it does, and that date or event has not occurred yet, no adjudication can be applied for.
- ☐ (*If the contract has been terminated*) The Payment Claim is for construction work carried out, or goods or services supplied, before the termination of the contract.
- ☐ The Payment Claim states the claimed amount.
- ☐ The Payment Claim states the reference period to which the payment claim relates.
- ☐ The Payment Claim makes reference to the contract to which it relates.
- ☐ The sum claimed in the Payment Claim is inclusive of GST (if GST registered).
- ☐ The Payment Claim contains:
 - a. a breakdown of the items constituting the claimed amount;
 - b. the description of the items claimed;
 - c. the quantity or quantum of each item; and
 - d. the calculations showing how the claimed amount is derived.

Notice of Intention to Apply for Adjudication/ Adjudication Application

- ☐ The Notice of Intention to Apply for Adjudication (“NOI”) contains the prescribed particulars such as:
 - a. the names and service addresses of the Claimant and the Respondent;
 - b. the date of the notice;
 - c. the particulars of the contract (project title/reference, contract number/description/date the contract was made);
 - d. the claimed amount;
 - e. the response amount (if any); and
 - f. a brief description of the Payment Claim dispute.
- ☐ The service address of the Respondent has been verified.

- ☐ The amount claimed in the AA (including GST) is not more than the amount claimed in the Payment Claim (including GST).
- ☐ If the amount claimed in the AA is different from that claimed in the Payment Claim, this has been explained in the AA.
- ☐ A copy each of the Payment Claim served on the Respondent, the Payment Response (if provided by the Respondent) and the NOI are contained in the AA.
- ☐ Evidence of service (e.g. transmittal/ acknowledgment receipt) of the Payment Claim and the NOI is contained in the AA.
- ☐ All the relevant extracts of the contract, including the extracts that are relied on to establish the entitlement to the claim amount, are contained in the AA.
- ☐ All documents to substantiate the claimed amount are included:
 - a. documents to substantiate the calculation of the works claimed;
 - b. documents to substantiate the rate(s) applied;
 - c. documents to substantiate that the works claimed have been completed
 - d. relevant instructions for variation orders claimed (if any); and
 - e. supporting third party quotations, invoices and/or receipts (if applicable).
- ☐ For variation claims:
 - a. there is evidence of the variation instruction;
 - b. documents showing what the variations are;
 - c. evidence to show that the variation works have been carried out;
 - d. calculation showing how the variation quantity is derived; and
 - e. evidence showing the rates use for the variation claim.
- ☐ The 7-days Dispute Settlement Period has ended.
- ☐ The AA Form has been completed and all details and application fees prescribed in the AA Form are duly furnished and prepared.
- ☐ For Supply Contracts for the rental of goods that are used for construction works, that the Mandatory Declaration at Section G of the AA Form has been completed.
- ☐ For any claim for cost-sharing that the Mandatory Declaration at Section H of the AA Form has been completed.