

Contract Form

<input type="checkbox"/>	New Contract
<input type="checkbox"/>	Renewal (Previous term : _____)
<input type="checkbox"/>	Revision / Amendment

(please indicate any one)

Contract Title : _____
 Contractor Name : _____
 Contract No. : _____
 Contract Term : _____

**FIN checking
(inclusion in
the contract)**

To be filled by respective department

Ai USER (Department which requires contractual services)

a) Scope of work : _____
 b) Duration : _____
 c) Performance Standards : _____
 d) Technical Requirements : _____
 e) Deliverables / Schedule : _____
 f) Lawful requirement (please indicate if any) : _____

g) Checked by USER HOD : _____
 Name : _____
 Date : _____

h) Confirmed by Division HOD : _____
 Name : _____
 Date : _____

Aii USER (Department which requires contractual services)

a) Scope of work : _____
 b) Duration : _____
 c) Performance Standards : _____
 d) Technical Requirements : _____
 e) Deliverables / Schedule : _____
 f) Lawful requirement (please indicate if any) : _____

g) Checked by USER HOD : _____
 Name : _____
 Date : _____

h) Confirmed by Division HOD : _____
 Name : _____
 Date : _____

B PRC

a) Contractor Name : _____
 b) Price & Additional Cost / Reimbursable : _____
 c) Deposits & Retention Sums Terms : _____
 d) Payment terms : _____
 e) Liabilities & Warranties : _____
 f) Lawful requirement (please indicate if any) : _____

g) Checked by PRC HOD : _____
 Name : _____
 Date : _____

Please provide attachment(s) if space provided is not sufficient

Contract Form

**FIN checking
(inclusion in
the contract)**

To be filled by respective department (cont'd)

C FAD-FIN

a) Commercial risk : _____

b) Taxes : _____

c) Budget : _____

d) Lawful requirement (please indicate if any) : _____

e) Checked by FAD HOD : _____

Name : _____

Date : _____

D FAD-ADM

a) Insurance : _____

b) Lawful requirement (please indicate if any) : _____

c) Checked by FAD HOD : _____

Name : _____

Date : _____

E SAS

a) Safety & Security Policies : _____

b) Safety & Security Briefing and Authorisation : _____

c) Chemical Management : _____

d) Lawful requirement (please indicate if any) : _____

e) Checked by SAS HOD : _____

Name : _____

Date : _____

F Management Representative Quality & Environment Management

a) Environmental Regulations : _____

b) Environmental Briefing and Guidelines : _____

c) Lawful requirement (please indicate if any) : _____

d) Checked by MR : _____

Name : _____

Date : _____

Please provide attachment(s) if space provided is not sufficient

Drafted by :

Reviewed by :

Approved by CEO :

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Name :
Date :

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Name :
Date :

.....
Name :
Date :