



# Essentials for Successful Loss & Expense Claims (with Workshop)

**19 August 2026  
(Wednesday)**

Time : 8.30 AM - 5.00 PM

Venue : Pavilion 2, Level 7  
Pavilion Hotel  
Bukit Bintang, Kuala Lumpur.

This seminar is designed to equip professionals with both the theoretical framework and practical tools needed to manage claims effectively. You will learn the principles underpinning loss and expense claims, as well as the pitfalls to avoid when preparing or defending them. The emphasis will be on practical application, ensuring attendees can translate theory into practice.

## ♦ The benefits

- Speakers who are experienced construction industry practitioners
- Comprehensive Seminar Notes
- Live Questions & Answer Sessions
- Reference to Malaysia Standard Forms of Contract
- Workshop format



## ♦ Who should attend

- Anyone involved in the administration of construction contracts including Architects, Engineers, Quantity Surveyors, Contractors, Subcontractors, Principals, Lawyers, Government Bodies, Employers, Consultants, Project Managers, Suppliers, Planners / Schedulers



## ♦ What participants have said about Charlton Martin Seminars

- "Comprehensive course material"
- "The Q & A sessions were very practical and related to my work"
- "The content and language used by the speakers was easy to understand and straight forward"
- "The speakers interacted well with the participants"
- "Practical knowledge that helps in my daily work"



## ♦ CPD & CCD Credit Point

- This seminar qualifies to meet the CCD requirements of the Construction Industry Development Board and CPD requirements of the Board of Quantity Surveyors Malaysia, Board of Architects Malaysia, Board of Engineers Malaysia and international professions
- HRD Corp Claimable
- An e-certificate of attendance will be issued



## Morning Lectures



### Session 1 – Can I Claim?

#### *Defining Loss and Expense*

- ◆ The Definition of Loss and Expense
- ◆ Events Giving Rise to Claim
- ◆ Global Claims
- ◆ Common Law Claims

### Session 2 – What must I do to Claim?

#### *Contract Provision for Loss and Expense*

- ◆ Notice Requirements
- ◆ Nature and Forms of Notice
- ◆ Consequences of Failure to Give Notice or Make a Claim
- ◆ Qualification to Loss and Expense Clauses
- ◆ Claims under CIPAA 2012

### Session 3 – How do I Claim?

#### *Evaluation of Loss and Expense Claims*

- ◆ Records
- ◆ Prolongation Claims
- ◆ Disruption Claims
- ◆ Financing Charges
- ◆ Head Office Overheads

## Afternoon Workshop

Various scenarios will be considered in relation to the preparation and evaluation of loss and expense claims from the Contractor's and Contract Administrator's perspective. Letter writing skills are addressed, group problem solving is undertaken and practical exercises are carried out to apply the material which has been learnt during the morning sessions.

#### **- What a recent participant said -**

“ It was really a fruitful and beneficial seminar. Such a pleasure to have fantastic speakers who answered all my 4 questions clearly during the Q&A sessions. I wish to thank all the team as well for the effort in conducting such a great event.”

“ Cheers for the detailed clarification. I have learnt a great deal of knowledge from the seminar.”

## ABOUT THE SPEAKERS

### **RODNEY MARTIN Bsc, LLB(Hons), MSc, MRICS, FCI Arb, FMI Arb, FSI Arb, FMSAdj**

Rodney is an accomplished professional serving as the Chief Executive of the Charlton Martin Group, with a distinguished career that includes roles as Group Regional Director and Senior Vice President at two prominent contracts consultancy firms in the Asia Pacific Region. With an extensive 39 years of experience, Rodney has dedicated 28 years to senior-level roles within this region. Throughout his career, Rodney has cultivated a global perspective by working with diverse clientele across Europe, Africa, the Middle East, and India. His academic foundation includes dual qualifications in quantity surveying and law, complemented by his status as a chartered quantity surveyor. He specialises in construction contract consultancy, offering expertise in contract documentation, contractual claims management, dispute resolution, and dispute avoidance. Rodney's professional credentials extend to being a mediator, arbitrator, and adjudicator on the panel of the Asian International Arbitration Centre. He is a respected speaker known for delivering insightful perspectives within the region's professional circles. Notably, Rodney is a Fellow of the Chartered Institute of Arbitrators as well as the Malaysian and Singapore Institute of Arbitrators, reflecting his commitment to excellence and professional standards. His extensive contributions to the field include appointments as an Expert Witness, on matters related to quantum and delay. As well as his roles as an arbitrator, mediator and adjudicator, Rodney has been a dispute adjudication board member in Malaysia, further cementing his reputation as a trusted authority in dispute resolution. Rodney has been based in Kuala Lumpur since 1997, where he has continually demonstrated exceptional leadership, and a relentless commitment to driving excellence in the field of construction contract consultancy and dispute resolution.



**Chief Executive  
RODNEY MARTIN**



**Director  
JOHN WONG**

### **JOHN WONG Bsc(Hons), LLB(Hons), Dip. Int. Arb., FCI Arb, FMSAdj, MRISM, Reg.QS**

As a Director (Quantum & Delay) of Charlton Martin Consultants Sdn Bhd, John holds dual qualifications in quantity surveying and law with nearly 30 years of experience. John has testified as an Expert Witness in 22 arbitration or court proceedings giving clear, structured testimony that assists tribunals in navigating complex delay and quantum issues. John understands not only how claims are prepared — but how they are scrutinised, challenged and decided. This dual perspective enables him to assist counsel and tribunals with opinions that are technically rigorous, legally coherent and evidentially robust. His experience as a Quantity Surveyor, Claims Specialist, Adjudicator and Arbitrator gives him a rare 360-degree understanding of construction disputes — from project site realities to tribunal deliberations. Furthermore, John has been an articulate public and in-house seminar speaker since 2007.

### **SHAWN CHONG BSc(Hons), PGDip, MSc, MBA, MSc, MRICS, MCI OB, MRISM, ICECA, SEOW NYEE Reg.QS, Chartered Construction Manager**

Shawn is a well-qualified multi-disciplinary professional with over 35 years of experience in construction, engineering, energy and infrastructure projects. His experience on large scale projects covers many sectors, executed under various contractual arrangements, inter alia, Traditional Contracts, Management Contracting, Construction Management, Design & Build, Turnkey, BOT, PFI and PPP. Shawn specialises in the provision of dispute related services, having previously been employed in two major contract consultancy groups and as senior commercial manager of a large multi-national company where he headed the commercial and risk division, managing and directing operation resources, oversees contract administration, arbitration, adjudication, and other legal matters. The combination of his technical, quantity surveying, project management, IT, law and business administration skills enables him to assist clients in a broad range of issues and maximising the prospects of success in a cost-effective manner. He counsels employers, contractors and subcontractors in commercial, retail, office, residential, civil engineering, industrial park, power plants and airport projects and was recognised for his ability to effectively resolve complex and difficult commercial and contractual matters.



**Director  
SHAWN CHONG SEOW NYEE**

### **CHARLTON MARTIN – Construction Contracts Consultants**

Michael Charlton and Rodney Martin have worked together successfully for more than two decades, the majority of which have been as Chairman and CEO of the Charlton Martin Group. The Charlton Martin Group was established in 2007 with practices in Hong Kong, Singapore and Malaysia, providing services to the construction industry on contractual matters and contract administration; claims preparation; training and seminars; mediation; adjudication and arbitration services; litigation support and expert witness services. The Group is renowned for bringing high standards of integrity and professionalism to the work undertaken in each location.

For further information in regard to the Malaysia practice, please contact  
Rodney Martin, Chief Executive of Charlton Martin Consultants Sdn Bhd in Kuala Lumpur  
Tel: **603 2287 5175** or email [rod.martin@charltonmartin.com](mailto:rod.martin@charltonmartin.com). Visit our website: [www.charltonmartin.com](http://www.charltonmartin.com)

REGISTRATION  
FORM

19 August 2026  
(Wednesday)



# Essentials for Successful Loss & Expense Claims (with Workshop)

Time : 8.30 AM - 5.00 PM

Venue : Pavilion 2, Level 7  
Pavilion Hotel  
Bukit Bintang, Kuala Lumpur.

Early Bird Registration with full payment by 19 July 2026 ~ RM1,150 per person

1 - 3 participants RM1,300 per person

4 - 10 participants RM1,200 per person

For registration of more than 10 pax, please call for special rates  
Maisarah / Sheila at Tel: 603 2287 5175 or email seminars@charltonmartin.com

The fee includes lunch, coffee / tea breaks and seminar notes  
The fee payable is inclusive of Sales & Service Tax

## Seminar Programme

08:30 – 09:05

Registration & Introduction

09:05 – 09:55

Session 1

09:55 – 10:45

Session 2

10:45 – 11:05

Morning Break

11:05 – 12:00

Session 3

12:00 – 12:30

Questions & Answer

12:30 – 14:00

Lunch

14:00 – 16:30

Workshop

16:30 – 17:00

Questions & Answer

17:00

Close

| Name    | Designation | Email |
|---------|-------------|-------|
| 1 _____ | _____       | _____ |
| 2 _____ | _____       | _____ |
| 3 _____ | _____       | _____ |
| 4 _____ | _____       | _____ |
| 5 _____ | _____       | _____ |

Company : \_\_\_\_\_

\_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorised/  
Contact person : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

No. of registration :

1-3 participants : \_\_\_\_\_ x RM1,300 = \_\_\_\_\_

4-10 participants : \_\_\_\_\_ x RM1,200 = \_\_\_\_\_

Others : \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

## Payment Details

### How to Register

You may register using either of the following two options (please ✓)

☐

#### HRD Corp Claimable Course

A quotation will be provided to support your HRD Corp training grant application. Please note that grant approval is subject to HRD Corp's evaluation and approval process.

- **HRDC now requires a minimum of 14 days approval for all training programmes.**
- **Therefore, training grant approval must be obtained by 5 August 2026.**

☐

#### Direct Payment

Payment via online transfer or direct bank-in. Please bear all transaction / bank charges.

#### Bank Details:

|                |                                     |
|----------------|-------------------------------------|
| Payable to     | Charlton Martin Consultants Sdn Bhd |
| Bank Name      | RHB Islamic Bank Berhad             |
| Account Number | 26409400025612                      |

## Terms & Conditions

- Registration is confirmed upon receipt of registration form and full payment is required before commencement of the seminar.
- A substitute is welcome in the event the registrants are unable to attend. Refunds less 20% administrative charge will be made for all cancellations received in writing no later than 10 working days prior to the date of seminar.
- It may be necessary for reasons beyond our control to change the date or cancel the seminar. A full refund will be issued should the seminar be cancelled due to any unforeseen circumstances.
- Upon signing this form, you are deemed to have read and understood our registration policy and accepted the terms above.

Charlton Martin Consultants Sdn Bhd (781865-X) | A-3A-1 Northpoint Mid Valley, No. 1 Medan Syed Putra Utara, 59200 Kuala Lumpur, Malaysia  
Tel: +603-2287 5175 | Fax: +603-2287 5176 | malaysia@charltonmartin.com | www.charltonmartin.com