

EXHIBIT A
Scope of Services

Person In-Charge	Flow Chart	Records
Project Manager (PM)	<div style="border: 1px solid black; padding: 5px; text-align: center;">Provide drawings and essential documents to sub-contractor to proceed with the works</div>	Renovation drawings/ specifications
PM or Site person in-charge (PIC)	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare Project Schedule (if applicable)</div>	Work Schedule (if applicable) Letter of undertaking, Date of Commencement and Date of Completion, Party's Contact Information, Building Management & Insurance application
PM / Site PIC	<div style="border: 1px solid black; padding: 5px; text-align: center;">Site Mobilization & Site Possession</div>	
PM / Site PIC	<div style="border: 1px solid black; padding: 5px; text-align: center;">Renovation work starts</div>	
PM / Site PIC	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Renovation work & progress monitoring :-</p> <ul style="list-style-type: none"> Site meeting Work Supervision Site & Verbal instruction Correspondence Letter / Transmittal </div>	Request of Information (RFI) (if applicable) Minutes of Meeting, Site Progress Report, Variation Order, Purchase Order
PM / Site PIC	<div style="border: 1px solid black; padding: 5px; text-align: center;">Progress Report & Progress Claim</div>	Credit Note, Debit Note
PM / Site PIC	<div style="border: 1px solid black; padding: 5px; text-align: center;">Handover process</div>	
PM / Site PIC	<div style="border: 1px solid black; padding: 5px; text-align: center;">Defect Liability Period (DLP)</div>	Hand Over Letter, Final Payment
PM / Site PIC	<div style="border: 1px solid black; padding: 5px; text-align: center;">Notice of expire of DLP</div>	Notice of DLP, Non-conformance Request (NCR) (if applicable), Notice of Expire of DLP
PM / Site PIC	<div style="border: 1px solid black; padding: 5px; text-align: center;">Claim of Final Retention Sum</div>	