TIANG SERI
RENOVATIONS

Renovation works contract

Perjanjian kerja ubah suai

Contract No. TS/C/2026/001

Contractor
Sivdio Imaging Sdn Bhd
Company No. 201301037490 / 1067319-M, trading as **Tiang Seri Renovations**
Level 35-02 (East Wing), Menara Q Sentral, 2A Jalan Stesen Sentral 2, Kuala Lumpur Sentral, 50470 Kuala Lumpur

Owner(s)
Mr. & Mrs. Sample Homeowner
NRIC [_____] and [_____]
Property: Sample Address, Cheras, Selangor (existing 2-storey intermediate terrace house)

This Contract is made on [date] between the Contractor and the Owner(s) named above. The Owner wishes to renovate the Property and build a new rear ground-floor extension, and has accepted the Contractor's Quotation TS/Q/2026/001 dated 3 November 2026. The parties agree as follows.

Key terms

Contract Sum	RM 125,300.00 (incl. Provisional Sum RM 6,800.00)	Commencement date	[__ _____ 2026]
Works	Renovation and rear extension, about 15 ft × 20 ft (300 sq ft)	Target completion	[__ _____ 2027] (about 10–14 weeks)
Quotation	TS/Q/2026/001 dated 3 November 2026 (Schedule A)	Defect Liability Period	6 months workmanship from practical completion

1. Contract documents

1.1 This Contract consists of: these conditions; the Quotation TS/Q/2026/001 dated 3 November 2026 (Schedule A); the payment schedule (Schedule B); and any Variation Orders signed by both parties (Schedule C form).

1.2 If the documents conflict, these conditions take priority, then the Quotation, then the other schedules. A signed Variation Order takes priority over earlier documents for the matter it covers.

1.3 Tiang Seri Renovations is a brand operated by Sivdio Imaging Sdn Bhd. All rights and obligations of the Contractor under this Contract are those of Sivdio Imaging Sdn Bhd.

2. Scope of works

2.1 The Contractor will carry out the works described in the Quotation (the Works): renovation of the Property and a new rear ground-floor extension of about 15 ft × 20 ft (300 sq ft) to extend the kitchen and dining area, with the associated architectural, structural, M&E and finishing works.

2.2 Anything not described in the Quotation, including the listed exclusions and Owner-supplied items, is not part of the Works.

2.3 Quantities are based on preliminary dimensions and will be confirmed by site measurement, as stated in the Quotation.

3. Contract Sum

3.1 The Contract Sum is **RM 125,300.00** (Ringgit Malaysia One Hundred Twenty-Five Thousand Three Hundred Only), including a Provisional Sum of RM 6,800.00 for the kitchen cabinet and countertop.

3.2 The Provisional Sum will be adjusted up or down to the final agreed design, quantity and selection. The adjustment is recorded on a Variation Order.

3.3 The tile allowance is RM 6.00 per sq ft for standard tile material only. Tiles selected above this allowance are charged by Variation Order on the actual difference.

3.4 SST is charged separately only if it is legally applicable at the time of invoicing.

4. Payment

4.1 The Contractor will invoice when each stage in Schedule B is completed. The Owner pays within [7] days of the invoice date.

4.2 The first payment (10%) is due on signing this Contract. The commencement date is confirmed once it is received.

4.3 Late payments carry interest at [__]% per annum on the overdue amount, from the due date until payment.

4.4 If an invoice remains unpaid, the Contractor may suspend the Works after giving [7] days' written notice. Time lost is added to the completion date, and reasonable costs of suspension and remobilisation are payable by the Owner.

4.5 If the Owner disputes part of an invoice, the Owner must explain the reasons in writing within [5] days of the invoice. The undisputed amount is still paid on time.

4.6 All payments are made by bank transfer to the account of Sivdio Imaging Sdn Bhd stated on the invoice. Please do not pay cash to site staff or to any other account.

5. Time

5.1 Work starts on the commencement date and the target completion date is stated in the key terms. The Contractor will share a programme before work starts and update the Owner [weekly].

5.2 The completion date will be extended for delays caused by: weather; late Owner payments, decisions or selections; variations; authority requirements or approval delays; concealed conditions (clause 9); suspension under clause 4.4; force majeure; and the Owner's other contractors or suppliers.

5.3 The Contractor will notify the Owner in writing as soon as reasonably practicable after a delay arises, with the reason and a revised completion date.

6. Owner's obligations

6.1 The Owner will:

- give access to the Property during working hours;
- provide water and electricity for the Works at no charge;
- clear belongings from the work area and the access route before work starts;
- make material and fitting selections by the dates in the programme;
- inform neighbours and the management body or residents' association, and follow any permit requirements they have;
- name one contact person for decisions, and give instructions only through the Contractor's project manager, not directly to workers.

7. Authority approvals and professionals

7.1 The rear extension is expected to need local authority building-plan approval and structural design. [Option A] The Owner appoints the architect or draughtsman and the structural engineer, and obtains approval at the Owner's cost. [Option B] The Contractor coordinates the submission on the Owner's behalf for a separate fee of RM [____], with authority fees and deposits paid by the Owner. [Delete one option].

7.2 Work that requires approval does not start until approval is obtained and a copy is given to the Contractor.

7.3 The Contractor builds to the approved drawings and the engineer's design. Design responsibility rests with the appointed professionals.

8. Variation Orders

8.1 Any change to the Works, requested by either party, is recorded on a Variation Order (VO) in the form of Schedule C, stating the description, the price adjustment and the time adjustment.

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8.2 Variation work does not start until both parties sign the VO. The only exception is urgent work to protect safety or the home, which is recorded on a VO within [2] working days.

8.3 Instructions given verbally to workers on site are not variations.

8.4 VOs are priced using the Quotation rates where they apply, and otherwise at fair market rates.

9. Concealed conditions

9.1 If demolition, hacking or excavation reveals conditions that could not reasonably be seen before, such as defective wiring or plumbing, leaks, termite damage, weak structure or underground services, the Contractor will pause the affected work and send the Owner photos and a proposal. Any additional work is carried out as a VO.

10. Site conduct

10.1 The Contractor will:

- work Monday to Saturday, 9.00am to 6.00pm, excluding public holidays, subject to management body and local council rules;
- protect existing floors, finishes and furniture along the work route;
- clean the site at the end of each working day and remove debris to an approved disposal point;
- keep noise and dust to a reasonable level, and not allow smoking inside the house;
- make sure workers on site can be identified as part of the Tiang Seri team.

11. Insurance and safety

11.1 The Contractor will maintain Contractor's All Risk and public liability insurance for the duration of the Works, and show the certificate on request.

11.2 The Contractor will keep its workers covered as required by law, and is responsible for safety within the work area.

11.3 The Owner will keep family members, especially children, and visitors out of the work area, and keep home insurance on the existing building and contents.

12. Materials and ownership

12.1 Materials delivered to site become the Owner's property once they are paid for. Until then they remain the Contractor's.

12.2 Owner-supplied items are at the Owner's risk until installed. The Contractor will check them on delivery and report visible defects.

12.3 Surplus materials are removed by the Contractor unless the Owner has paid for them.

13. Subcontracting

13.1 The Contractor may subcontract parts of the Works, such as aluminium, electrical or plumbing work, to suitably qualified and licensed trades. The Contractor remains responsible for all subcontracted work.

14. Completion and handover

14.1 When the Works are complete apart from minor items, the Contractor will notify the Owner and both parties will inspect together within [3] working days.

14.2 Minor items are listed on a snag list. They do not delay practical completion and will be rectified within [14] days.

14.3 Practical completion is confirmed by a handover certificate signed by both parties. It starts the Defect Liability Period, and the final 10% payment becomes due.

14.4 If the Owner occupies or uses the extension before handover, practical completion is treated as reached on that date.

15. Defect liability

15.1 During the 6-month Defect Liability Period, the Owner reports defects in writing, with photos where possible. The Contractor will inspect within [5] working days and rectify workmanship defects without additional labour charges. Active leaks are attended to within [2] working days.

15.2 The exclusions listed in the Quotation apply. Manufacturer warranties for supplied products are passed to the Owner.

16. Limitation of liability

16.1 The Contractor's total liability under this Contract is limited to the Contract Sum. Neither party is liable for indirect or consequential loss.

16.2 No liquidated damages apply for late completion. [Optional: liquidated damages of RM ___ per day, capped at ___% of the Contract Sum].

16.3 Nothing in this Contract limits liability for death or personal injury caused by negligence, or any liability that cannot be limited by law.

17. Force majeure

17.1 Neither party is liable for delay caused by events beyond its reasonable control, such as flood, severe weather, epidemic, government orders or movement restrictions, civil unrest, or market-wide material shortages. The affected party notifies the other promptly and the completion date is extended.

17.2 If the Works are prevented for more than [60] days, either party may end this Contract by written notice, and the Owner pays for work done and materials ordered.

18. Termination

18.1 Either party may end this Contract for a material breach that is not remedied within [14] days of written notice.

18.2 The Contractor may end this Contract if a payment remains unpaid [30] days after its due date.

18.3 The Owner may end this Contract at any time by written notice, paying for work done, materials ordered and reasonable demobilisation costs.

18.4 On termination, the work done is valued at the Quotation rates, payments made are credited, and the Contractor leaves the site safe.

19. Disputes

19.1 Either party may raise a dispute in writing. The parties will meet and try in good faith to resolve it within 14 days.

19.2 If it is not resolved, the parties will try mediation with an agreed mediator before going to court. Mediation costs are shared equally.

19.3 If mediation does not resolve it, the dispute may be referred to the courts of Malaysia.

19.4 Work and payment of undisputed amounts continue while a dispute is being resolved.

19.5 Note: CIPAA 2012 statutory adjudication generally does not apply to contracts made by an individual for a building under four storeys intended for their own occupation, which is why this clause sets out the route.

20. Notices

20.1 Day-to-day matters may be handled by WhatsApp or email. Formal notices under clauses 4, 5, 17 and 18 must be in writing and sent to the addresses in this Contract, or to another address a party gives in writing.

21. Personal data and photographs

21.1 Personal data is handled in line with the Personal Data Protection Act 2010 and used only for this Contract.

21.2 The Contractor may photograph the Works for records and before-and-after use. Faces, house numbers and car plates are excluded unless the Owner agrees separately in writing. [Owner opts out: ____].

22. General

22.1 This Contract is the entire agreement between the parties for the Works and replaces earlier discussions. Changes are valid only in writing signed by both parties.

22.2 If any part of this Contract is unenforceable, the rest remains in effect.

22.3 This Contract is governed by the laws of Malaysia.

22.4 This Contract may be subject to stamp duty. Stamp duty is borne by [the Owner / the Contractor / shared equally].

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Schedule A: Quotation

Quotation TS/Q/2026/001 dated 3 November 2026, for RM 125,300.00, including its bill of quantities, notes, owner-supplied items, exclusions, defect liability terms and general conditions, is attached and forms part of this Contract. Each page is to be initialled by both parties.

Schedule B: Payment schedule

No.	Stage	Timing	%	Amount (RM)
1	Signing of this Contract	On signing	10%	12,530.00
2	Mobilisation and commencement of works	Commencement	20%	25,060.00
3	Completion of foundation and principal structural works	Week 5 (indicative)	20%	25,060.00
4	Completion of roofing, walls and major M&E first-fix	Week 8 (indicative)	20%	25,060.00
5	Substantial completion of finishes and M&E works	Week 12 (indicative)	20%	25,060.00
6	Practical completion and handover certificate signed	Handover	10%	12,530.00
	Total		**100%**	**125,300.00**

Amounts exclude SST, which is added only if legally applicable. Provisional Sum and Variation Order adjustments are added to or deducted from the next stage invoice.

Signed by the parties

By signing, the parties confirm that they have read and agree to this Contract and its schedules.

For Sivdio Imaging Sdn Bhd (trading as Tiang Seri Renovations)

Signature and company stamp

Name: Azhan Maidin · Designation: Managing Director

Date

Owner 1

Signature

Name and NRIC

Date

Witness

Signature

Name and NRIC

Date

Owner 2

Signature

Name and NRIC

Date

Witness to Owner(s)

Signature

Name and NRIC

Date

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Schedule C: Variation Order form

Use one form for each change. Variation work starts only after both parties sign (clause 8).

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VO No.	Date	Contract No.
Requested by: Owner / Contractor (circle one)	Related Quotation item(s)	
Description of change		
Reason (Owner request, concealed condition, authority requirement, other)		

Price adjustment	Amount (RM)
Additional work	
Omitted work (deduct)	
Net change to Contract Sum (add / deduct)	
Contract Sum before this VO	
Revised Contract Sum	

Time adjustment
Extension to completion date: _____ working days
Revised completion date: _____
Payment: added to stage ____ invoice

Agreed by Contractor

Signature and stamp

Name

Date

Agreed by Owner(s)

Signature

Name

Date

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