



STRATA PROPERTY MANAGEMENT 101

Saturday 9 December 2023

OBJECTIVES OF TRAINING PROGRAMME

The Strata Property Management 101 training programme will provide fundamental knowledge on Strata Properties, Strata Management Processes and the Roles & Responsibilities of the vested parties. The programme comprises the following six modular courses to facilitate learners to choose a course/s which they have a direct vested interest in and the flexibility to choose other course/s which they may wish to know more about.



Each course is of 3 hours learning duration with Q&A followed by a networking session for participants to share, learn and explore collaboration for the betterment of the strata management industry. The courses will be conducted in either face-to-face mode or via on-line live streaming

Course 6: Duties & Responsibilities of a Managing Agent (MA), Appointment & Termination

Course Outline

1. Duties & Responsibilities of a Managing Agent (MA), Appointment & Termination

- MA Delegated Duties of MC Council & Limit on Delegation
 - Management, Administration & Secretarial
 - Accounting & Finance
 - Operations & Maintenance
 - Meetings
- Appointment & Termination of MA
- Restrictions on MA Duties & Responsibilities
- Liabilities of a MA
- MA Accreditation Scheme

2. Value-Add Session:

Update on Court Ruling on **Reserved Seat in Council of Mixed-Use Development** & Implications

[Course Facilitators](#)

[Dr Quah Lee Kiang, FRICS](#)

Dr Quah is the Director of the Real Estate & Construction Centre and the Real Estate & Construction Academy (RECC/RECA) and is well regarded locally and internationally for her vast knowledge in Property/Facilities/Strata Management & Maintenance. She established RECC in 1993 to provide an alternative avenue for quality education, research and advice for the real estate and construction industry. RECA was established as a Private Education Institution in 2010 and provides certifiable training focused on Property, Facilities and Strata Management and Maintenance. RECA conducts the Specialist Certificate in Strata Property Management, the requisite training for accreditation of Managing Agent Individuals.

[Michael Tan Kie Thye](#)

Michael Tan has over 35 years of experience in property management handling mainly strata-titled residential and commercial properties. His expertise is in the application of strata laws in operations and is well-versed with two-tier management corporations. Michael had held senior appointments with several large international property consultants such as Jones Lang LaSalle, Colliers International, Savills CKH Property Management and Knight Frank Singapore. Michael is a certified adult trainer and lectures on Strata Management in the Real Estate & Construction Academy. He also provides consultancy advice to a number of Management Corporations on matters ranging from the appointment of MAs and BMSMA compliance matters.

[Who Should Attend](#)

The course will benefit those who have a vested interest in Strata Management, including:

- Developers
- Subsidiary Proprietors/Owners and Management Councils of Strata properties
- Managing Agents and Facilities Management Service Providers
- Hard FM (Engineering) and Soft FM (Cleaning, Pest Control, Landscape, Security, Waste Management) Service Providers
- Anyone interested to find out more about Strata Management including those seeking employment in the industry.

[Course Fees](#)

REDAS Members, MCST Association of Singapore Members & NTUC Members: \$200 nett

All Others: \$250 nett

Skills Future Credit may be used to fully offset the course fees. Alternatively, NTUC members can choose to claim up to 50% of the course fees under the Union Training Assistance Programme (UTAP).

[Course Date & Venue](#)

Date: Saturday 9 December 2023

Time: 9.30 am – 12.30 pm

Venue: Real Estate & Construction Centre / Academy
80 Jurong East St 21
#04-08 Devan Nair Institute
Singapore 609607

[Cancellation Policy](#)

Cancellations made one week before the course commencement date will be subjected to an administrative fee of \$50. The full fee of \$200 /\$250 will be payable thereafter, substitutions can be made at any time.

[Course Enquiries & Registrations](#)

Ken Chew / Gary Law

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Supported By:

