

# Notes to Applicant

## for Provisional Registration as a Foreign Consultant

RG2

### NOTE 1 - SECTION A

#### **Name of Applicant**

Applicant shall state the exact registered business name as the Certificate of Registration will be issued on that name.

#### **Last Registration Reference issued by CIDB**

Applicant that has previously been granted Registration by CIDB, shall state the last Registration Reference issued to it.

### NOTE 2 - SECTION B

#### **Field of Specialisation applying for**

Applicant shall apply for a Field of Specialisation in which it is currently operating or intends to operate.

Applicant may apply for more than one Field of Specialisation provided it meets the requirements for registration in the corresponding fields.

However, Applicant shall submit separate application for each Field of Specialisation as separate Registration Certificate will be accordingly.

### NOTE 3 - SECTION C

#### **Details of Project**

Applicant shall provide details of the Project which it intends to undertake.

“Brief Description of Project” shall include the percentage of work applicant intends to outsource.

### NOTE 4 - SECTION D

#### **Directorship of Firm**

Applicant shall state the status of all Directors and specify whether they are Executive Directors or Non-Executive Directors of the Firm.

“Executive Directors” are those involved in the day-to-day management of the Firm, whereas

“Non-Executive Directors” are **not** involved in the day-to-day management of the Firm but only at strategic decision making level.

A template of the Table is available on our website.

### NOTE 5 - SECTION D

#### **Shareholdings**

For “% Shareholding”, the applicant shall state the percentage of shares held by each of the Shareholder.

A template of the Table is available on our website.

### NOTE 6 - SECTION E

#### **Human Resources**

Applicant shall provide information in the required format on every personnel who has at least a degree in the field of Architecture, Engineering, Project Management in Construction and Quantity Surveying. A template of the Table is available on our website.

“Designation” means the position held by that person.

“Reg.” means Registration.

“Professional Registration” means registration with relevant professional body.

“Years of Experience” means number of years of post qualification experience.

### NOTE 7 - SECTION F

#### **Project Management Services provided in last 3 years**

A “Project Manager” is one as defined in Regulation 2 of the Construction Industry Development Board (Registration of Consultants and Contractors) Regulations 2014.

Applicant shall insert the name of the “Project Manager” for each project. A template of the Table is available on our website.

Applicant shall also complete and submit the Project Manager’s Data Sheet [**Form RG2B**] for every Project Manager. A template for the track records is available on our website.

**The ‘Experience’ requirements for the different qualifications in Project Management are as follows:**

**Qualification A** – At least 4 years post-qualification relevant experience in the construction industry.

**Qualification B** - At least 4 years post-qualification relevant experience in the construction industry.

#### **Qualification C**

(i) At least 6 years post-qualification practical experience in the construction industry.

(ii) Has provided project management services on at least 2 construction projects during last 10 years.

#### **Qualification D**

- (i) *At least 12 years post-qualification practical experience in the construction industry.*
- (ii) *Has provided project managements services on at least 3 construction projects during past 12 years.*

#### **NOTE 8 - SECTION H**

##### **Turnover of Firm in last 3 years**

*Applicant shall state the turnover for consultancy services **only** and shall **exclude** turnover of business other than consultancy services.*

#### **NOTE 9 - SECTION I**

##### **Quality Management System**

*The Brief Statement on the Quality Management System shall include the date of implementation of the system, the policy and auditing procedures applicable.*

*“Third Party Certification Body” means the body that has accredited the Quality Management System.*