

# APPLICATION FOR REGISTRATION AS A COMPUTER AIDED DESIGN (CAD) OPERATOR FOR CONSTRUCTION WORKS, INCLUDING DRAUGHTSMAN

## SECTION A

Name of Applicant:

.....  
.....  
.....

Current Registration Reference with CIDB (if any)

.....

### Information

*This Form is also available at [www.cidb.mu](http://www.cidb.mu) and may be filled in electronically. However it should be signed and submitted to CIDB, in hard copy together with all the relevant documents as per the attached checklist.*

*Applicant shall read the Construction Industry Development Board Legislation (available at [www.cidb.mu](http://www.cidb.mu)) before completing the Application Form.*

*If space provided in any section of this Form is not sufficient, Applicant may attach supplementary sheets providing the information in the same format.*

*A **Non-refundable Processing Fee** of MUR 1000 shall accompany the Application. Payment shall be either in cash or cheque payable to "Construction Industry Development Board".*

*CIDB shall not be held liable for any delay in processing the Application in case of incompleteness or inaccuracy of information.*

## SECTION B

### 1. Business Information

#### 1.1 Business Registration

VAT Registration No.: .....  
Business Registration No.: .....

#### Copy of

- (i) National Identity Card/Passport,
- (ii) Business Registration Card,
- (iii) VAT Registration Certificate &
- (iv) Proof of address, shall be submitted.

#### 1.2 Authorized Contact Person

Mr/Mrs/Ms: ..... First Name: .....  
Surname: .....  
Tel No.: ..... Fax No.: .....  
Mobile No.: .....  
E-mail Address: .....

### 1.3 Contact Details

Telephone No.: ..... Fax No.: .....  
E-mail Address: .....  
Website: .....  
Physical Address: .....  
Postal Address: .....

**1.4** Geographical Areas of Operation *(Tick as appropriate)*

☐ Mauritius ☐ Rodrigues/  
Outer Islands

Other Countries *(specify)*:

.....

.....

.....

.....

.....

.....

.....

**1.5** Is applicant registered with any other Local or International Registration Body?

Yes ☐ No ☐

If yes, please give the following details

Registered as:

.....

Name of Registration Body:

.....

**Contact Details of Registration Body**

Physical Address:

.....

.....

Email Address:

.....

Tel No.:

.....

***Copy of Certificate of Registration issued by the  
Registration Body shall be submitted.***

**SECTION C****Academic Qualifications**

Name of University/Examining Body: .....

Country: .....

Duration of Course/Study: From ..... To ..... Part-time ☐ Full-time ☐ Distance Education ☐

Specify (i) exact qualifications obtained: ..... Class/Division/Level: .....

(ii) Date of result: .....

Subjects/Modules (State whether Main/Subsidiary/Major etc. where applicable)

|       |       |
|-------|-------|
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |

***Attach additional sheets if more than one qualification.***

***Certificate of academic qualifications and marksheets shall be submitted.***

***Certificate of CAD training, if any, shall be submitted.***

**Employment History**

| SN | Name of Company | Post Held | Period of Employment |    |
|----|-----------------|-----------|----------------------|----|
|    |                 |           | From                 | To |
|    |                 |           |                      |    |

***Detailed CV shall be submitted.***

## SECTION D

### 1. Offence

#### 1.1 Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Yes ☐ No ☐ If Yes, indicate nature of offence and date of outcome.

#### 1.2 Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?

Yes ☐ No ☐ If Yes, give details (court, charge, date of judgement and sentence - e.g. imprisonment, fine, caution or conditional discharge):-

## SECTION E

### 1. CAD Software

List any Computer Aided Design (CAD) Software used by Applicant.

| SN | Name of Software | Main software characteristics relevant to field applying for | Function  |
|----|------------------|--|---|
| 1  |                  |  | (Tick as appropriate)<br><input type="checkbox"/> Analysis<br><input type="checkbox"/> 2D Design<br><input type="checkbox"/> 3D Design<br><input type="checkbox"/> 3D Modelling<br><input type="checkbox"/> Building Information Modelling<br><input type="checkbox"/> Simulation<br><input type="checkbox"/> Others (Please Specify) ..... |
| 2  |                  |  | <input type="checkbox"/> Analysis<br><input type="checkbox"/> 2D Design<br><input type="checkbox"/> 3D Design<br><input type="checkbox"/> 3D Modelling<br><input type="checkbox"/> Building Information Modelling<br><input type="checkbox"/> Simulation<br><input type="checkbox"/> Others (Please Specify) .....                          |

Attach additional sheets, if required

## SECTION F

### 1. References

Please list five (5) of your existing or past clients in the Table below(local or foreign) including governmental/parastatal bodies.

| SN | Name of Client | Nature of Services Provided | Contact Person | Phone N°. | Physical Address |
|----|----------------|-----------------------------|----------------|-----------|------------------|
| 1  |                |                             |                |           |                  |
| 2  |                |                             |                |           |                  |
| 3  |                |                             |                |           |                  |
| 4  |                |                             |                |           |                  |
| 5  |                |                             |                |           |                  |

Attach additional sheets if required.

## SECTION G

### Declaration

(by Authorized Signatory)

I ..... do hereby declare that the  
(Full Name in BLOCK Letters)  
information given on this Application Form and the information submitted in the documents attached hereto are to the best of my knowledge true and correct.

I authorize the Construction Industry Development Board to conduct any enquiry if required, from any third party in order to verify the accuracy of the information provided.

I understand that any false declaration or misstatement with respect to this application is an offence which may result in fine and imprisonment and/or rejection of this application and/or cancellation/suspension of any other registration with the Board in accordance with the Construction Industry Development Board Act and Regulations thereunder.

**Authorized Signature:** .....

**Name:** .....

**Date:** .....

## SECTION H

### Consent

Please tick the relevant boxes below if you agree to receive the following marketing information concerning services offered by the Construction Industry Development Board (CIDB):

☐ I / We would like to receive information from the Construction Industry Development Board (CIDB)

☐ I / We would like to receive information about services provided by the Construction Industry Development Board (CIDB), including (but not limited to) newsletters, information on training, via the following channels:

☐ E-mail .....

☐ Post .....

.....

.....

☐ Telephone Call .....

☐ Mobile Text Message .....

(please enter details)

## Checklist

Copy of documents to be submitted together with the Application form  
Original to be produced for verification purpose

(Tick as appropriate)

Submitted by  
Applicant

Received  
(for Office Use)

|  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Business Registration Card ( <i>BRN should include either "Architectural Activities" or "Other Architectural, Engineering Activities and Technical Consultancy" or "Other Design Activities"</i> ). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Copy of National Identity Card (NIC)/ Passport  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Proof of address ( <i>utility bills</i> )   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Detailed CV   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Certificate of Registration Body (if applicable)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Certificate of Professional Academic Qualification and marksheets (no.....) ( <i>if applicable</i> )  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Certificate of CAD Training and/ or Testimonials (no.....)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Drawings including the Building and Land Use Permit (BLUP), (if applicable)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Documentary evidence as a full-time employee in a firm, (if applicable)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. A written statement from Applicant (as per template at Annex 1)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. No-objection letter from Employer (as per template at Annex 2), (if applicable)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Trade fee receipt for the current period   | <input type="checkbox"/> | <input type="checkbox"/> |

(FOR OFFICE USE)

Remarks

.....

.....

.....

| Finance Section     |                     |                    |
|---------------------|---------------------|--------------------|
| Submitted by: ..... | Received by: .....  | Amount Paid: ..... |
| Signature: .....    | Fees Payable: ..... | Receipt No.: ..... |
| Date: .....         | Signature: .....    | Received by: ..... |
|                     | Date: .....         | Signature: .....   |
|                     |                     | Date: .....        |

Date: .....

## Annex 1

**The Executive Director  
Construction Industry Development Board  
5<sup>th</sup> Floor, Mutual Aid Building II  
5, Guy Rozemont Square  
Port Louis**

### **Written Statement from Applicant**

#### **Either - (Individual only)**

- 1(a) I hereby confirm that I..... holding NIC  
No..... (copy of ID Card/Passport to be enclosed), residing at  
..... certify that I am currently  
working as a full-time/ part-time employee in the private/ public sector/freelancer.  
(delete as appropriate)

#### **Or - (Applicant applying on behalf of a company)**

- 1(b) I hereby confirm that I..... holding NIC  
No..... (copy of ID Card /passport to be enclosed), am working as a full-  
time employee at ..... (Name of Company).

I also confirm that in case I am granted the CIDB registration as a CAD Operator  
including Draughtsman, I shall offer these services exclusively for  
..... (Name of Company).

#### **Declaration by Applicant.**

2. I .....hereby declare that the information  
given in this statement is true and correct. I am aware that in case I provide wilful  
misstatement to the CIDB, this matter may result in the rejection of my application.

Signature .....

Date: .....

Date:.....

## Annex 2

**The Executive Director  
Construction Industry Development Board  
5<sup>th</sup> Floor, Mutual Aid Building II  
5, Guy Rozemont Square  
PORT LOUIS**

### No-Objection Letter from Employer

- 1) I hereby confirm that I ..... (Name of Director/CEO)  
holding NIC No. .... (copy of ID Card to be enclosed),  
am the Managing Director / Chief Executive Officer of  
..... (Name of Firm),
- 2) I also confirm that Mr/Mrs/Miss  
..... (Name of CAD Operator/Draughtsman) is in  
full-time employment with ..... (Name of Firm)  
since ...../...../..... (Date of appointment).
- 3) I certify that I have no objection that Mr/Mrs/Miss .....  
(Name of CAD Operator/Draughtsman) applies for registration as "Computer-Aided Design (CAD)  
Operator for Construction Works, including Draughtsman" with the Construction Industry  
Development Board (CIDB) and, upon being registered with the CIDB, he/she undertakes  
private work **outside normal office hours** as CAD Operator and/or Draughtsman.
- 4) I agree that the CIDB may contact me, using the following details, for any clarifications  
with respect to the above:
- Telephone : ..... Mobile : .....  
Fax : ..... E-mail : .....  
Address : .....
- I ..... (Name of Director/CEO) hereby  
declare that the information given in this letter are to the best of my knowledge true and correct.

Signature of Director/CEO:.....

Date:.....

[Insert company seal]

# Notes to Applicant

for Registration as a Computer Aided Design (CAD) Operator for Construction Works, including Draughtsman

RG17

Under the CIDB Act, a “**Computer-Aided Design (CAD) Operator for Construction Works, including Draughtsman**” is a “Service Provider” who provides construction services other than consultancy services.

A “**Computer-Aided Design (CAD) Operator for Construction Works, including Draughtsman**” means a person who:

## EITHER

- i) Holds at least a **Certificate in Computer-Aided Design (CAD) or Draughtsmanship** from a recognised institution, or any qualifications acceptable by the Board;
- ii) Has at least **two (2) years’** post-academic qualification experience in **Computer-Aided Design (CAD) or Draughtsmanship** related to the construction industry; and
- iii) Practices solely as a freelance person OR as a full-time employee in the private or public sector and satisfying the following conditions:
  - Where the applicant is a full-time employee in the private sector, the firm should submit a “No-objection letter”. A template of this letter is available on our website ([www.cidb.mu](http://www.cidb.mu)); or  
*(Practices as a full-time employee in the private sector)*
  - Where the applicant is in full-time employment in the public sector, he or she must obtain a written authorisation from their Supervising Officer to undertake private work; or  
*(Practices as a full-time employee in the public sector)*
  - Where the applicant is a full-time employee with a firm offering Computer-Aided Design (CAD) services for Construction Works, including Draughtsmanship and the application will be made on behalf of that firm, then the documents below are required:
    - a. The firm should provide its BRN, and the nature of the business of the firm should be one that encompasses CAD services or Draughtsmanship services.
    - b. The firm should also confirm in writing that the employee is applying for registration on behalf of the firm.
    - c. The employee should confirm in writing that upon granting of the CIDB registration, he/she shall offer “**Computer Aided Design (CAD) services for Construction Works, including Draughtsmanship**” exclusively for that firm.



OR

- i) Has at least **five (5) years'** experience in **Computer-Aided Design (CAD) or Draughtsmanship** related to the construction industry; and
- ii) Practices solely as a freelance person OR as a full-time employee in the private or public sector and satisfying the following conditions:
  - Where the applicant is a full-time employee in the private sector, the firm should submit a "No-objection letter". A template of this letter is available on our website ([www.cidb.mu](http://www.cidb.mu)); or  
*(Practices as a full-time employee in the private sector)*
  - Where the applicant is in full-time employment in the public sector, he or she must obtain a written authorisation from their Supervising Officer to undertake private work ; or  
*(Practices as a full-time employee in the public sector)*
  - Where the applicant is a full-time employee with a firm offering Computer-Aided Design (CAD) services for Construction Works, including Draughtsmanship and this application will be made on behalf of that firm, then the documents below are required:
    - a. The firm should provide its BRN, and the nature of the business of the firm should be one that encompasses CAD services or Draughtsmanship services.
    - b. The firm should also confirm in writing that the employee is applying for registration on behalf of the firm.
    - c. The employee should confirm in writing that upon granting of the CIDB registration, he/she shall offer **"Computer-Aided Design (CAD) services for Construction Works, including Draughtsmanship"** exclusively for that firm.

**Note:**

Registered Professional Engineers and Registered Professional Architects who are in full-time employment, whether in the private or public sector, may offer CAD and/or Draughtsmanship services and sign on the plan(s)/drawing(s) subject to prior written approval to do so from their employer.