

APPLICATION BY REGISTERED CONTRACTORS

UPGRADE OF REGISTRATION/ ADDITION OF SPECIFIC WORK

SECTION A

Name of Applicant: [\[Note 1\]](#)

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Current registration details :

1.1 Registration reference with CIDB:
(as per CIDB certificate)

1.2 Class of Works:

1.3 Specific Works (if any):
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.....
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Information

This Form should be used ONLY where the applicant is a Registered Contractor and is requesting for an upgrade, and/or addition of Specific Work.

If space provided in any section of this Form is not sufficient, the Applicant may attach supplementary sheets to provide the information.

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 request in case of incompleteness or inaccuracy of information.

SECTION B

1. Application for: (tick as appropriate)

☐

Upgrade

☐

Addition of Specific Work

2. Upgrade :

2.1 Please specify requested Grade :

From Grade..... to Grade

2.2 Please provide reason(s) for upgrade*:

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*Attach additional sheets, if required

3. Addition of Specific Works [\[Refer to Annex 1\]](#)

3.1 Please specify below the Specific Works to be added:

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3.2 Please provide reason(s) for addition of Specific Works*:

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*Attach additional sheets, if required

SECTION C

4. Authorised contact person

Mr/Mrs/Ms:..... First name:.....

Surname:

Designation:

Tel No:..... Fax No:.....

Mobile No:

Email address:

Postal address:

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4.1 Applicant need to provide an extract from the Corporate Business Registration Department (CBRD), available from link :

<https://companies.govmu.org:4343/MNSOnlineSearch/>

4.2 Has the Applicant been subject to Insolvency, Bankruptcy or placed under Liquidation or Judicial Management since last registration?

☐ Yes ☐ No

If yes, please give details thereof.

4.3 Has the applicant been debarred or suspended by any local body or international body since last renewal?

☐ Yes ☐ No

If yes, please give details thereof.

4.4 Applicant need to indicate below the current status of the firm.

☐ Live ☐ Defunct

If 'Live', is the Applicant subject to an 'Objection'?

☐ Yes ☐ No

If yes, please give details thereof.

SECTION D

1. Has there been any change in Directorship of the firm since last registration/renewal? Please specify ☐ Yes ☐ No

If yes, please give details in the Table below for new Director(s) and former Director(s)

Name	Designation (Applicant to indicate whether "Former Director" or "New Director")	Citizenship	Professional Qualifications

*Attach additional sheets, if required

1. Has there been any change in Shareholding of the firm since last registration/renewal? Please specify ☐ Yes ☐ No

If yes, please give details in the Table below for new Shareholder(s) and former Shareholder(s)

Name	Shareholder (Applicant to indicate whether "Former Shareholder" or "New Shareholder")	Citizenship	% Shareholding

*Attach additional sheets, if required

SECTION E

If Applicant is applying for an upgrade in more than one Class of Works or addition of Specific Work(s) , he should provide ,a breakdown of turnover to indicate the value of works allocated to each Class.

Year (in Chronological Order)	Breakdown of turnover						Total Turnover (MUR)
	Building Construction Works (MUR)	Civil Engineering Construction Works (MUR)	MEP Works (MUR)	Electrical Works (MUR)	Mechanical Works (MUR)	Specific Works: (specify) (MUR)	

*Attach additional sheets, if required

SECTION F

Projects completed in the last five (5) Years* [Refer to \[RG19A\]](#)

No	Name of Client	Brief description of project	Duration		Contract Value (MUR), excluding VAT
			From	To	

Applicant should have during the last 5 years completed at least two (2) projects equivalent to the value of works corresponding to the Grade or Specific Work(s) applying for. [\[Note 2\]](#)

*Attach additional sheets, if required

SECTION G

Human Resources* [Note 3]

1. Qualified Personnel (where applicable)

Provide information in the format below on every Qualified Personnel in the field of Architecture, Engineering, Quantity Surveying and Project Management in Construction.

SN	Name	Citizenship	Designation	Qualification	FT/ PT*	Years of Experience	Professional Registration (Reg.)		
							Body	Reg. Yr.	Reg. No.

No of Registered Professional

Total

*Attach additional sheets, if required

** State 'FT' for Full Time and 'PT' for Part Time

A Qualified Personnel should be holder of at least a First Degree. A copy of Firm's Organigram shall be submitted

2. Technical & Administrative Staff [Note 4] (where applicable)

Category	No.	Sum of Years of Experience
Qualified Technical / Supervisory Staff (Diploma Holder)		
Non-Qualified Technical /Supervisory Staff		
Administrative Staff		
Occupational Safety & Health Officers		
Competent Persons for Scaffolding Supervision		

Copy of Safety & Health Policy Document of Firm (if any), shall be submitted.

3. Labour Force

(Skilled Labour includes Equipment Operators/Artisans/Craftsmen/Masons/Plumbers, etc)

Gender	No. of Skilled	No. of Unskilled	Total
Male			
Female			
Total			

Labour Force is the total of all Local & Foreign Skilled & Unskilled employees

4. Foreign Employees, if any.

Category	Male	Female
No. of Professionals		
No. of Technical/ Supervisory Staff		
No. of Skilled Labour		
No. of Unskilled Labour		
Total		

PROJECT DESCRIPTION SHEET (Section F)

(to be filled in for each Project,

Project Title:

Name and Contact Details of Client:

Class of works:

Initial Contract Value (MUR):

Final Contract Value (MUR): (VAT exclusive)

(VAT exclusive)

Name of Subcontractor:

Value of Work Subcontracted (MUR):

Start Date: _____ Scheduled Completion Date: _____ Actual Completion Date: _____

Duration of Extension of Time: _____
(in days)

SECTION H

Declaration (by Authorized Signatory)

Ido hereby declare that the information given on this form and the information submitted in the documents attached hereto are to the best of my knowledge true and correct.

I authorise the CIDB 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 a fine and imprisonment and/or rejection fo this application and/or cancellation/suspension of any registration with the CIDB in accordance with the Construction Industry Development Board Act and Regulations thereunder.

Authorised Signature:

Name:

Designation:

Date:

Seal of Company:

(FOR OFFICE USE)

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Finance Section

Submitted by:	Received by:	Amount paid:
Signature:	Fees Payable:	Receipt No:
Date:	Signature:	Received by:
	Date:	Signature:
		Date: