

# APPLICATION FOR PROVISIONAL REGISTRATION AS A FOREIGN CONSULTANT

## SECTION A

Name of Applicant: [Note 1]

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Last Registration Reference issued by CIDB (if any) [Note 1]

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**If applicant was granted Provisional Registration, then only Sections A, B & C shall be filled in, provided there is no material change in the information provided in the initial Application Form. Documentation submitted in the previous application need not be submitted again.**

## Information

This Form shall be filled in electronically and submitted at [myapplication@cidb.biz](mailto:myapplication@cidb.biz) together with scanned copy of all the relevant documents as per the attached Checklist.

Applicant shall read the Construction Industry Development Board (Registration of Consultants and Contractors) Regulations 2014, any subsequent Regulations and the Notes to this Form (available at <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 to provide the information.

When applying for Registration in the Field of Architecture, Applicant shall comply with the Professional Architects' Council Act which inter-alia requires that a Foreign Architect shall enter into a Joint Venture Agreement with a Professional Local Architect or Firm of Architects to be able to practice Architecture in Mauritius.

When applying for Registration in the Field of Quantity Surveying, Applicant shall comply with the Professional Quantity Surveyors' Council Act which inter-alia requires that a Foreign Quantity Surveyor shall enter into a Joint Venture Agreement with a Professional Local Quantity Surveyor or Firm of Quantity Surveyors to be able to practice Quantity Surveying in Mauritius.

No Fee is applicable for Provisional Registration.

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

CIDB shall not have any liability whatsoever in case it refuses to grant a Provisional Registration on the basis of incomplete or false information provided by the Applicant.

## SECTION B

Field applying for: [Note 2]

{Refer to Part A - Second Schedule [Regulation 3] of CIDB (Amendment of Schedule) Regulation 2018}  
(Tick as appropriate)

- Architecture
- Environmental Engineering
- Interior Design
- Landscape Architecture
- Project Management in Construction
- Quantity Surveying
- Urban Planning
- Mechanical Engineering only
- Electrical Engineering only

- Civil Engineering

### Field of Specialisation(if any)

- Structural Engineering
- Geotechnical Engineering
- Transportation Engineering
- Offshore Engineering
- Process Engineering
- Water Resources Engineering

- MEP Services

### Field of Specialisation(if any)

- Building Services Engineering
- Process Engineering
- Fire Engineering

**[Application in the Field of Architecture & Quantity Surveying shall be made in compliance with the Professional & the Professional Quantity Surveyors' Act respectively.]**

**SECTION C****1. Details of Project** [Note 3] *Copy of Notice of the Bid shall be submitted.*

Bid Reference			
Project Title			
Date of Advertisement		Closing Date & Time of Bid	
Bid Validity Period			
Brief Description of Project	..... ..... .....		
Duration of Work			
Client's Name and Contact Details	..... ..... .....		

**2. Particulars** (Complete this Part **ONLY** if Project would be undertaken in Joint Venture/Partnership/other Form of Association.)

Parties to Joint Venture/ Partnership/Association	Contact Details	Country of Origin	CIDB Registration Reference <i>(if any)</i>	% Shareholding

*Copy of Agreement formalising the Joint Venture shall be submitted.***SECTION D****1. Business Information****1.1 Business Registration** *(Tick as appropriate)*
 Company/Firm                       Société/Partnership

 Other (Specify): .....

Date of Incorporation: .....  
(in country of origin)

Date of Incorporation/Registration: .....  
(in Mauritius, if applicable)
**Copy of (i) Certificate of Incorporation in Country of origin & (ii) Certificate of Incorporation/Registration in Mauritius (if applicable), shall be submitted.**
**1.2 Contact Details**

Telephone No.: ..... Fax No.: .....

E-mail Address: .....

Website: .....

Physical Address: .....  
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Postal Address:

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Address in Mauritius *(if any)*:  
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**1.3 Authorized Contact Person**

Mr/Mrs/Ms: ..... First Name: .....

Surname: .....

Designation: .....

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

Mobile No.: .....

E-mail Address: .....

**1.4** Is applicant registered with any Professional Registration Body?

Yes  No

If yes, please give the following details

Registered as:

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Name of Professional Body:

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**Contact Details of Professional Body**

Physical Address:

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Email Address:

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Tel No.:

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

**For application in the Field of Architecture and Quantity Surveying, Applicant shall submit documentary evidence that he is authorised, by the competent authority in his country, to practice in the respective Field.**

**1.5** Is Firm listed on any Stock Exchange?

Yes  No

If yes, please give the following details

Name of Stock Exchange:

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Listed / Quoted on:

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**1.6** Has applicant ever been subject to Insolvency, Bankruptcy or placed under Liquidation or Judicial Management?

Yes  No

If yes, please give a Brief Statement thereof.

**1.7** Has applicant ever been debarred or suspended as a Consultant?

Yes  No

If yes, please give details in the annexed Debarment/ Suspension Data Sheet **[RG2A]**

**1.8 Professional Indemnity Insurance**

Name of Insurance Company: .....

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Amount of Cover: .....

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**Copy of Current Professional Indemnity Insurance Cover shall be submitted.**

**1.9** Has applicant ever undertaken any Project in Mauritius?

Yes  No

If yes, please give the following details for **each** project undertaken in the format below

Project Title: .....

CIDB Registration Reference  
*(if applicable):* .....

Commencement Date: .....

Completion Date: .....

Contract Value (Rs): .....

*(VAT exclusive)*

Client's Name and Contact Details:

Name of all the parties if Project was undertaken under a Joint Venture/Partnership/Association:

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Contact Details of the other parties:

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% Shareholding of Applicant:

Brief Description of consultancy services provided by Applicant:

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**Services outsourced to other Consultants**

Name of Sub-consultant:

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Contact Details of Sub-consultant:

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Brief Description of services assigned to Sub-consultant:

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2. Directorship of Firm [Note 4]

Name of Director	Address	Citizenship	Professional Qualifications	Status of Director <sup>1</sup>	Other Directorship <sup>2</sup>

<sup>1</sup> State 'ED' for Executive Director and 'NED' for Non-Executive Director

<sup>2</sup> State Name of other Consultancy Firm in which incumbent is also a Director

3. Shareholdings [Note 5]

(a) Shareholdings of Firm

Shareholders	Percentage
Total percentage of Mauritian Shareholding	
Total percentage of Non - Mauritian Shareholding	

(b) Mauritian Shareholdings

Name of Shareholders	Professional Qualifications	% Shareholding

**Copy of Certificate of Professional Registration, shall be submitted.**

4. Subsidiaries/Associated Consultancy Firm

Name of Firm	Applicant's % Shareholding

**SECTION E**

**Human Resources** [Note 6]

Provide information in the format below on the Chief Executive Officer and every Qualified Personnel of the Firm

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

No. of Registered Professionals

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

*Copy of detailed CV of the Chief Executive Officer and Certificate of every Registered Professional, shall be submitted.  
Copy of Organigram of Firm, shall be submitted.*

**SECTION F**

Complete this Section ONLY if applying for registration in the Field of Project Management in Construction

Is Firm Registered with any Association of Project Management?

Yes  No

If Yes, please provide Name of Association and contact details.

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*Copy of documentary evidence of registration shall be submitted.*

Project Management Services provided in the last 3 years [Note 7]

Project Title	Name of Project Manager	Country <sup>1</sup>	Project Value <sup>2</sup> <small>(VAT exclusive)</small>	Start & End Dates	Client's Name & Contact Details

<sup>1</sup> State country where Project was undertaken  
<sup>2</sup> State Currency

*Particulars in respect of every Project Manager listed above shall be given in the annexed Project Manager's Data Sheet [RG2B]  
Copy of Letter of Appointment for every Project shall be submitted.*

**SECTION G****1. Projects Completed in the last 3 years**

Year <i>(In Chronological Order)</i>	No. of Projects.					
	Architecture	Civil Engineering	Electrical Engineering	Mechanical Engineering	Project Management	Quantity Surveying

*Details of each Project Completed in last 3 years shall be given in the annexed Project Description Sheet. [RG2C]*

**2. State number of Projects during the last 3 years which were subject to Termination of Contract/ Arbitration/ Legal Proceedings**

*Details of each Project which were subject to Termination of Contract/ Arbitration/ Legal Proceedings in last 3 years shall be given in the annexed Statement of Termination of Contract/ Arbitration/ Legal Proceedings. [RG2D]*

**SECTION H****Turnover of Firm in the last 3 years** [Note 8]

Year <i>(in Chronological Order)</i>	Turnover <i>(.....)*</i>

\* State Currency

**SECTION I****Quality Management System** [Note 9]

*(Tick as appropriate)*

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| (i) Is there any Quality Management System in the Firm?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Is the Quality Management System certified by a Third Party Certification Body? | <input type="checkbox"/> | <input type="checkbox"/> |

*A Brief Statement on the Quality Management System and copy of Certificate of Registration from the Third Party Certification Body shall be submitted.*

**SECTION J**

**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 understand that these information will also be used for the processing of my eventual application for Temporary Registration as a Foreign Consultant.

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 accept that Construction Industry Development Board would not hold any liability whatsoever as a result of its refusal to grant the Temporary Registration in case of erroneous or misleading information provided in this application.

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:** .....

**Designation:** .....

**Date:** .....

**Seal of Company**

*Electronic Signature is acceptable.*









**STATEMENT OF TERMINATION OF CONTRACT /  
ARBITRATION/LEGAL PROCEEDINGS (Section G)**  
*(to be filled in for each Project)*

Sheet No.:

Project Title: .....

Name and Contact Details of Client: .....

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Project Value (.....):  
*(State currency)* ..... *(VAT exclusive)*

Percentage of Consultancy Services provided until termination of contract: .....

Start Date: ..... Termination Date: .....

Detailed Description of overall Project:

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## Checklist

### Copy of documents to be submitted with Application

*(Tick as appropriate)*

	<b>Submitted by Applicant</b>	<b>Received (for Office use)</b>
1. Notice of Bid	<input type="checkbox"/>	<input type="checkbox"/>
2. Agreement formalising the Joint Venture	<input type="checkbox"/>	<input type="checkbox"/>
3. Certificate of Incorporation <i>(in country of origin)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Certificate of Incorporation/Registration <i>(issued in Mauritius)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Registration Certificate from Professional Registration Body	<input type="checkbox"/>	<input type="checkbox"/>
6. Documentary Evidence from competent Authority to practice in the field	<input type="checkbox"/>	<input type="checkbox"/>
7. Statement of Insolvency/Bankruptcy/Liquidation/Judicial Management	<input type="checkbox"/>	<input type="checkbox"/>
8. Debarment/Suspension Data Sheet [RG2A] (No.: .....)	<input type="checkbox"/>	<input type="checkbox"/>
9. Valid Professional Indemnity Insurance Cover	<input type="checkbox"/>	<input type="checkbox"/>
10. Details of Projects undertaken in Mauritius (No.: .....)	<input type="checkbox"/>	<input type="checkbox"/>
11. Certificate of Professional Registration (No.: .....)	<input type="checkbox"/>	<input type="checkbox"/>
12. Certificate of Academic Qualification (No.: .....)	<input type="checkbox"/>	<input type="checkbox"/>
13. Detailed CV of Registered Professional	<input type="checkbox"/>	<input type="checkbox"/>
14. Organigram of Firm	<input type="checkbox"/>	<input type="checkbox"/>
15. Project Manager's Data Sheet [RG2B] (No.: .....)	<input type="checkbox"/>	<input type="checkbox"/>
16. Letter of Appointments for Project Management Services (No.: .....)	<input type="checkbox"/>	<input type="checkbox"/>
17. Project Description Sheet [RG2C] (No.: .....)	<input type="checkbox"/>	<input type="checkbox"/>
18. Statement for Termination of Contract/ Arbitration/ Legal Proceedings [RG2D] (No.: .....)	<input type="checkbox"/>	<input type="checkbox"/>
19. Statement of Quality Management System	<input type="checkbox"/>	<input type="checkbox"/>
20. Certificate of Registration from Third Party Certification Body for Quality Management System	<input type="checkbox"/>	<input type="checkbox"/>
21. Power of Attorney/Board Resolution of Authorized Signatory	<input type="checkbox"/>	<input type="checkbox"/>

