BUILDERS LICENSING/

CONTRACTORS REGISTRATION SYSTEM

52 Jurong Gateway Road #12-01

Singapore 608550

Maxwell Road #02-00

Tower Block MND Complex,

Singapore 069110

**Declaration of Personnel**

**Appointment and Experience**

**(For CRS and/or BLS)**

Toll-free line : 1800-dial bca (3425 222)

Email : bca\_ebacs@bca.gov.sg

Website : www.bca.gov.sg

Office hours : 8.30am - 5.30pm(Mon – Thu)

8.30am - 5.00pm(Fri)

Closed for lunch : 12.30pm - 1.30pm

5 Maxwell Road #02-00

Tower Block MND Complex,

Singapore 069110

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| **INSTRUCTIONS** |
| 1. This form may take you 5-10 minutes to fill in. (the average time for each personnel) 2. It is for each personnel employed full-time by the contractor and appointed to represent the Contractors Registration System (CRS) as a Professional or Technical (P&T) personnel and/or Builders Licensing System (BLS) as an Approved Person (AP) and/or Technical Controller (TC) 3. If you are appointed for CRS, please submit the following documents together with this form  * CPF Form 90 & NRIC / Employment Pass (EP) / S-Pass (SP) and educational certificates  1. If you are appointed for BLS, please submit the following documents together with this form  * NRIC / EP / SP and educational certificates  1. If you are appointed for either (P&T and TC) or (AP and TC), you must be employed by the same company |

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| **Section A: COMPANY INFORMATION** | | | | | | | | | | | | | | | | | | |
| Name of Company | | |  | | | | | | | | | | | | | | | |
| UEN no. |  | | | | | Contact Person | | |  | | | | | | | | | |
| Contact no. |  | | | | | Email Address | | |  | | | | | | | | | |
| Submission for  \*: Please tick the relevant box(es) **and complete Section B and C** | | | **CRS\*** | | | | | | | | | | | | | | | |
| CW | | CR | | ME | | | MW | | | TR | | SY | | RW | |
| **BLS\*** | | | | | | | | | | | | | | | |
| GB1 | GB2 | | SB(PW) | | SB(GS) | | | SB(SI) | | | SB(SS) | | SB(PC) | | SB(PT) |
| **Personnel Requirements: Qualification and Experiences** | | | | | | | | | | | | | | | | | | |
| CRS | | -Diploma/Degree in construction or construction-related field  -A1/ A2 contractors require 24/12 P&T respectively of which   * + one-third of P&T with qualification recognized by BOA, PEB or BCA   + one-third of P&T with ≥ 24 months of experience in Singapore of which ≥ 12 months of experience in Singapore is within the last 3 years from the latest application submission   -For all other workheads and respective grades, please refer to the Specific Registration Requirements at:  <http://www.bca.gov.sg/ContractorsRegistry/contractors_registration_requirements.html> | | | | | | | | | | | | | | | | |
| BLS | | AP | | | | | | | | | | TC | | | | | | |
| General Builder Class 1 (GB1) | | -Degree(in any field) with ≥36 months of **post-degree** experience;  or  -Diploma( in construction or construction-related field) with ≥ 60 months of **post-diploma** experience;  or  -‘Course in ‘Essential Knowledge for Licensed Builder’ with ≥ 120 months of experience in Singapore | | | | | | | | | | -Degree (in construction or construction-related field) with ≥ 60 months of **post-degree** experience | | | | | | |
| General Builder Class 2 (GB2) | | -Degree(in any field) or Diploma (in construction or construction-related field) with ≥36 months of **post-degree/diploma** experience;  or  -Course in ‘Essential Knowledge for Licensed Builder’ with ≥ 96 months of experience in Singapore | | | | | | | | | | -Diploma/ Degree (in construction or construction-related field) with ≥ 60 months of **post-degree/diploma** experience | | | | | | |
| Specialist Builder (SB) | | -Degree (in civil/structural engineering) from a Recognized Institution with ≥ 60 months of **post-degree** experience in that class of specialist work | | | | | | |

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| **SECTION B: DECLARATION BY PERSONNEL**  Please fill up (i) and/or (ii) and/or (iii) below in your respective appointment(s). You must be employed by the same company if you are appointed for (i) and (iii) or (ii) and (iii). |
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| 1. **Appointment of P&T for CRS** |
| I, (Name of P&T),  (NRIC/FIN No:) am employed full-time by  (Name of Contractor) and declare that the information provided in Section C of this application form is true and correct.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date |
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| 1. **Appointment of AP for BLS** |
| I,  (Name of AP),  (NRIC/FIN No:), consent to be the approved person of  (Name of builder), to take charge and direct the management if business of the builder, in so far it relates to (applied class of licence(s)) works in Singapore at all times and declare that;   1. I have not acted as an approved person or technical controller of a builder whose licence has been revoked in the 12 months preceding the date of application; 2. I am not acting, and for so long as I am the technical controller for the above builder that I do not intent to act, as a technical controller for any other holder of a licence; and 3. The information provided in Section C of this application form is true and correct.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date |
|  |
| 1. **Appointment of TC for BLS** |
| I,  (Name of TC),  (NRIC/FIN No:), consent to be the technical controller of  (Name of builder), to personally supervise the execution and performance of  (applied class of licence(s)) works that the builder undertakes in Singapore and declare that;   1. I have not acted as an approved person or technical controller of a builder whose licence has been revoked in the 12 months preceding the date of application; 2. I am not acting, and for so long as I am the technical controller for the above builder that I do not intent to act, as a technical controller for any other holder of a licence; and 3. The information provided in Section C of this application form is true and correct.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date |

| **SECTION C: DETAILS OF PERSONNEL PARTICULARS AND EXPERIENCE**  # Please mark ‘X’ in the respective box(es) you are representing, i.e. P&T for CRS and/or AP and/or TC for BLS | | | | | | | | | | | | | | | | | | |
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| **P&T for CRS** | | | | **AP for BLS** | | | | | | **TC for BLS** | | | For **CRS,** please attach the following supporting documents:   * CPF Form 90 & NRIC / EP / SP and education certificates.   For **BLS,** please attach the following supporting documents:   * Personnel NRIC / EP / SP and education certificates | | | | | |
| Name of P&T/AP/TC | |  | | | | | | | | | | |
| Personal Identification No.1 | | |  | | | EP / SP Expiry Date: (DD/MM/YYYY) | | | | |  | |
| Mobile No. | |  | | | | | | Designation |  | | | |
| Residential Address | |  | | | | | | | | | | |
| SUMMARY OF PRACTICAL EXPERIENCE **(INCLUDING CURRENT EMPLOYMENT)** | | | | | | | | | | | | | | | | | | |
| No. | Name of Employer  (Company name)  e.g. ABC Pte Ltd | | | | Designation  e.g. Project Manager | | Duties and Responsibilities  e.g. Duty: Responsible for the overall planning and coordination of development works from conceptualization, design, construction to completion  e.g. Duty: manage the construction business of ABC Pte Ltd | | | | | Experience in class of building works2  e.g. GB | | Country of Experience3 | | Duration of Experience:  Starting with current employment in (mm/yyyy) format | | |
| Singapore | Overseas (Please state the country) | Start  e.g. 01/2013 | End  e.g. 01/2014 | Total no. of months |
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| **Total number of months** of practical experience (Current and previous employment )  Note1: For Singaporean/PR, please state your NRIC no. For Foreigner, please state your EP / SP.  Note2: Please indicate one of the following class of work: GB, SB(PW), SB(GS), SB(SI), SB(SS), SB(PC), SB(PT). Not applicable for CRS and Approved person  Note3: One-third of P&T with ≥ 24 months of experience in Singapore of which ≥ 12 months of experience is within the last 3 years from this application | | | | | | | | | | | | | | | | | |  |

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| **Signature of P&T / AP / TC : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** |

# Please print and fill in duplicate copies if AP and TC is of different person (eg. different AP or TC for each applied licence or there is more than one TC for one licence)

| **Section D: Other Document - List of Projects undertaken by TC for the specialist building works of that class (min. 5 yrs or 60 months)**  (Applicable if personnel is representing for Specialist Builder (SB) ONLY ) | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Technical Controller (TC) | |  | | | | | | NRIC/ FIN no |  | | | |
| Name of Builder that the TC acts for | |  | | | | | | | | | | |
| Please tick according to the specialist works declared for the project | | SB(Piling Works) | | SB(Ground Support and Stabilisation Works) | SB(Site Investigation Work) | | SB(Structural Steelwork) | | SB(Pre-cast Concrete Work) | | SB(In-situ Post Tensioning Work) | |
| \*Note: Total no of month refers to the duration of the specialist building work of that class that is carried out in the declared project. | | | | | | | | | | | | |
| **No** | **Name of Company** | | **Project Title** | | | **Description of duties and work involved in project** | | | | **Start Date** | **End Date** | **Total no. of months\*** |
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