

APPLICATION FOR TEMPORARY RELAXATION OF LICENCE REGISTRATION FOR FOREIGN CRANE OPERATORS

FORM C

Instructions for Company/Firm to complete form:

1. Please read the Terms and Conditions carefully before filling up the form. (attached together with Form C)
2. You will need the following information to fill in the form:
 - (a) Documentation on main/sub contract works to justify the supply of/need for crane operators on construction sites over a certain time period
 - (b) Information of Company/Firm (e.g. CPF number, ACRA number, existing and applied number of crane operators, etc.)

Abbreviations:

- The "Scheme": Temporary Relaxation of Licence Registration for Foreign Crane Operators Scheme
- The "FCO": Foreign crane operator
- The "LCO": Local crane operator

Part 1: Company/Firm Details

Name of Company/Firm: _____

Address: _____

Postal Code: _____

CPF number (construction): _____ ACRA number: _____

Name of contact person: _____ Designation: _____

Tel/HP number: _____ Email Address: _____

Part 2: Crane operator details

- i. Please provide the number of existing and new local and foreign crane operators in the tables below

Existing Headcount of Crane Operators			#New FCO/Renewal of FCO	
Crane Type	Number of LCO	Number of FCO	Number of new FCO to apply	Number of FCO to renew
Tower				
Crawler				
Mobile				
Total				

*Firm is allowed to choose either "New FCO" or "Renewal of FCO" only (i.e. firm is not allowed to combine both types of application in the same form.

- ii. Please fill in the details of LCO under the Scheme at Annex B. These LCO includes:
- New LCO who is supporting new FCO
 - Existing LCO who is supporting the renewal of FCO
 - New LCO who is supporting the renewal of FCO (for cases where the existing LCO has left)
- iii. Please fill in the details of FCO to be recruited or renewed at Annex C. Foreigners changing their occupation code to "Crane & Hoist Operators" must also fill up Annex C.

Part 3: Declaration of Undertaking by Company/Firm

I, _____, _____ in my
(Name of Person making declaration) *(Email address)*

authorized official capacity as _____ of Applicant
(Designation, eg. Director/Partner/Sole Proprietor)

Company/Firm undertake to

- i. recruit and train new LCOs under the Scheme of 1 new LCO for up to every 4 new FCOs recruited; and/or
- ii. recruit and train new LCOs or continue to employ LCOs under the Scheme of 1 new/existing LCO for up to every 4 FCOs seeking renewal of work passes as follows:
 - EP / S pass: No source restriction
 - WP: For Malaysian and North Asian Sources only

I have also **understood and agreed** to the Terms and Conditions of the application stated in this Form.

Signature of declarant

Date

Part 4: For Official Use Only

Application Number	
Number of new foreign recruitment	
Number of foreign renewal	
Number of locals to be recruited	
Total number of locals to be recruited (cumulative)	

Submission of Annexes and supporting documents			
Annex A*		CPF statement	
Annex B		Appointment Letter	
Annex C		CSC/SEC(K)	
Annex D*		Crane Licence	
		Work Pass	

*For all application

Results of Application:

Approved number of new foreign recruitment / renewal	
(in number)	(in words)

Please submit this Form (together with supporting documents) to Manpower Development Department, 200 Braddell Road, Singapore 579700
 [Drop box is located at BCA Academy, Blk C – Level 1, Skills Certification Enrolment and CoreTrade Registration Counter]
 (Page 1 and Page 2 shall be printed in double sided)

TERMS & CONDITIONS
APPLICATION FOR TEMPORARY RELAXATION OF LICENCE REGISTRATION FOR FOREIGN CRANE
OPERATORS
(thereafter known as the Scheme)

(A) Definitions used in Form C

1. A new LCO refers to a Singapore citizen or Singapore Permanent Resident who does not have a crane licence registered under MOM; or has an expired crane licence and is required to be re-certified to work as a crane operator.
2. New foreign recruitment refers to new FCOs to be recruited from overseas as well as existing FCOs who have an expired MOM crane licence or those that need to change their occupation code in order to qualify as a crane operator.
3. **EP/S Pass** stands for Employment Pass/S Pass; **WP** stands for work permit.
4. Non-Malaysian WP holders generally fall under one of these three source country/territory groupings:
 - i. North Asian Sources (NAS) – Hong Kong*, Macau, South Korea and Taiwan
 - ii. Non-Traditional Sources (NTS) – India, Sri Lanka, Thailand, Bangladesh, Myanmar and Philippines
 - iii. People's Republic of China (PRC)

* The foreigner must be holding a Hong Kong Special Administrative Region (HKSAR) Passport.

(B) Responsibilities of Applicant Company/Firm

1. The Applicant Company/Firm shall take all necessary steps to recruit and train new LCO(s) under the Scheme of one (1) new LCO for up to every four (4) FCO(s) recruited under this Scheme.
2. The Applicant Company/Firm is required to submit the following evidentiary documents pertaining to the recruitment of the new LCO(s) and every 6-monthly thereafter to verify the employment of locals throughout the work pass validity period.
 - i. Copy of appointment letter;
 - ii. BCA's Certificate of Successful Completion for the relevant crane course(s) and MOM's Crane licence; and
 - iii. Monthly CPF statement.
3. Under the prevailing criteria of the scheme, the Applicant Company/Firm can renew up to four (4) of their existing FCOs' work passes for every one (1) existing LCO[^] that they employ. The following evidentiary documents pertaining to the existing LCO and FCO would need to be submitted at the time of application:
 - i. Copy of work pass and crane licence (front and back) for FCOs; and
 - ii. Latest CPF statement and crane licence (front and back) of the existing LCO.
4. For cases whereby the existing LCO[^] has left, Applicant Company/Firm shall submit the following evidentiary documents as stated in Para 2 of Part B pertaining to the recruitment of the new LCO(s).

[^]Existing LCO refers to the same LCO that was employed to support the recruitment of FCO in the first application.

5. Company/Firm must continue to employ the new/existing local crane operator as long as the work passes of the new/renewed FCO(s) remain valid.
6. All foreigners seeking application for employment as crane operators are subject to the Ministry of Manpower (MOM)'s prevailing criteria for work passes and the crane operator licence registration.
7. The Applicant Company/Firm seeking to employ new FCO or renew existing FCO under the scheme will have to **first apply to BCA** for approval **before applying to MOM** for work pass and licence registration.
8. The Applicant Company/Firm shall apply to MOM for the **SAME** number of FCO approved by BCA.
9. The Applicant Company/Firm shall take all necessary steps to inform BCA if the FCO was not recruited after the expiry of Form C.

(C) Failure to comply to requirements

1. If Applicant Company/Firm fails to meet the terms and conditions as required under the Scheme, BCA reserves the rights to
 - i. Reject further application under the Scheme, and/or
 - ii. Withdraw previous approvals
2. Additionally, MOM may not allow the Applicant Company/Firm's existing FCO (including those hired under this Scheme) to renew their work passes.
3. The Applicant Company/Firm is strongly advised to seek clarifications from:
 - i. BCA if you have any queries relating to the submission of Form C application
 - ii. MOM if you have any queries relating to work passes application

(D) List of documents to be enclosed

1. Annex A: To be certified by the Project Qualified Person.
2. Annex B: Summary listing of new or existing local crane operators
3. Annex C: Summary listing of new/existing foreign crane operators
 - i. New FCO (overseas) with documentation of qualifications and/or crane licence.
 - ii. New FCO (change of occupation code) with documentation of work passes.
 - iii. Existing FCO (renewal) with documentation of work passes and crane licences.
4. Annex D: Basic and gross monthly wage and age profile of local and foreign crane operators crane operators by years of relevant working experience in Singapore.
5. All other documents as stated under Section (B) of the Terms and Conditions.

(E) Useful information

1. The Form C and accompanying Annexes should be duly completed, signed and written legibly before submitting to BCA. Incomplete form may lead to rejection of application.

Annex A

<p>General Note:</p> <ul style="list-style-type: none"> • Applicant firm is required to submit this form to justify the need to recruit/renew Foreign Crane Operator under the scheme. • Applicant firm is to seek endorsement from the Project Qualified Person (QP) to certify the minimum number of cranes and their crane types required for the project site submitted. • The QP shall be a Professional Engineer registered in the branch of civil or structural engineering under the Professional Engineer Act (Cap. 253) and has in force a practicing certificate under that Act. • Others documents necessary to support the approval of the application 			
SECTION I (To be completed by applicant firm)			
Building Plan Number:		Direct Contract Value:	
Project Duration (in months):	Project Start Date (dd/mm/yyyy):	Project End Date (dd/mm/yyyy):	
Description of building works/Other Activities*:			
Category of projects (for mixed developments, more than 1 box may be ticked)			
<input type="checkbox"/> Residential (landed)	<input type="checkbox"/> Residential (non-landed)	<input type="checkbox"/> Commercial	
<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional and others		
Number of Blocks more than 5-storey:		Number of Blocks less than 5-storey:	
SECTION II (To be completed by Qualified Person in respect of the building works)			
I hereby, certify that that the minimum number of crane and the type of crane required for the building works as listed below			
Crane Type	Number of Crane(s)	Number of Operator(s)	Remarks
Crawler Crane			
Mobile Crane			
Tower (Saddle)			
Stamp of Qualified Person		Name/Signature of Qualified Person	
Contact Number:		Registration Number (PE):	Date:

*Please delete accordingly

Scan the QR code or visit BCA website for more information on crane relaxation scheme:
www.bca.gov.sg/TrainingCareer/crane_operator_scheme_applnforms



Annex B

Summary listing of new or existing local crane operators

S/no	Name of new ¹ /existing ² local crane operator	NRIC number	Home address	Contact number	Monthly salary (S\$)	Date of start work with Company/Firm

- Note
1. New LCO whom is recruited to support the new FCO or renewal of FCO (For cases whereby the existing LCO has left)
 2. Existing LCO who is supporting the renewal of FCO (Refer to LCO whom was recruited to support the FCO under the scheme)

Annex C

Summary listing of foreign crane operators to be recruited or for renewal of work passes

S/No	Name of foreign crane operator	Qualifications / crane licence with expiry date	Years of working experience	Monthly salary (S\$)	Type of Work Pass Applied (EP/S pass for all foreigners, WP for TS/NAS only)

Note

- Annex C is also required for submission if the Company/Firm applies to change the Occupation Code of their existing foreigners to “Crane and Hoist Operator”.

Annex D

MONTHLY SALARY AND AGE PROFILE OF EXISTING LOCAL AND FOREIGN CRANE OPERATORS

PART 1: MONTHLY SALARY (BASIC AND GROSS)

Tower Crane

Years of relevant local working experience	Basic				Gross				
	Local	Foreigner			Local	Foreigner			
		Malaysians	NTS	NAS		PRC	Malaysians	NTS	NAS
< 2 years									
2 – < 4 years									
4 – < 6 years									
6 – < 8 years									
>= 8 years									

Crawler Crane

Years of relevant local working experience	Basic				Gross				
	Local	Foreigner			Local	Foreigner			
		Malaysians	NTS	NAS		PRC	Malaysians	NTS	NAS
< 2 years									
2 – < 4 years									
4 – < 6 years									
6 – < 8 years									
>= 8 years									

Mobile Crane

Years of relevant local working experience	Basic				Gross				
	Local	Foreigner			Local	Foreigner			
		Malaysians	NTS	NAS		PRC	Malaysians	NTS	NAS
< 2 years									
2 – < 4 years									
4 – < 6 years									
6 – < 8 years									
>= 8 years									

Note:

- i. **Non-Traditional Sources (NTS)** comprise the following countries – Bangladesh, India, Myanmar, Philippines, Sri Lanka, Thailand;
- ii. **Traditional Source (TS)** refers to Malaysia; and
- iii. **North Asian Sources (NAS)** refer to Hong Kong, Macau, South Korea and Taiwan.

PART 2: AGE PROFILE OF FIRM'S CRANE OPERATORS

Age grouping	Local	Foreigner
21 to 30 years old		
31 to 45 years old		
> 45 years old		