

## ADDITIONAL REQUIREMENTS FOR TRANSFER OF WORKHEADS (TW)

In addition to the CRS Terms of Registration (ToR) and Specific Registration Requirements (SRR), the applicant is required to submit the following documents for the transfer of workhead application:

### For Transferring Company(s):

1. Latest audited accounts
2. Directors' Resolution agreeing to the transfer of the specified workhead(s) registered with BCA.

### For Receiving Company:

1. Latest audited accounts if receiving company is registered with ACRA more than 12 months old.
2. Management certificates such as ISO 45001(OHSAS 18001), ICQA, etc. for the respective workhead(s) and grade(s).
3. Documents such as latest CPF Form 90, Employment Pass, etc. required to verify full-time employed technical personnel for the respective workhead(s) and grade(s) including documents to verify the relevant experience, academic qualifications, etc.
4. A copy of the following valid Licences and Permits:
  - i) Relevant Builder's Licence for CW01, CW02, CR08, CR10, CR12 & CR15
  - ii) RW01 for CR17
  - iii) Plumber's Licence (applicable to ME12).
  - iv) IDA Telecommunication Wiring Contractor's Licence (applicable to ME08)
  - v) Vector Control Operator Certificate (applicable to FM04)
5. A Letter of Presentation stating the following information:
  - i) Reason for transfer (e.g. restructuring, mergers/acquisitions, etc.).
  - ii) Ownership / Relationship of both companies.
  - iii) Corporate structure chart with indication of percentage of ownership.
  - iv) What will happen to the existing management and technical personnel?
  - v) What will happen to the existing company after the transfer?
  - vi) Declaration from both the transferring and receiving companies that
    - a) They will fulfil all current and future contractual obligations and that both companies will be liable if either one fails to fulfil such obligations.
    - b) Both transferring and receiving companies (including their directors, shareholders and senior management) are not currently debarred by the Ministry of Finance to participate in public sector tenders.
    - c) Both transferring and receiving companies (including their directors, shareholders and senior management) have not been served any Letter of Intention for debarment by any government agencies in past 6 months.
6. Any other documents deemed necessary to support the Transfer Application.

A non-refundable processing fee is payable for each workhead applied. Application is online through eBACS via <https://www.bca.gov.sg/eBACS/>