

## Fixed Installation Contractors

### Conditions of Registration

Pursuant to section 29P(1)(b) of the Building Control Act 1989 (the “**Act**”), the registration or registrations (hereinafter referred to as the “**Registration**”) issued by the Building and Construction Authority (the “**Authority**”) to the Registrant to carry out the activity or activities (“**Registered Activity**”) as described in the Notice of Registration (the “**Notice of Registration**”), is subject to the following terms and conditions set out in these Conditions of Registration.

#### A. GENERAL CONDITIONS OF REGISTRATION

##### 1. Validity Period of Registration

- 1.1. Each Registration shall come into force on the date of the Notice of Registration and shall be valid for the period specified in the Notice of Registration (“**Validity Period**”) unless suspended, modified or cancelled by the Authority in accordance with section 29R of the Act.
- 1.2. Each Registration may be renewed on the expiration of the Validity Period upon application by the Registrant.

##### 2. Provision and Update of Information

- 2.1. The Registrant shall notify the Authority in writing as soon as practicable, and in any event within seven (7) days, of any change or inaccuracy in any information, including but not limited to changes to or inaccuracies in its name, address, contact particulars and employee particulars, submitted to the Authority. For the avoidance of doubt, this condition does not relieve the Registrant of its obligation to obtain the Authority’s prior approval specified under any of the conditions of the Registration.

##### 3. Technical Person Requirement

- 3.1. The Registrant shall satisfy BCA that the Technical Person Requirement, as further described in these Conditions of Registration, with respect to the Registered Activity that the Registrant is registered to carry on is met at all times during the Validity Period.
- 3.2. The Registrant shall inform BCA in writing as soon as practicable, and in any event within seven (7) days, if one or more of the Technical Persons employed by the Registrant ceases to be employed by the Registrant.

- 3.3. The Registrant shall obtain the Authority's written approval of any proposed change to the Technical Person employed by the Registrant in respect of a Registered Activity, before implementing the change in the Technical Person employed by the Registrant in respect of that Registered Activity. In the event the Registrant is required under these Conditions of Registration to employ an additional Technical Person or such Technical Person who satisfies the requirements in these Conditions of Registration in respect of a Registered Activity, the Registrant shall obtain the Authority's prior written approval before carrying out that Registered Activity.
- 3.4. The Registrant shall, for the purposes of obtaining written approval from the Authority under Clause 3.2 above in relation to a Technical Person, submit scanned copies of all of the following documents in relation to such Technical Person to the Authority:
- (a) Latest CPF contribution statement (Form 90);
  - (b) NRIC;
  - (c) Employment Pass, S-Pass, Dependent Pass or Long Term Visit Pass, as may be applicable;
  - (d) Letter of consent from the Ministry of Manpower (for Dependent Pass holders or Long Term Visit Pass holders);
  - (e) Education certificates in English; and
  - (f) Curriculum vitae with work descriptions in English.

#### **4. Financial Capacity and Status**

- 4.1. The Registrant shall maintain a minimum paid-up capital of SGD 50,000 at all times during the Validity Period.
- 4.2. The Registrant shall notify the Authority in writing immediately, in the event any step is taken to commence a scheme of arrangement, judicial management, bankruptcy, liquidation or winding-up proceedings in respect of the Registrant, during the Validity Period.

#### **5. Registration is not Transferrable**

- 5.1. The Registrant shall not assign, transfer, sublet or otherwise dispose of its rights, duties, liabilities, obligations under the Registration to any person.

#### **6. Co-operation**

- 6.1. The Registrant shall co-operate with the relevant Government ministries, departments, statutory boards or official agencies in all possible ways to support national security, and public safety and security.

#### **7. Variation of Conditions of Registration**

7.1. The Authority may vary any of these Conditions of Registration by giving the Registrant at least 2 week's prior written notice.

## **8. Termination of Registration**

8.1. In the event that the Registrant intends to terminate the Registration, the Registrant shall obtain the Authority's prior written approval to terminate the Registration.

8.2. For the purposes of this Condition 8, the Registrant shall give the Authority 3 months' prior written notice of such intention to terminate the Registration.

## **9. No Refund of Registration Fees**

9.1. In the event that the Registration is terminated, suspended or cancelled, there shall be no refund, in part or in full, of any fees paid by the Registrant in respect of the Registration.

## **10. Severability and Separate Registrations**

10.1. Every Condition herein and part thereof shall be construed as a separate and several provision so that if any Condition of Registration or part thereof is held invalid, unenforceable or illegal for any reason, the remainder of the Conditions of Registration and such part of any Condition(s) of Registration shall remain in full force in every aspect.

10.2. For the avoidance of doubt, where the Authority issues one Notice of Registration to the Registrant in respect of multiple Registered Activities, the Authority grants Registration in respect of each Registered Activity, and each Registration shall be separate and distinct from any other Registration(s) granted in the same Notice of Registration.

## **B. SPECIFIC CONDITIONS FOR REGISTERED ACTIVITIES**

### **(i) FIXED INSTALLATION WORKS FOR LIFTS ("Lift Installation")**

#### **11. Technical Person Requirement**

11.1. A Registrant registered to carry out the Registered Activity of Lift Installation ("**Registrant for Lift Installation**") shall employ at least three (3) technical persons ("**Technical Person for Lift Installation**") on a full-time basis throughout the Validity Period.

11.2. A Technical Person for Lift Installation refers to a person who is employed by the Registrant for Lift Installation on a full-time basis, and who has:

- (a) a professional qualification with a degree in Electrical/Electronics or Mechanical engineering or equivalent from an institute of higher learning, and

who has at least five (5) years of work experience in the lift industry or a related industry; or

(b) a technical qualification with a diploma in Electrical/Electronics or Mechanical Engineering or equivalent from an institute of higher learning, and who has at least eight (8) years of work experience in the lift industry or a related industry.

11.3. For the avoidance of doubt, Technical Persons for Lift Installation shall not be freelancers or persons who are engaged on a contract for service by the Registrant for Lift Installation.

## **12. Pay slips**

12.1. A Registrant for Lift Installation who issues a pay slip under section 29Q(1)(b) of the Act shall state on the pay slip the name of the employee (as specified on the employee's identity card, work pass or passport) and the designation or job title of the employee.

## **PART II. FIXED INSTALLATION WORKS FOR ESCALATORS (“Escalator Installation”)**

### **13. Technical Person Requirement**

13.1. A Registrant registered to carry out the Registered Activity of Escalator Installation (“**Registrant for Escalator Installation**”) shall employ at least three (3) technical persons (“**Technical Person for Escalator Installation**”) on a full-time basis throughout the Validity Period.

13.2. A Technical Person for Escalator Installation refers to a person who is employed by the Registrant on a full-time basis, and who has:

(c) a professional qualification with a degree in Electrical/Electronics or Mechanical engineering or equivalent from an institute of higher learning, and who has at least five (5) years of work experience in the escalator industry or a related industry; or

(d) a technical qualification with a diploma in Electrical/Electronics or Mechanical Engineering or equivalent from an institute of higher learning, and who has at least eight (8) years of work experience in the escalator industry or a related industry;

13.3. For the avoidance of doubt, Technical Persons for Escalator Installation shall not be freelancers or persons who are engaged on a contract for service by the Registrant for Escalator Installation.

### **14. Pay slips**

14.1. A Registrant for Escalator Installation who issues a pay slip under section 29Q(1)(b) of the Act shall state on the pay slip the name of the employee (as

specified on the employee's identity card, work pass or passport) and the designation or job title of the employee.

**(i) FIXED INSTALLATION WORKS FOR MECHANISED CAR PARKING SYSTEMS ("MCPS Installation")**

**15. Technical Person Requirement**

15.1. A Registrant registered to carry out the Registered Activity of MCPS Installation ("**Registrant for MCPS Installation**") shall employ at least one (1) technical person ("**Technical Person for MCPS Installation**") on a full-time basis throughout the Validity Period.

15.2. A Technical Person for MCPS Installation refers to a person who is employed by the Registrant on a full-time basis, and who has:

(e) a professional qualification with a degree in Electrical/Electronics or Mechanical engineering or equivalent from an institute of higher learning; or

(f) a technical qualification with a diploma in Electrical/Electronics or Mechanical Engineering or equivalent from an institute of higher learning, and who has at least three (3) years of work experience in the lift, escalator or a related industry;

15.3. For the avoidance of doubt, Technical Persons for MCPS Installation shall not be freelancers or persons who are engaged on a contract for service by the Registrant.

**(ii) MAINTENANCE, INSPECTION OR TESTING OF LIFTS ("Lift Maintenance")**

**16. Technical Person Requirement for Lift Maintenance Tier 1**

16.1. A Registrant registered to carry out the Registered Activity of Lift Maintenance ("**Registrant for Lift Maintenance**") shall employ at least three (3) technical persons on a full-time basis throughout the Validity Period ("**Technical Person for Lift Maintenance Tier 1**") if the Registrant for Lift Maintenance carries out maintenance for all types of lifts.

16.2. A Technical Person for Lift Maintenance Tier 1 refers to a person who is employed by the Registrant for Lift Maintenance on a full-time basis, and who has:

(a) a professional qualification with a degree in Electrical/Electronics or Mechanical engineering or equivalent from an institute of higher learning, and who has at least five (5) years of work experience in the lift industry or a related industry; or

- (b) a technical qualification with a diploma in Electrical/Electronics or Mechanical Engineering or equivalent from an institute of higher learning, and who has at least eight (8) years of work experience in the lift industry or a related industry.

16.3 For the avoidance of doubt, Technical Persons for Lift Maintenance Tier 1 shall not be freelancers or persons who are engaged on a contract for service by the Registrant for Lift Maintenance.

## 17. Technical Person Requirement for Lift Maintenance Tier 2

17.1 Notwithstanding Clause 16, a Registrant for Lift Maintenance may employ two (2) technical persons (“**Technical Person for Lift Maintenance Tier 2**”) on a full-time basis throughout the Validity Period, provided that at all times during the Validity Period, the Registrant only carries out maintenance of lifts with a rated speed of less than 5 meters per second.

17.2 A Technical Person for Lift Maintenance Tier 2 refers to a person who is employed by the Registrant for Lift Maintenance on a full-time basis, and who has:

- (a) a professional qualification with a degree in Electrical/Electronics or Mechanical engineering or equivalent from an institute of higher learning, and who has at least three (3) years of work experience in the lift industry or a related industry; or
- (b) technical qualification with a diploma in Electrical/Electronics or Mechanical Engineering or equivalent from an institute of higher learning, and who has at least five (5) years of work experience in the lift industry or a related industry.

17.3 For the avoidance of doubt, Technical Persons for Lift Maintenance Tier 2 shall not be freelancers or persons who are engaged on a contract for service by the Registrant for Lift Maintenance.

## 18. Technical Person Requirement for Lift Maintenance Tier 3

18.1. Notwithstanding Clause 16 and Clause 17, a Registrant may employ one (1) technical person (“**Technical Person for Lift Maintenance Tier 3**”) on a full-time basis throughout the Validity Period, provided that at all times during the Validity Period, the Registrant only carries out maintenance of home lifts in residential units.

18.2. A Technical Person for Lift Maintenance Tier 3 refers to a person who is employed by the Registrant for Lift Maintenance on a full-time basis, and who has:

- (a) a professional qualification with a degree in Electrical/Electronics or Mechanical engineering or equivalent from an institute of higher learning; or
- (b) a technical qualification with a diploma in Electrical/Electronics or Mechanical Engineering or equivalent from an institute of higher learning, and who has at least three (3) years of work experience in the lift industry or a related industry.

18.4 For the avoidance of doubt, Technical Persons for Lift Maintenance Tier 3 shall not be freelancers or persons who are engaged on a contract for service by the Registrant for Lift Maintenance.

## 19. Pay slips

19.1. A Registrant for Lift Maintenance who issues a pay slip under section 29Q(1)(b) of the Act shall state on the pay slip the name of the employee (as specified on the employee's identity card, work pass or passport) and the designation or job title of the employee.

## (iii) MAINTENANCE, INSPECTION OR TESTING OF ESCALATORS (“Escalator Maintenance”)

### 20. Technical Person Requirement

20.1. A Registrant registered to carry out the Registered Activity of Escalator Maintenance (“**Registrant for Escalator Maintenance**”) shall employ at least two (2) technical persons (“**Technical Person for Escalator Maintenance**”) on a full-time basis throughout the Validity Period.

20.2. A Technical Person for Escalator Maintenance refers to a person who is employed by the Registrant on a full-time basis, and who has:

- (a) a professional qualification with a degree in Electrical/Electronics or Mechanical engineering or equivalent from an institute of higher learning, and who has at least three (3) years of work experience in the escalator industry or a related industry; or
- (b) a technical qualification with a diploma in Electrical/Electronics or Mechanical Engineering or equivalent from an institute of higher learning, and who has at least five (5) years of work experience in the escalator industry or a related industry;

20.3. For the avoidance of doubt, Technical Persons for Escalator Maintenance shall not be freelancers or persons who are engaged on a contract for service by the Registrant for Escalator Maintenance.

### 21. Pay slips

21.1. A Registrant for Escalator Maintenance who issues a pay slip under section 29Q(1)(b) of the Act shall state on the pay slip the name of the employee (as specified on the employee's identity card, work pass or passport) and the designation or job title of the employee.

(iv) **MAINTENANCE, INSPECTION OR TESTING OF MECHANISED CAR PARKING SYSTEMS (“MCPS Maintenance”)**

**22. Technical Person Requirement**

22.1. A Registrant registered to carry out the Registered Activity of MCPS Maintenance (“**Registrant for MCPS Maintenance**”) shall employ at least one (1) technical persons (“**Technical Person for MCPS Maintenance**”) on a full-time basis throughout the Validity Period

22.2. A Technical Person for MCPS Maintenance refers to a person who is employed by the Registrant on a full-time basis, and who has:

- (a) a professional qualification with a degree in Electrical/Electronics or Mechanical engineering or equivalent from an institute of higher learning; or
- (b) a technical qualification with a diploma in Electrical/Electronics or Mechanical Engineering or equivalent from an institute of higher learning, and who has at least three (3) years of work experience in the lift, escalator or a related industry.

22.3. For the avoidance of doubt, Technical Persons for MCPS Installation shall not be freelancers or persons who are engaged on a contract for service by the Registrant.

**C. INTERPRETATION**

23. In these Conditions of Registration, unless the context otherwise requires:

- a. Words importing the singular include the plural and vice versa, and words importing one gender include the other gender and vice versa;
- b. The headings to the Conditions of Registration are for convenience of reference only and are not part of the Conditions of Registration and shall not, in any way affect the interpretation thereof;
- c. Unless the context otherwise requires, any word or expression used in the Conditions of Registration shall have the same meaning as ascribed to it in the Act;
- d. Any reference in the Conditions of Registration to the Act shall include any re-enactment, and amendment thereof and any regulation made thereunder;
- e. Any reference in the Conditions of Registration to a person shall be deemed to include natural and legal persons;
- f. Any reference to monetary amounts in the Conditions of Registration shall be deemed to be denominated in Singapore Dollars; and



- g. Any reference to any codes of practice, framework, guideline or any other rule, document or written instrument promulgated by the Authority shall include any amendment thereof.