

GUIDELINES IN REGISTERING A CONSTRUCTION COMPANY WITH CONSTRUCTION INDUSTRY UNIT

Pursuant to the requirements of Publication No. CIU/01/95 of the Construction Industry Unit and any amendments thereto in regard to the registration of contractors, the following are provided for the information of all contractors applying for Industry Division Registration and Classification.

- (a) The contractor shall submit the application form for registration with the following updated documents
 - 1. Company Profile
 - 2. IPA Certificate
 - 3. TIN Certificate

- (b) Any application that is not accompanied by the Registration Statement will not be evaluated and shall be rejected by Industry Division.

The registration statement shall indicate, among others, the following information and data:-

- (a) Record and status of completed projects, including any on-going, awarded and /or approved contracts but not yet started.
- (b) Contractor-owned construction equipment duly supported with proofs of ownership.
- (c) List of leased construction equipment available to the contractor, properly supported by copy of Contract Lease.
- (d) List of Technical and Professional Personnel indicating their years of experience in construction that are relevant to the classification applied for by the contractor. (Note: These personnel must be registered professional architects, builders and engineers and /or technician).

- (c) The application form can be collected at the Construction Industry Unit Office located at Mutual Rumana Building | Ground Floor Level

- (d) The Contractor will be notified on the status of its application fees after the evaluation.

- (e) All Contractors' are advised to pay their fees at Department of Finance Cash Office or through Bank of South Pacific (BSP).

CONTRACTORS REGISTRATION PAYMENT ADVISE SLIP			
FOR (Name of Company)			
AMOUNT			
PAYMENT			
POINT (1)	Cash office (Finance Department)		
POINT (2)	BSP – Acct Name: Finance Head Office – RPM (FHORPM)		
Acct #	1013544547		