

# Contractor Registration Form

## Contractor Registration Form – General Information and Instructions:

1. The registration form will only be completed with the submission of the following documents:
  - a. Completed application form.
  - b. Valid Copy of Trade License (For Current Year).
  - c. Copy of Good Standing Certificate – Inland Revenue Department
  - d. Copy of Good Standing Certificate – Social Security Board
  - e. Copy of Good Standing Certificate – National Health Insurance
  - f. Copy of Good Standing Certificate – Registrar of Corporate Affairs (only applicable to incorporated businesses).
  - g. Project Portfolio of current and completed projects for the past twelve (12) years. If the business has been in operation for less than twelve (12) years, please provide portfolio information for the life of the business.
  - h. CVs (Curriculum Vitae) for all professional, technical and supervisory staff (the definition of the type of staffing is provided at the applicable section).
  - i. Financial statements spanning the past three (3) years as pertains to the business. If the business has been in existence for less than three (3) years, please provide financial statements for the life of the business.

\*Applicants that seek to change/amend their registration information should only submit the above documentation that has expired and/or has been updated at the time of their submission in conjunction with their completed application form.

2. All application forms must be fully completed.
3. Electronically completed forms are acceptable.
4. All handwritten application forms must be legibly scripted in Black or Blue Ink Pen.
5. A General Contractor for works is allowed to perform more than one construction trade (i.e. electrical, plumbing, mechanical works, etc.). A Speciality Contractor for works is only allowed to perform their identified speciality construction trade. For Speciality Contractor for works, your trade license must match the speciality trade chosen.

# CONTRACTOR REGISTRATION FORM

<b>1</b>	<b>Application Type (Please tick one of the following):</b>
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New Registration  
  Renewal  
  Change/Amendment

<b>2</b>	<b>Trade License No. (If more than one trade license please fill out a registration form for each license)</b>

<b>3</b>	<b>Business Entity (Please tick one of the following):</b>
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Sole Proprietor  
  Partnership  
  Corporation  
  LLC/Ltd.  
  LLP

<b>4</b>	<b>Type of Contractor (Please choose one of the following, i.e. Works, Goods or Services):</b>
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4a.	<b>Works (Please tick one of the following Contractor types):</b> <input type="checkbox"/> General Contractor <input type="checkbox"/> Specialist Contractor
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A specialist contractor can only perform one trade. If you have selected Specialist Contractor, please refer to the end of application for a list of specialist trades and specify on line below or if trade not listed please print on the line below:

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4b.	<b>Goods/Supplier Contractor</b> Please provide in general terms the goods supplied on the line below:  _____
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4d.	<b>Services Contractor</b> Please provide in general terms the services supplied on the line below:  _____
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## GENERAL BUSINESS INFORMATION

5a.	Business Name (doing business as d/b/a):
5b.	Parent Company Name (if applicable):

6.	Business Address:	District # (BVI)	
7.	Business Mailing Address:		
8.	Business Telephone:	Cellular Number:	Fax Number:
8b.	Business Email Address:		
9.	Years of Experience:		

### COMPANY/ORGANISATION INFORMATION

10	If Sole Proprietor/Partnership, please list owner(s)/partners(s):	
a	Full Name (First Middle Last):	Address:
		Cellular No.:
b	Full Name (First Middle Last):	Address:
		Cellular No.:
c	Full Name (First Middle Last):	Address:
		Cellular No.:
11	If Company, please list directors/managers:	
	Name	Position

## STAFFING and FINANCIAL INFORMATION

Please provide individual **CVs** (Curriculum Vitae) on the type of staff relevant to your current organizational chart, pertaining only to professional, technical, and supervisory staff. The following provides a general description of the categories of staff:

**Professional Staff:** An individual that has completed a first degree in the related field and/or is registered with a recognised professional board or organisation.

**Technical Staff:** An individual that has completed a certificate or degree at the tertiary level in the related field.

**Supervisory Staff:** An individual that has substantial years of practical experience in the industry and is capable of providing management and is responsible for day-to-day activities and supervision of works. The lack of tertiary education will not be held against the individual. Supervisory staff does not apply to administrative staff.

Financial information is also required to describe the company's experiences in financing projects completed during a given period, as well as their stability which would include fixed and current assets.

## PROJECT PORTFOLIO – Construction Works Template

Please complete the following tables with information pertaining to both current and completed project(s) as undertaken by your business over the past twelve (12) years. The tables below can be used as a template with information being provided on separate documents to be attached with application. For businesses that have completed more than 10 projects during the past twelve (12) years, please provide your ten (10) most substantial projects completed/ongoing.

Current/Ongoing Project(s)	
Project Name	
Commencement Date	
Expected Completion Date	
Percentage Complete	
Location of Project	
Owner/Client	
Client Phone Number	
Project Budget	
Type of Project Works Executed (Residential, Commercial, etc.)	
Works Executed as (Main Contractor, Subcontractor, etc.)	
If Subcontractor, provide name of Main Contractor.	

Completed Project(s)	
Project Name	
Commencement Date	
Completion Date	
Location of Project	
Owner/Client	
Client Phone Number	
Project Budget	
Type of Project Works Executed (Residential, Commercial, etc.)	
Works Executed as (Main Contractor, Subcontractor, etc.)	
If Subcontractor, provide name of Main Contractor.	

## PROJECT PORTFOLIO – Services Template

Please fill out the following table by providing details on the ten (10) most significant as rated by dollar amounts of technical and consultancy services performed over the past twelve (12) years:

No.	Service Performed	Amount Estimate	Client	Date Completed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## SPECIALIST CONTRACTOR TYPE

Specialist Type	Description
Landscaping	The preparation, planting and maintenance of lawns, gardens and all other types of vegetation including the installation, construction and maintenance of systems for landscape drainage and irrigation.
Heating, Ventilation, Air-Conditioning and Refrigeration	The construction, fabrication, installation, maintenance and repair of systems, machinery, devices and units and their accessories for the control and moderation of temperature in all types of structures to include insulation, ductwork and all other associated works.
Electrical Works	The inspection, installation, alteration and repair of all wires in all locations which transmit electricity to include the hardware, electrical accessories, equipment, systems, fixtures and appliances.
Security Systems	The installation, assembly and repair for electronic security surveillance systems, intrusion detection systems, automated doors and windows, CCTV and other security related systems or equipment.
Painting and Finishes	The application of any type of paint, varnish, stain, protective coating or sealants, and wax to all surface types as reasonable. To include papers, plastics or fabrics to the surface type.
Drilling and Blasting	The application of boring holes in rocks, earth, or any strata. To include the preparation, placement and firing of explosives or like devices to move, modify or demolish rocks and any man-made or natural structure, below or within land or sea.
Information Technology Systems	The installation, configuration, extension, alteration, and repair of computer hardware and peripherals, to include network devices and cabling.
Steel Erection	The erection and assembly of structural steel members, roofs, sidings and other components for the construction and support of building enclosures, bridges and related construction works.
Steel Fabrication/Welding	The cutting and fabrication of steel shapes and plates as structural members. Also the cutting, fabrication, assembly, shaping and forging of non structural steel members for

	ducts, flashings, rails, gutters, metal windows and doors and other associated use.
Road Surfacing/Maintenance – Asphalt	The excavation, grading, compacting and application of asphalt in the alteration, repair, maintenance or construction of roads. Works are also to include the construction and maintenance of sidewalk.
Road Surfacing/Maintenance - Concrete	The excavation, grading, compacting and application of concrete in the alteration, repair, maintenance or construction of roads. Works are also to include the construction and maintenance of sidewalk.
Building Maintenance	The maintenance and repair of buildings and similar like structures, but excluding construction of buildings or any similar like structures.
Furniture Installation	The assembly, installation and repair of furniture components and partitions inclusive of desks and overhead compartments.
Plumbing Works	The installation, replacement and repair of plumbing, piping systems and drainage systems and related fittings and to include for any necessary works within a building development.
Carpentry & Joinery Works	The installation, manufacture, alteration, renovation, maintenance and repair of furniture and any related fixtures whose fabrication is of wood or like material and any other related works.
Bridge and Civil Construction	The assembly, construction, maintenance and repair of all types of bridge structures and ghuts. The construction, maintenance and repair of roads and retaining walls, particularly those with complex engineering requirements.
Marine & Piles Construction	The assembly, construction, maintenance and repair of all types of wharves, marinas, piers and docks to include all types of bulkheads. To also include the installation of all types of piles (steel, concrete, timber) for the support of building structures, bulkheads, docks, bridges and other necessary foundation works.
Heavy Equipment Operator	The operation of various machinery including cranes, excavators, bulldozers, graders and similar type machinery.
Truck Operator	The operation of trucks including 3yd, 10yd and 20yd trucks.