

Notes to Applicant

for Registration as a Consultant

RG1

NOTE 1 - SECTION A

Name of Applicant

Applicant shall state the exact name as it appears on its **Business Registration Card** as the Certificate of Registration will be issued on that name.

NOTE 2 - SECTION B

Field of Specialisation applying for

Applicant shall apply for a Field of Specialisation in which it is currently operating or intends to operate.

Applicant may apply for more than one Field of Specialisation provided it meets the requirements for registration in the corresponding fields.

However, Applicant shall submit separate application for each Field of Specialisation as separate Registration Certificate will be issued accordingly.

NOTE 3 - SECTION C

Directorship of Firm

Applicant shall state the status of all Directors and specify whether they are Executive Directors or Non-Executive Directors of the Firm.

“Executive Directors” are those involved in the day-to-day management of the Firm, whereas

“Non-Executive Directors” are **not** involved in the day-to-day management of the Firm but only at strategic decision making level.

A template of the Table is available on our website.

NOTE 4 - SECTION C

Shareholdings

For ‘% **Shareholding**’, the applicant shall state the percentage of shares held by each of the Shareholder.

A template of the Table is available on our website.

NOTE 5 - SECTION D

Human Resources

Applicant shall provide information in the required format

on every personnel who has at least a degree in the field of Architecture, Engineering, Project Management in Construction and Quantity Surveying. A template of the Table is available on our website.

“Designation” means the position held by that person.

“Reg.” means Registration.

“Professional Registration” means registration with relevant professional body in Mauritius e.g. Council of Registered Professional Engineers (CRPE), Professional Quantity Surveyors’ Council (PQSC), Professional Architects’ Council (PAC) etc. or such other professional body acceptable to the CIA.

“Years of Experience” means number of years of post qualification experience.

NOTE 6 - SECTION E

Project Management Services provided in last 3 years

A “Project Manager” is one as defined in Regulation 2 of the Construction Industry Development Board (Registration of Consultants and Contractors) Regulations 2014.

Applicant shall insert the name of the “Project Manager” for each project. A template of the Table is available on our website.

Applicant shall also complete and submit the Project Manager’s Data Sheet [**Form RG1B**] for every Project Manager. A template for the track records is available on our website.

The ‘Experience’ requirements for the different qualifications in Project Management are as follows:

Qualification A – At least 4 years post-qualification relevant experience in the construction industry.

Qualification B - At least 4 years post-qualification relevant experience in the construction industry.

Qualification C

(i) At least 6 years post-qualification practical experience in the construction industry.

(ii) Has provided project management services on at least 2 construction projects during last 10 years.

Qualification D

(i) At least 12 years post-qualification practical experience in the construction industry.

(ii) Has provided project managements services on at least 3 construction projects during past 12 years.

NOTE 7 - SECTION G

Quality Management System

The Brief Statement on the Quality Management System shall include the date of implementation of the system, the policy and auditing procedures applicable.

“Third Party Certification Body” means the body that has accredited the Quality Management System.

Notes to Applicant

for Provisional Registration as a Foreign Consultant

RG2

NOTE 1 - SECTION A

Name of Applicant

Applicant shall state the exact registered business name as the Certificate of Registration will be issued on that name.

Last Registration Reference issued by CIA

Applicant that has previously been granted Registration by CIDB, shall state the last Registration Reference issued to it.

NOTE 2 - SECTION B

Field of Specialisation applying for

Applicant shall apply for a Field of Specialisation in which it is currently operating or intends to operate.

Applicant may apply for more than one Field of Specialisation provided it meets the requirements for registration in the corresponding fields.

However, Applicant shall submit separate application for each Field of Specialisation as separate Registration Certificate will be accordingly.

NOTE 3 - SECTION C

Details of Project

Applicant shall provide details of the Project which it intends to undertake.

“Brief Description of Project” shall include the percentage of work applicant intends to outsource.

NOTE 4 - SECTION D

Directorship of Firm

Applicant shall state the status of all Directors and specify whether they are Executive Directors or Non-Executive Directors of the Firm.

“Executive Directors” are those involved in the day-to-day management of the Firm, whereas

“Non-Executive Directors” are **not** involved in the day-to-day management of the Firm but only at strategic decision making level.

A template of the Table is available on our website.

NOTE 5 - SECTION D

Shareholdings

For “% Shareholding”, the applicant shall state the percentage of shares held by each of the Shareholder.

A template of the Table is available on our website.

NOTE 6 - SECTION E

Human Resources

Applicant shall provide information in the required format on every personnel who has at least a degree in the field of Architecture, Engineering, Project Management in Construction and Quantity Surveying. A template of the Table is available on our website.

“Designation” means the position held by that person.

“Reg.” means Registration.

“Professional Registration” means registration with relevant professional body.

“Years of Experience” means number of years of post qualification experience.

NOTE 7 - SECTION F

Project Management Services provided in last 3 years

A “Project Manager” is one as defined in Regulation 2 of the Construction Industry Development Board (Registration of Consultants and Contractors) Regulations 2014.

Applicant shall insert the name of the “Project Manager” for each project. A template of the Table is available on our website.

Applicant shall also complete and submit the Project Manager’s Data Sheet [**Form RG2B**] for every Project Manager. A template for the track records is available on our website.

The ‘Experience’ requirements for the different qualifications in Project Management are as follows:

Qualification A – At least 4 years post-qualification relevant experience in the construction industry.

Qualification B - At least 4 years post-qualification relevant experience in the construction industry.

Qualification C

(i) At least 6 years post-qualification practical experience in the construction industry.

(ii) Has provided project management services on at least 2 construction projects during last 10 years.

Qualification D

- (i) *At least 12 years post-qualification practical experience in the construction industry.*
- (ii) *Has provided project managements services on at least 3 construction projects during past 12 years.*

NOTE 8 - SECTION H

Turnover of Firm in last 3 years

*Applicant shall state the turnover for consultancy services **only** and shall **exclude** turnover of business other than consultancy services.*

NOTE 9 - SECTION I

Quality Management System

The Brief Statement on the Quality Management System shall include the date of implementation of the system, the policy and auditing procedures applicable.

“Third Party Certification Body” means the body that has accredited the Quality Management System.

Notes to Applicant

for Temporary Registration as a Foreign Consultant

RG3

NOTE 1 - SECTION A

Name of Applicant

Applicant shall state the exact registered business name as indicated in the Certificate of Provisional Registration issued for this Project.

Provisional Registration Reference

Applicant shall state the Provisional Registration Reference which was assigned to it for this Project.

NOTE 2 - SECTION D

Directorship of Firm

Applicant shall state the status of all Directors and specify whether they are Executive Directors or Non-Executive Directors of the Firm.

“Executive Directors” are those involved in the day-to-day management of the Firm, whereas

“Non-Executive Directors” are **not** involved in the day-to-day management of the Firm but only at strategic decision making level.

A template of the Table is available on our website.

NOTE 3 - SECTION D

Shareholdings

For ‘% **Shareholding**’, the applicant shall state the percentage of shares held by each of the Shareholder.

A template of the Table is available on our website.

NOTE 4 - SECTION E

Human Resources

Applicant shall provide information in the required format on every personnel who has at least a degree in the field of Architecture, Engineering, Project Management in Construction and Quantity Surveying. A template of the Table is available on our website.

“Designation” means the position held by that person.

“Reg.” means Registration.

“Professional Registration” means registration with relevant professional body.

“Years of Experience” means number of years of post qualification experience.

Notes to Applicant

for Provisional Registration as a Joint Venture Consultant

RG4

NOTE 1 - SECTION A

Name of Joint Venture

Applicant shall state the name of the Joint Venture entity as per the agreement between the parties as the Certificate of Registration will be issued on that name.

Last Registration Reference issued by CIA

If the Joint Venture entity had previously been granted Registration by CIA, it shall state that Registration Reference.

NOTE 2 - SECTION B

Field of Specialisation applying for

Applicant shall apply for a Field of Specialisation in which it intends to operate.

Applicant may apply for more than one Field of Specialisation provided it meets the requirements for registration in the corresponding fields.

However, Applicant shall submit a separate application for each Field of Specialisation as separate Registration Certificate will be issued accordingly.

NOTE 3 - SECTION C

Details of Project

Applicant shall provide details of the Project which it intends to undertake.

“Brief Description of Projects” shall include the percentage of work applicant intends to outsource.

Notes to Applicant

for Temporary Registration as a Joint Venture Consultant

RG5

NOTE 1 - SECTION A

Name of Joint Venture

Applicant shall state the name of the Joint Venture entity as per the agreement between the parties as the Certificate of Registration will be issued on that name.

Provisional Registration Reference

Applicant shall state the Joint Venture's Provisional Registration Reference which was assigned to it for this Project.

NOTE 2 - SECTION E

Human Resources

Applicant shall provide information in the required format on every personnel who has at least a degree in the field of Architecture, Engineering, Project Management in Construction and Quantity Surveying. A template of the Table is available on our website.

"Designation" means the position held by that person.

"Reg." means Registration.

"Professional Registration" means registration with relevant professional body.

"Years of Experience" means number of years of post qualification experience.