

GUIDELINE FOR REGISTRATION AS MICRO CONTRACTOR

(i) Who is a Micro Contractor?

A "micro-contractor" is defined as a firm **legally required to be registered** with the Construction Industry Authority (CIA) under the *Construction Industry Authority (Amendment of Schedule) Regulations 2025* (effective **01 January 2026**):

- The control of which is vested in a person who is a citizen; and
- That undertakes construction works of the value of less than MUR 1 million (excluding VAT) per contract.

(ii) How to apply for a CIA registration certificate as Micro Contractor?

An Applicant may apply in the following Class of Works:

- **Building Construction Works**
- **Civil Engineering Construction Works**
- **Mechanical, Electrical & Plumbing Works**
- **Specific Works:**
 - *Electrical Works*
 - *Plumbing Works*
 - *Masonry Works*
 - *Painting Works*
 - *Metal Works*
 - *Waterproofing Works*
 - *Carpentry Works*
 - *Block-laying Works*
 - *Tile-laying Works*
 - *Air Conditioning Installation Works*
 - *CCTV Installation Works*
 - *Bar Bending Works*
 - *Landscaping Works*
 - *Stone Masonry Works*
 - *Others (to specify)*

(iii) What are the documents required for an application?

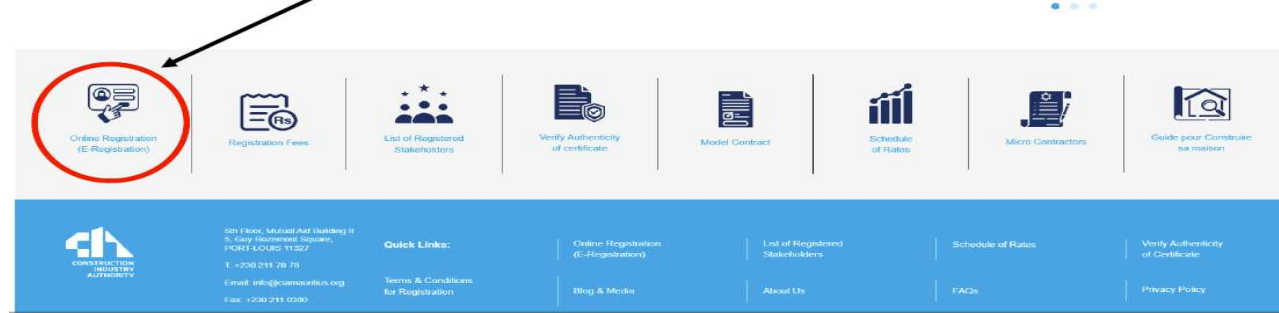
1. Certificate of Incorporation
2. National Identity Card of Applicant
3. Business Registration Card
4. VAT (if applicable)
5. Proof of address

(iv) How to apply online?

Step 1: Go to the CIA's website with web address (www.ciamauritius.org)



Step 2: On home page, scroll down and click on “Online registration” (E-Registration)



Step 3: Under heading New User “Create Account”

CONSTRUCTION INDUSTRY AUTHORITY

New User **Create Account**
Existing User, Login

Username
User name

Password
Password

Maths Question : What is 3 + 1 ?
Maths Answer

Sign In

[Forget Password](#)

Step 4: Select if Applicant shall be “Firm” or “Individual” and enter all required information.

IMPORTANT:

1. Note down your User Name as it will be used to login.

2. Ensure that the email address is a valid email as you will receive a password in your email

SELECT Firm ↓

☒ Firm ☐ Individual

User Name *

Name of Firm *

Date of Incorporation

dd/MM/yyyy

VAT Registration

Business Registration Number *

Address *

Once all information are inserted, Click on **Register**

Phone No Provide only one phone number Mobile No Provide only one mobile number Fax No

Email Address * Provide only one email address

Register

[Back to Login Form](#)

Step 5: Once you register, a password will be sent to the email address you inserted above. You must ensure to note down the password as it will be used to login.


CONSTRUCTION INDUSTRY AUTHORITY

New User, [Create Account](#)
Existing User, [Login](#)

Username

Your information has been saved successfully. Kindly check your email for your password

An One-Time-Password (OTP) will also be sent to your mobile number to login on CIA Website

63b04112 is your password to login on CIDB website

Reset your password to a new password of your choice and ensure to note down the new password

RESET PASSWORD

User Name:*

Password:*

Confirm Password:*

Submit

Step 6: Use your User Name and the New Password to sign-in your account.


CONSTRUCTION INDUSTRY AUTHORITY

New User, [Create Account](#)
Existing User, [Login](#)

Username

Password

Maths Question : What is 5 + 6 ?

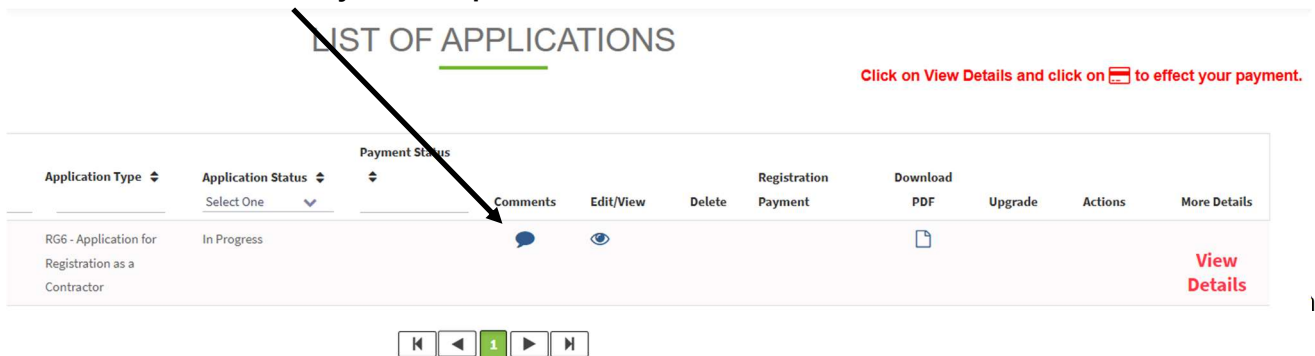
Sign In

Step 7: On your dashboard, Under the Heading “My Applications”, Click ‘Add New’

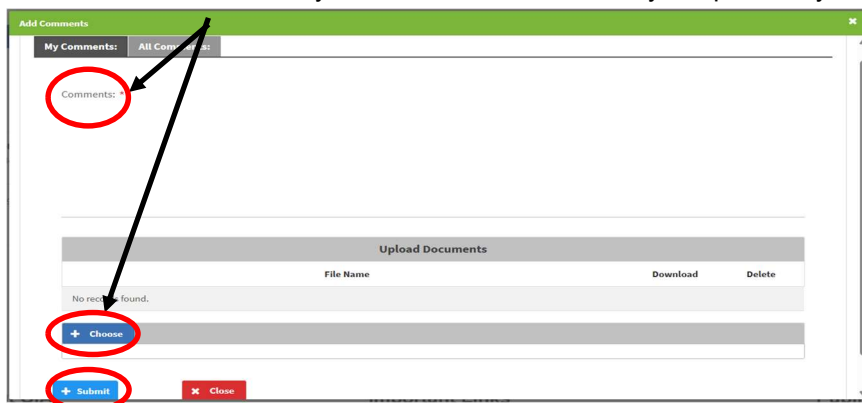


Step 8: Choose and fill the Form **RG6A**

Step 9: The comment box contains all the comments sent, if any, to you by the officers of the CIA. You should reply to the comments in the comment box itself. Click on the “Comment” symbol to open the comment box.



Insert your comment in the comment box and upload any relevant document where applicable. Please note that it is mandatory to insert a comment when you upload any relevant document

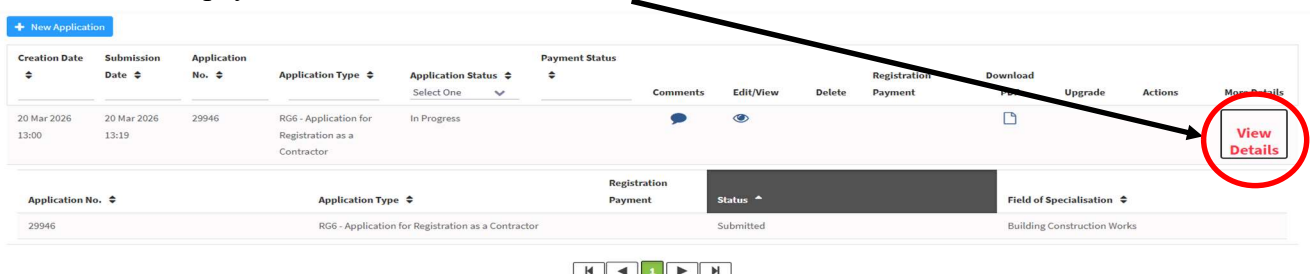


(vi) What fees are applicable?

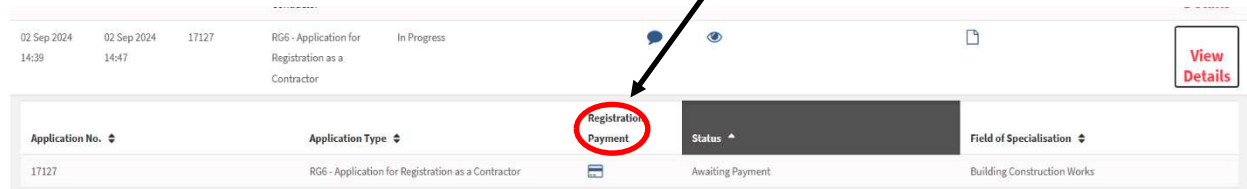
1. Processing fee: Rs 2000 per Class of Works (**non-refundable**)

(vii) How To Effect Payment Once Your Application Is Approved?

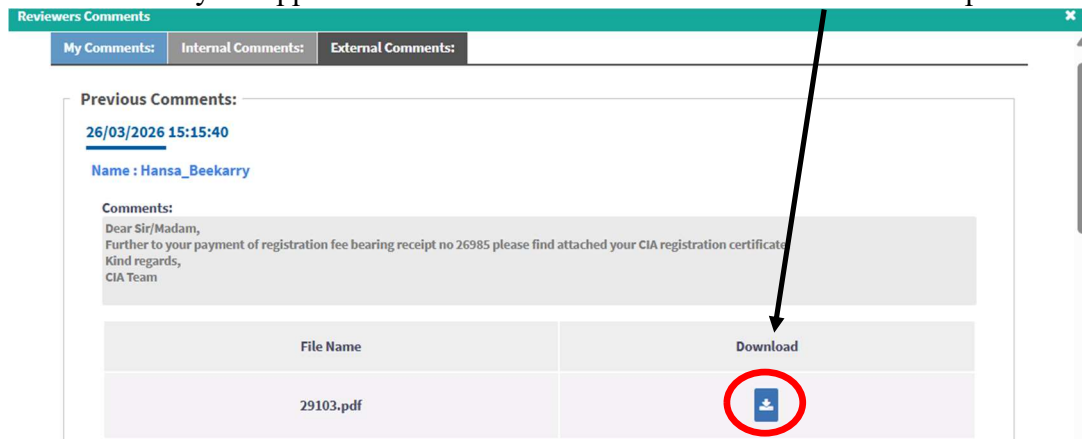
To make the payment: 1. Click on “View Details”



2. Once you click on “View Details”, Click on “Registration Payment” symbol to make the payment for your registration.



3. Once your payment is received by the CIA, you will receive the Certificate of Registration in the comment section of your application in due time. You can then download it and print the certificate.



(viii) When to renew the registration certificate?

The certificate has to be renewed each year within one month before the expiry of the existing certificate.