

GUIDELINE FOR REGISTRATION AS GRADE G (LOCAL) CONTRACTOR

1. Who should obtain a registration?

Contractors undertaking construction Works whereby the contract amounts (per contract) exceeds MUR 1 million (VAT Excl.) are under legal obligation to be registered with the CIA (Construction Industry Authority)

2. Who is a local contractor?

A “local contractor” means:

- (a) in the case of an individual, a contractor who is a citizen and undertakes construction works in the construction industry; or
- (b) in the case of a firm, the control of which is vested in a person who is a citizen, that undertakes construction works in the construction industry. A firm is said to have “control” if at least 50% of the shares in that firm are vested in a person who is a citizen.

3. How to apply for a CIA registration certificate?

An Applicant may apply in the following Class of Works:

- (i) Building Construction Works
- (ii) Civil Engineering Construction Works
- (iii) Mechanical, Electrical and Plumbing Works (MEP Works)
- (iv) Specific Works (Refer to the list below)

List of Specific works

- | | | |
|--|--|---|
| 1. Access Control works | 31. Earthworks | 66. Plastering works |
| 2. Air conditioning works | 32. Energy generation system | 67. Playground Equipment Works |
| 3. Air-compressor works | 33. Erection of Poles | 68. Plumbing works |
| 4. Air-conditioning works | 34. Escalator installation works | 69. Prefabricated Building and Industrial Plant |
| 5. Alarm System Installation Works | 35. Excavation works | 70. Railway track works |
| 6. Anti-burglar installation works | 36. False ceiling works | 71. Refrigeration Works |
| 7. Anti-termite treatment works | 37. Fencing works | 72. Refurbishment works |
| 8. Asbestos handling and disposal work | 38. Fire Alarm works | 73. Rendering works |
| 9. Asphalt works | 39. Fire Prevention and Protection Systems | 74. Renovation Works |
| 10. Bar bending works | 40. Fire Rated Doors | 75. Road Construction works |
| 11. Block laying works | 41. Fire-fighting system works | 76. Road Furniture Works |
| 12. Building Automation System | 42. Fit out works | 77. Road marking Works |
| 13. Building Maintenance Works | 43. Flooring Finishes Works | 78. Rope Access Works |
| 14. Building Management and Maintenance System | 44. Flooring works | 79. Sanitation works |
| 15. Building Refurbishment works | 45. Geotechnical investigation works | 80. Scaffolding, Formwork and Shuttering works |
| 16. Building Renovation works | 46. Glass works | 81. Security systems works |
| 17. Building Repair Works | 47. Greenhouse construction works | 82. Sewerage works |
| 18. Building Restoration works | 48. Heating, Ventilation Air-conditioning (HVAC) Works | 83. Shopfitting works |
| 19. Building Upgrading works | 49. ICT infrastructure works | 84. Sign craft installation works |
| 20. CCTV installation works | 50. Interior decoration works | 85. Site clearance works |
| 21. Ceramic works | 51. Joinery works | 86. Skimming works |
| 22. Concrete repair works | 52. Landscaping works | 87. Solar System Installation works |
| 23. Concreting works | 53. Lift and Elevator installation works | 88. Steel Framed Building and Industrial Plant |
| 24. Crack repair works | 54. Marine structure, offshore and underwater construction works | 89. Stone works |
| 25. Damp-proof membrane installation works | 55. Masonry Works | 90. Surveillance systems installation |
| 26. Decoration works | 56. Medical equipment installation works | 91. Swimming Pool works |
| 27. Demolition works | 57. Medical Gas System | 92. Telecommunication works |
| 28. Drain works | 58. Metal works | 93. Tiling works |
| 29. Dredging and reclamation works | 59. Oil and gas pipeline works | 94. Timber Flooring works |
| 30. Drilling rig works | 60. Overhead and Underground Cable Works | 95. Timber works |
| | 61. Painting works | 96. Tunnelling and underpinning works |
| | 62. Partitioning works | 97. Upgrading works |
| | 63. Paving works | 98. Water storage works |
| | 64. Piling and Diaphragm Walling Works | 99. Water treatment and distribution works |
| | 65. Pipelaying works | 100. Water treatment plant works |
| | | 101. Waterproofing and Associated Builder's works |
| | | 102. Waterproofing works |
| | | 103. Wood works |
| | | 104. Others (to specify in application form) |

4. Criteria for registration:

- a. The Applicant should have undertaken and completed **at least two (2) projects/contracts*** over the last 5 years (as at the date of application) per Class of Works or Specific Works.
- b. The Applicant should have worked to a cumulative amount of minimum **MUR 800,000 with at least two completed (2) projects/contracts*** per Class of Works or Specific Works.

*Value of works on contracts, letter of award, or testimonial to be submitted as per CIA Act.

Example: If you applied as a Contractor in the classes of work “Building Construction Works” and “Civil Engineering Construction Works”.

You are required submit to submit a total of at least four (4) highest value project:

- a) Two (2) highest value project of a cumulative amount of minimum MUR 800,000 relating to Building Construction Works.
- b) Two (2) highest value project of a cumulative amount of minimum MUR 800,000 relating to Civil Engineering Construction Works.

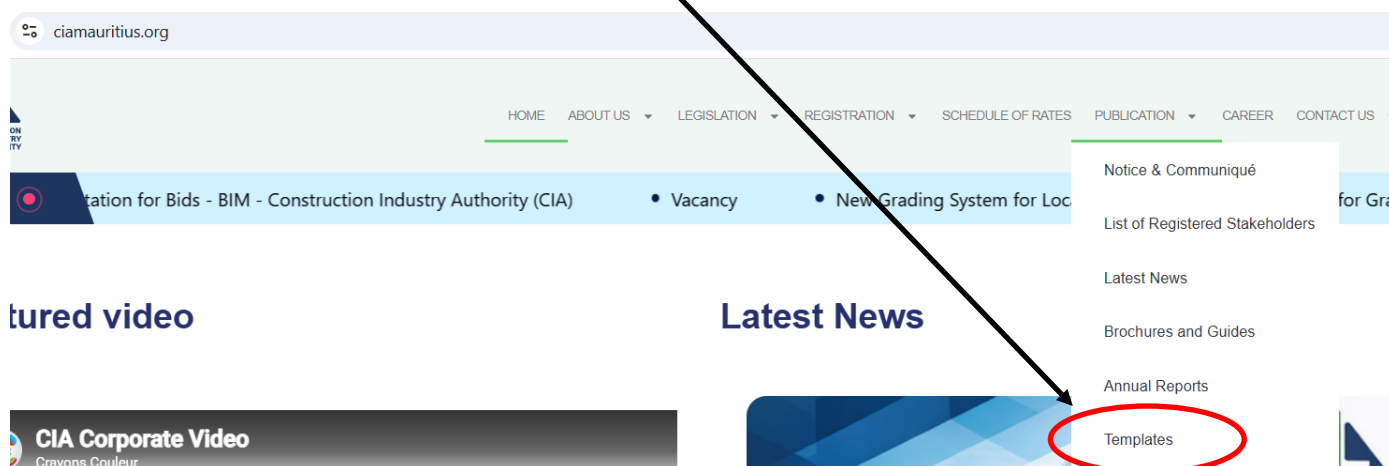
Note:

Applicants applying under Class of Works "Building Construction Works" should submit a copy of the Building Land and Use Permit (BLUP) and a copy of the Approved Construction plans delivered by the Local Authorities. Note: BLUP may be required for any Renovation/ Extension to an existing building.

The Applicant shall demonstrate for the above two criteria (a. & b.) the following documents:

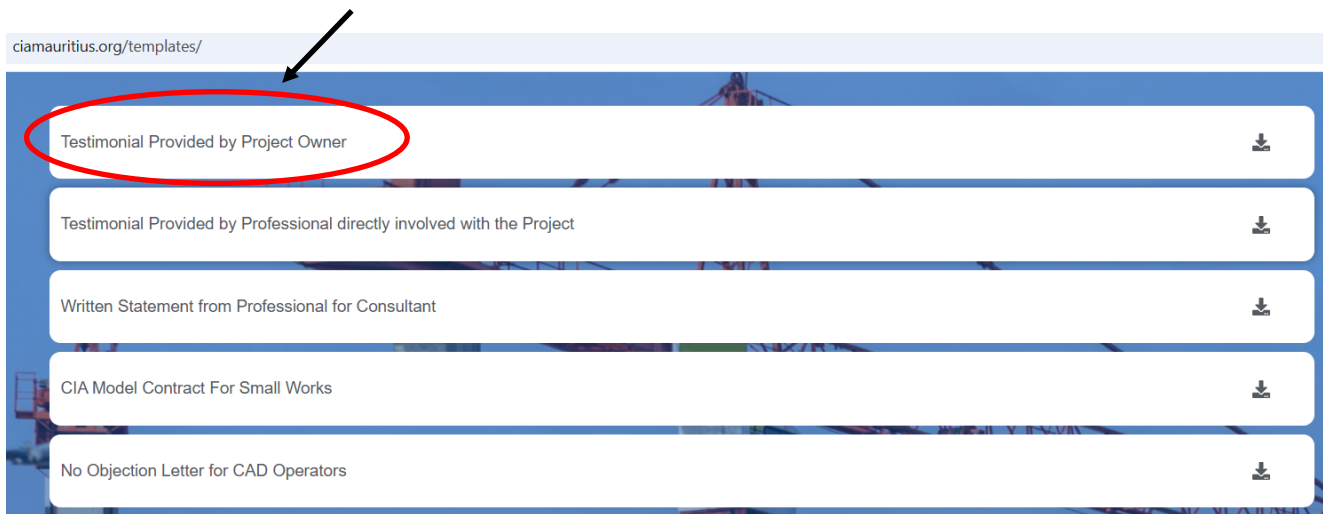
- Letter of award or;
- Contract/ agreements and;
- Completion Certificate or Testimonials from Project Owner

A template for the “Testimonials from Project Owner” can be downloaded from the CIA Website (<https://ciamauritius.org/>) as shown below.



Download the “Testimonial from Project Owner”

1. Fill all the required information
2. The testimonials must be duly signed by the client and a copy of the clients’ ID must be attached.
3. The onus to provide true and correct information lies on the applicant.



If you opt to provide your own completion certificate instead of the Testimonial template, you must ensure that the completion certificate contains all details stipulated in the Testimonial Template.

How much time does it take to process an application?

Processing time is 30 days from the date when all the relevant information has been submitted after which a registration fee will be applicable for collection of the certificate(s) of registration.

What fees are applicable?

1. Processing fee: Rs 2000 per Class of Works (non-refundable)
2. The registration fee is Rs 3000 for one class of work. For additional or more than one class of works - 100% of the fee, whichever is higher among the classes of works and 50% of the fees for each of the other classes of work.
3. The registration fee is for one financial year (i.e 01 July 2025 to 30 June 2025) and the fees is prorated based on the effective date of the certificate.

Duration of Registration

The Certificate of Registration issued to a Contractor will continue to be in force until 30 June next following the date when it was issued.

When to renew the registration certificate?

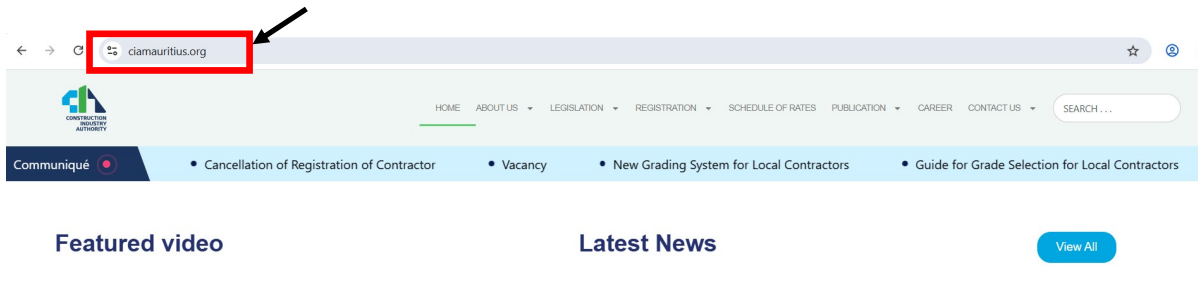
The certificate has to be renewed each year within one month before the expiry of the existing certificate.

The CIA may renew or reject the application.

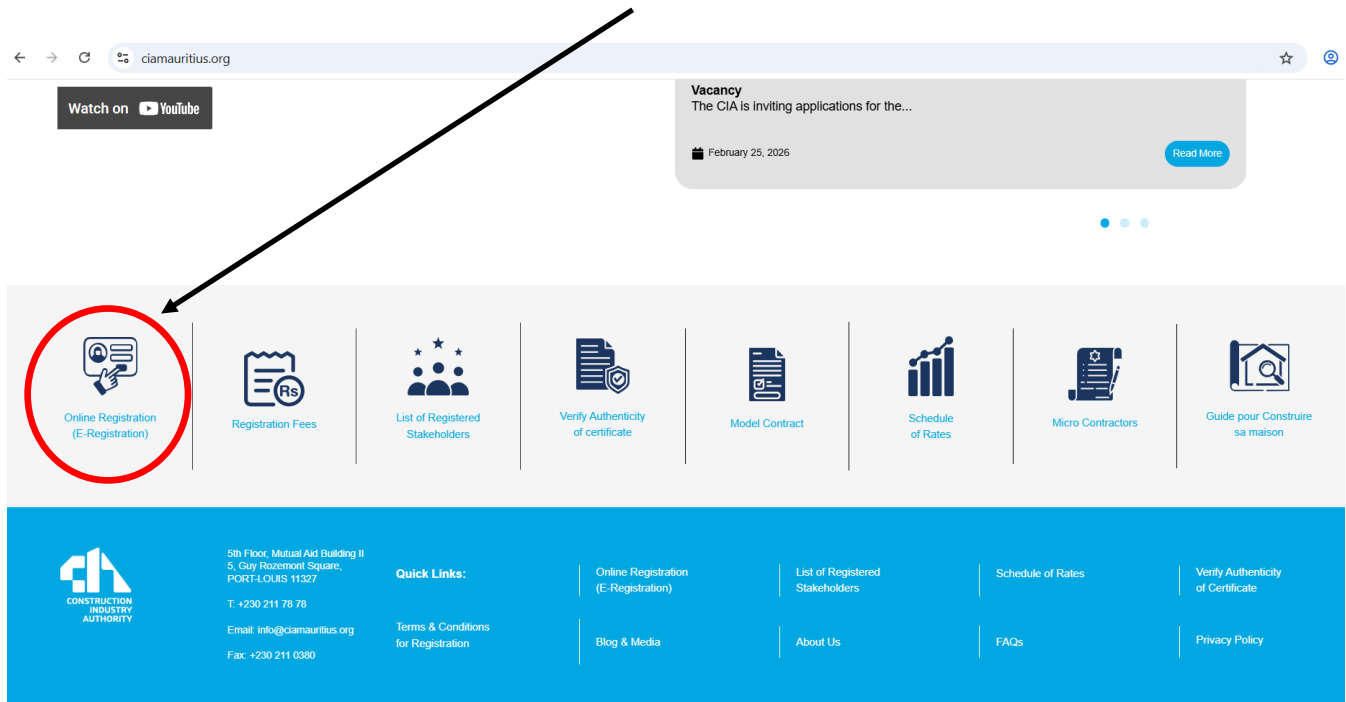
Where the CIA grants an application for renewal, the Contractor must pay such renewable fee as may be prescribed, and the Contractor will be issued with a new certificate of registration.

**HOW TO MAKE AN
ONLINE APPLICATION
FOR LOCAL
CONTRACTOR?**

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”

A screenshot of the CIA website's New User registration form. The form is titled 'New User, Create Account' and 'Existing User, Login'. The 'Create Account' link is highlighted by a red circle. Below the title are three input fields: 'Username' (with placeholder 'User name'), 'Password' (with placeholder 'Password'), and 'Maths Question : What is 3 + 1 ?' (with placeholder 'Maths Answer'). A blue 'Sign In' button is at the bottom. A 'Forget Password' link is located below the button.

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](#)

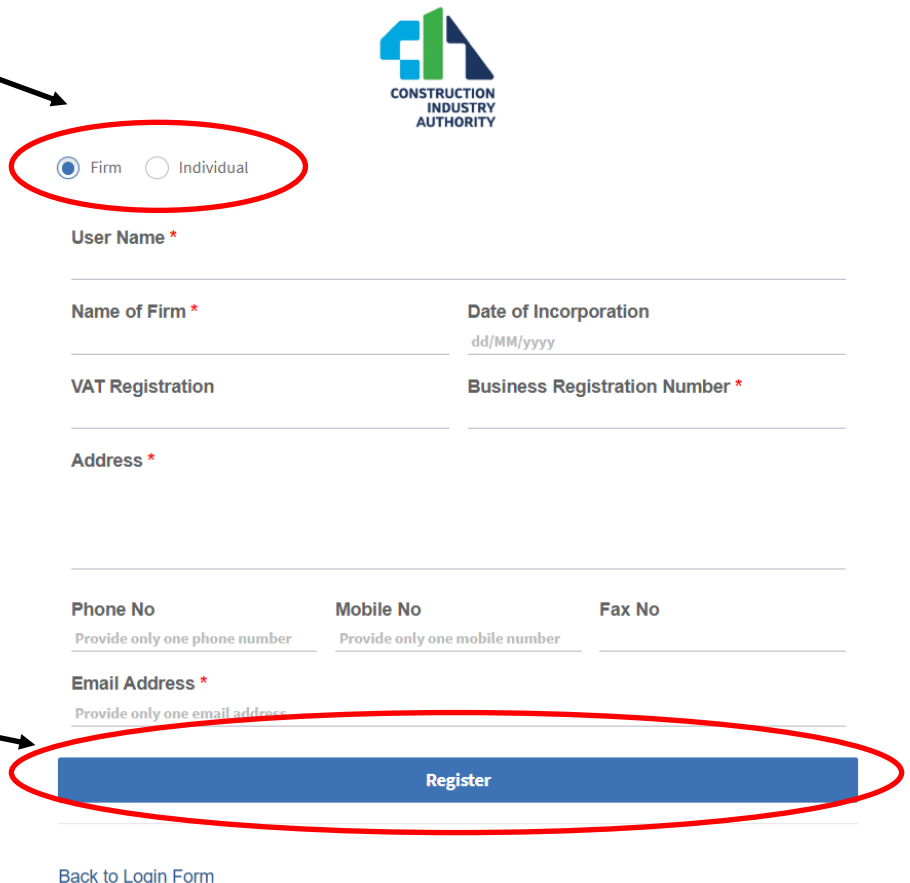
Step 4: Select if Applicant shall be “Firm” or “Individual” and enter all required information.

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

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



The registration form for the Construction Industry Authority is displayed. It includes fields for User Name, Name of Firm, Date of Incorporation, VAT Registration, Business Registration Number, Address, Phone No, Mobile No, Fax No, and Email Address. The 'Firm' radio button is selected. A red circle highlights the 'Firm' radio button and the 'Register' button. An arrow points from the 'Register' button to the 'Email Address' field.

CONSTRUCTION INDUSTRY AUTHORITY

☒ Firm ☐ Individual

User Name *

Name of Firm * Date of Incorporation
dd/MM/yyyy

VAT Registration Business Registration Number *

Address *

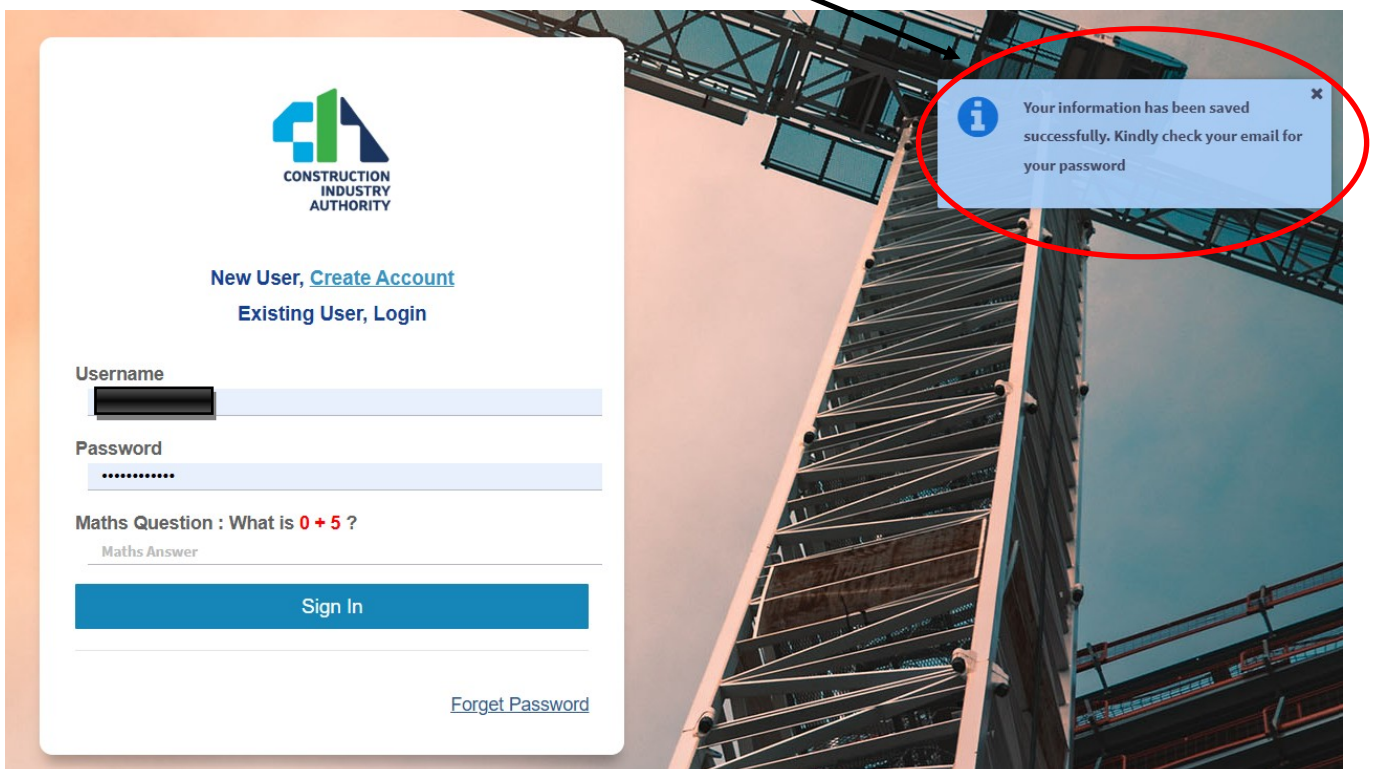
Phone No Mobile No Fax No
Provide only one phone number Provide only one mobile number

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.



The login form for the Construction Industry Authority is displayed. It includes fields for Username, Password, and Maths Question (What is 0 + 5?). A red circle highlights the success message: 'Your information has been saved successfully. Kindly check your email for your password'. An arrow points from the success message to the 'Email Address' field in the registration form.

CONSTRUCTION INDUSTRY AUTHORITY

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

Username

Password

Maths Question : What is 0 + 5 ?
Maths Answer

Sign In

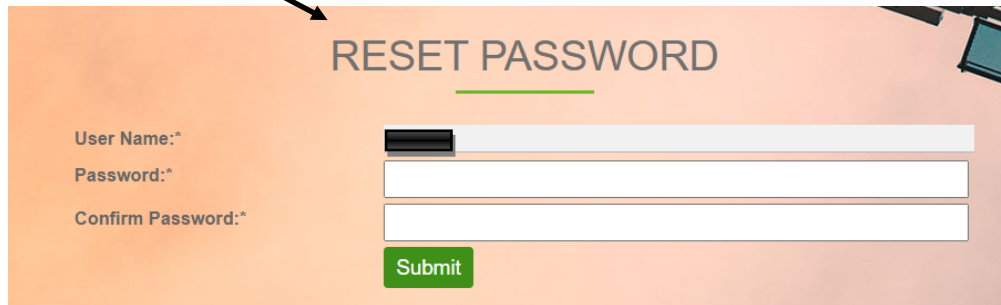
[Forget Password](#)

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

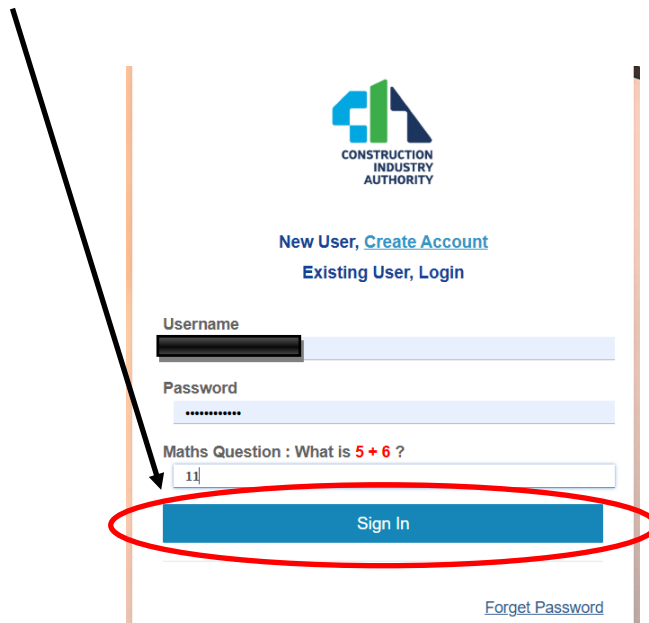
An One-Time-Password (OTP) will also be sent to your mobile number to login on CIA Website

63b04112 is your password to login on CIDB website

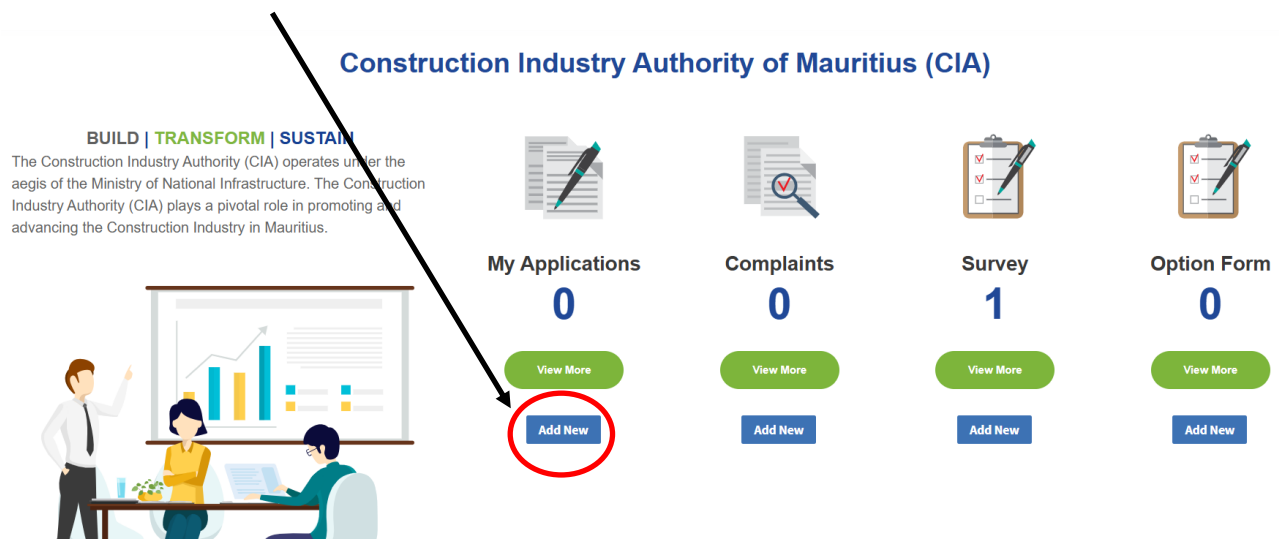
Reset your password to a new password of your choice and ensure to note down the new password



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



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



Step 8: Choose the application form RG6 - Local Contractor

A screenshot of a web application titled "APPLICATION FOR REGISTRATION". A dropdown menu labeled "Contractors" is open, displaying a list of registration options. The first option, "New Registration", is highlighted with a red circle and a black arrow pointing to it. Other options include "Local Contractor- RG6", "Micro-Contractor(Local) - RG6A", "Foreign Contractor (Provisional Registration) - RG7", "Foreign Contractor (Temporary Registration) - RG8", "Joint Venture Contractor (Provisional Registration) - RG9", and "Joint Venture Contractor (Temporary Registration) - RG10". To the right of the dropdown menu, there is a stylized illustration of two people, a woman and a man, working on laptops.

Step 9: For FIRMS, the name of Applicant should be identical to the name mentioned in the Certificate of Incorporation.

For Individuals, the name of Applicant should be identical to the Business Registration Card. Both Surname and other names should be in UPPERCASE.

Application for Registration as a Local Contractor (Form RG6)

Name of Applicant *

Do you have any Previous Registration reference(s) with the CIA? *

☐ Yes ☒ No

1 2 3 4 5 6 7 8 9

SECTION A

Select "No" for first time applications

Step 10: Select the class(es) of work you wished to apply for and select Grade “G” for all the class(es) of works chosen.

Important: Refer to Page 1 for the criteria for registration before selecting a or multiple classes of works.
All new applications must start with Grade “G”

[illegible]

Step 11: Select “Company” for firms and “Individual” for individual.

Application for Registration as a Local Contractor (Form RG6)

Name of Applicant * Do you have any Previous Registration reference(s) with the CIA? * ☐ Yes ☒ No

1 2 3 4 5 6 7 8 9

SECTION B

(Select as appropriate)

☐ Individual ☐ Company ☐ Co-operative Society ☐ Other

Step 12:

1. Insert your Business Registration Number and Upload the Business Registration No.
2. Insert your VAT Registration No. and upload VAT Certificate
3. Insert the Date of Incorporation and upload the Certificate of Incorporation

Applicant's Business Information: (Please fill-in details or select

Business Registration No. *

No records found.

Ensure the Nature of Business has “Job Contractor” or “Other Construction Activities” in your Business Registration Card



Government of Mauritius
CORPORATE AND BUSINESS REGISTRATION DEPARTMENT
BUSINESS REGISTRATION CARD
(SECTION 8 OF THE BUSINESS REGISTRATION ACT 2002)

NAME OF PERSON :
BUSINESS REGISTRATION NUMBER :
ISSUE DATE OF BUS. REG. CARD : 16-JUL-15
BUSINESS NAME :

NSIC/TRADE CODE	NATURE OF BUSINESS	PRINCIPAL PLACE OF BUSINESS	OTHER PLACES OF BUSINESS
1 * 45203 45203	Job Contractor (Other Than Grade A,B,C,D or E)		

FOR REGISTRAR OF BUSINESSES



BUSINESS ACTIVITY WITH AN (*) IS EXEMPTED FROM PAYMENT OF TRADE FEE.

ct as appropriate)

VAT Registration No.

VAT Registration Certificate

No records found.

When inserting the VAT Registration No.,
Ensure to insert **ONLY** the VAT No.

For Example:

27059850 and

NOT VAT27059850

Date of Incorporation *

dd/MM/yyyy

Certificate of Incorporation *

+ Choose

Insert the Date of Incorporation and
Upload the Certificate of Registration

Step 13: Upload your CBRD extract

Applicant's Business Information: (Please fill-in details or select as appropriate)

Applicant needs to provide an extract from the Corporate Business Registration Department (CBRD), available from the link: <https://onlinesearch.mns.mu/>

CBRD

+ Choose

No records found.

How to upload your CBRD extract (Firms)?

- Click on the link: <https://onlinesearch.mns.mu/>
- Insert the name of your firm in the search box

onlinesearch.mns.mu

**Corporate and Business
Registration Department**

Search Other Businesses

Make a Search

Search by Company/Partnership Name

Incorporation/Registration Date

From dd/mm/yyyy To dd/mm/yyyy

Search Criteria ☐ Company/Partnership Name ☐ File No. ☐ Business Name ☐ BRN

Clear Search

- Click on the symbol below to download your CBRD extract and then upload it as shown in Step 13

Make a Search

Incorporation/Registration Date

From dd/mm/yyyy To dd/mm/yyyy

Search Criteria ☐ Company/Partnership Name ☐ File No. ☐ Business Name ☐ BRN

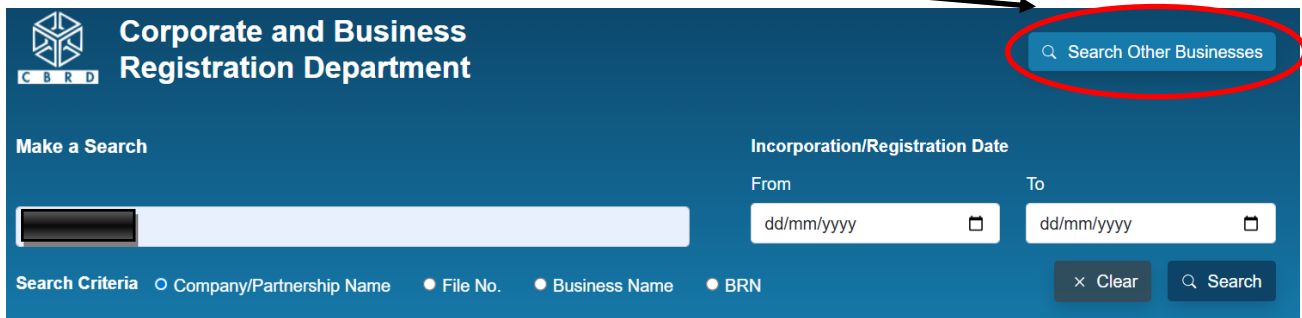
Clear Search

#	Name	File No.	Category	Incorporation/ Registration Date	Nature	Status	Action
1					PRIVATE	LIVE	

Items per page: 10 1 - 1 of 1

How to upload your CBRD extract (Individual)?

- i) Click on the link: <https://onlinesearch.mns.mu/>
- ii) Click on “Search Other Businesses”



Corporate and Business Registration Department

Make a Search

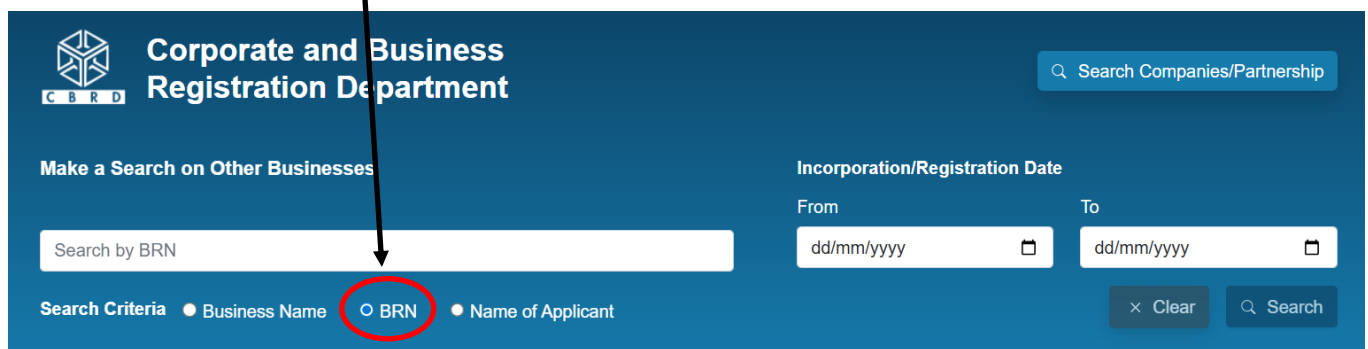
Incorporation/Registration Date

From dd/mm/yyyy To dd/mm/yyyy

Search Criteria ☐ Company/Partnership Name ☐ File No. ☐ Business Name ☐ BRN

Clear Search

- iii) Select “BRN” and enter your BRN in the search box



Corporate and Business Registration Department

Make a Search on Other Businesses

Search by BRN

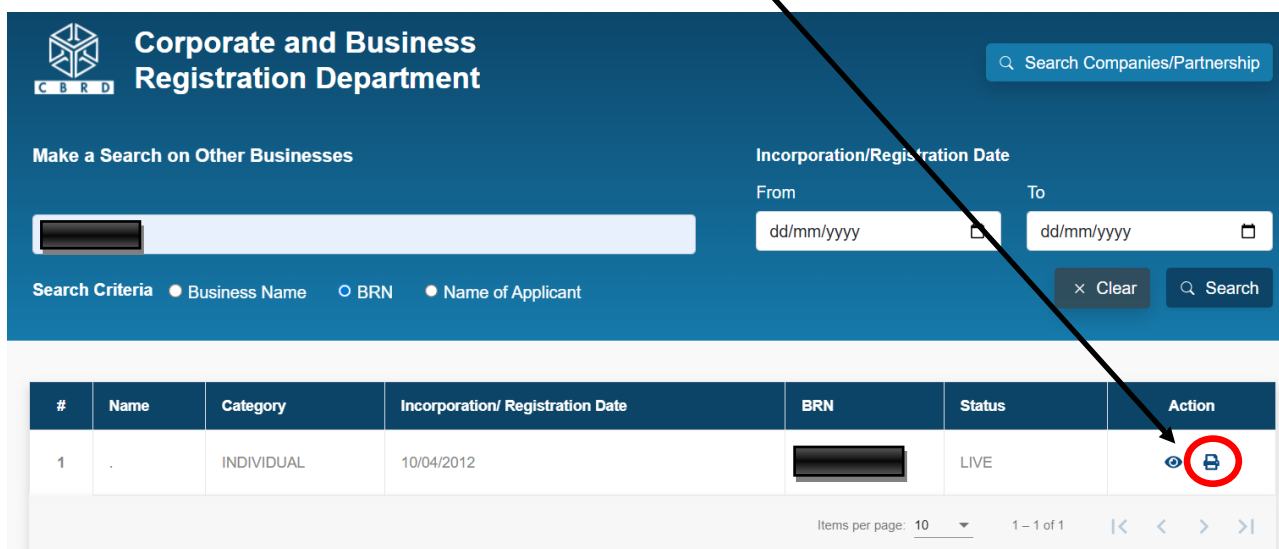
Incorporation/Registration Date

From dd/mm/yyyy To dd/mm/yyyy

Search Criteria ☐ Business Name ☒ BRN ☐ Name of Applicant

Clear Search

- iii) Click on the symbol below to download your CBRD extract and then upload it as shown in Step 11



Corporate and Business Registration Department

Make a Search on Other Businesses

Incorporation/Registration Date

From dd/mm/yyyy To dd/mm/yyyy

Search Criteria ☐ Business Name ☒ BRN ☐ Name of Applicant

Clear Search

#	Name	Category	Incorporation/ Registration Date	BRN	Status	Action
1	.	INDIVIDUAL	10/04/2012		LIVE	

Items per page: 10 1 – 1 of 1

Step 14: Enter the required information of your firm

Important: Ensure to enter a valid email address, telephone number and physical address. All correspondences will be communicated via one or all these means of communication.

Applicant need to provide an extract from the Corporate Business Registration Department(CBRD), available from the link. <https://onlinesearch.mns.mu/>

CBRD

+ Choose
No records found.

Tel No:	E-mail address	Fax No.:
Mobile No.:		
Physical Address	Postal Address (if different from Physical address)	

Step 15: Enter the required information an authorized person

Important: Ensure to enter a valid email address, telephone number and physical address. All correspondences will be communicated via one or all these means of communication.

Authorised Contact Person

Mr/Mrs/Ms:	Surname: *	First Name: *
Designation:	Tel No:	
Identity Document No. / Passport No	Mobile No.:	
E-mail address *		

NIC/ Passport

+ Choose
No records found.

Step 16: Fill the below information. The onus is on the applicant to provide true and correct information. Any misleading information given to this authority is an offence under the CIA Act 2023.

Eligibility:

1. Has the Applicant ever been subject to Insolvency, Bankruptcy or placed under Liquidation or Judicial Management? *

☐ Yes ☐ No

2. Has the Applicant ever been debarred and/or suspended by a local or international body? *

☐ Yes ☐ No

3. Has any of the principals, associates or partners of the Applicant ever been found guilty of professional misconduct by a recognised professional body? *

☐ Yes ☐ No

4. Has the Applicant ever been convicted for an offence involving fraud or dishonesty? *

☐ Yes ☐ No

Step 17: Click on “Add” and enter all information relevant to the Director(s) of the company.

Important:

For firms, all director(s) of the company, as per your CBRD Extract, must be entered.

For individuals, the Director of the Company is the same as the Applicant.



SECTION C

[Directorship of the Firm](#)

+ Add

Surname of Director *	First Name of Director *	Citizenship	Please Specify Directorship	Delete
		Select One	Select One	

Step 18: Fill the information on Shareholder(s)

i) Select whether your firm has more than 10 shareholders

ii) Click on “Add” and enter all information relevant to the Shareholders(s) of the company.

Important:

For firms, all Shareholder(s) of the company, as per your CBRD Extract, must be entered.

For individuals, the Shareholder of the Company is the same as the Applicant.

iii) Upload the National Identity Card (NIC) (Recto-Verso) for shareholder(s) who are citizen of Mauritius and Passport for shareholder(s) for shareholders who are foreigners, where applicable.

[Details of Shareholders](#)

Are there more than 10 shareholders in the firm? *

☐ Yes ☒ No

+ Add

Surname of Shareholder *	First Name of Shareholder *	Citizenship	Identity Document No./Passport No.	Upload Identity/Passport Document	% Shareholding	Delete
		Select One				

[Details of Shareholding](#)

Shareholders	% Shareholding
Total Mauritian Shareholding *	
Total Non-Mauritian Shareholding *	

The % shareholding in both boxes must tally

Step 19: Financial Standing

Financial Statements are not mandatory for Grade G Contractors. However, firms are strongly advised to provide their financial statements especially if they have already filled their statements to the Registrar of Companies.

The fields for financial for financial statements are mandatory field (*) as shown below.

123456789

SECTION D

Financial Standing

Information provided in the table below should be as per the last Financial Statements , audited if available

Year*	Turnover (MUR)*	Current Assets (MUR)*	Current Liabilities (MUR)*	Net Profit After Tax (MUR)*	Depreciation (MUR)*	Long - term Liabilities (MUR)*
yyyy						

< Previous

Next >

If you do not have financial statements, insert any year “E.g. 2024” and fill the remaining fields with “0” as shown below.

123456789

SECTION D

Financial Standing

Information provided in the table below should be as per the last Financial Statements , audited if available

Year*	Turnover (MUR)*	Current Assets (MUR)*	Current Liabilities (MUR)*	Net Profit After Tax (MUR)*	Depreciation (MUR)*	Long - term Liabilities (MUR)*
2024	0.00	0.00	0.00	0.00	0.00	0.00

< Previous

Next >

Step 20: Turnover

Turnover are not mandatory for Grade G Contractors. However, firms are strongly advised to provide their turnover especially if they have already filled their statements to the Registrar of Companies.

123456789

SECTION E

Turnover for Construction Works within the last FIVE(5) years

Year	Breakdown of Turnover (MUR)						Total Turnover (MUR)	Upload Financial Statement
	Building Construction Works	Civil Engineering Construction Works	Mechanical, Electrical and Plumbing Works (MEP Works)	Electrical Works	Mechanical Works	Specific Works		
2026								
2025								
2024								
2023								
2022								

< Previous

Next >

In the event that you do not have turnover, fill the fields with “0” as shown below.

SECTION E

Turnover for Construction Works within the last **FIVE(5)** years

Year	Breakdown of Turnover (MUR)						Total Turnover (MUR)	Upload Financial Statement
	Building Construction Works	Civil Engineering Construction Works	Mechanical, Electrical and Plumbing Works (MEP Works)	Electrical Works	Mechanical Works	Specific Works		
2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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Step 21: Human Resources

DO NOT click on “Add”. In the event you click on “Add”, you will need to fill all the fields (surname, etc)

1 2 3 4 5 6 7 8 9

SECTION F

Human Resources

Provide information in the format below on every 'Qualified Personnel' in the class of work applied for. (State 'FT' for full-time and 'PT' for part-time)

Note: The professional whose credentials would be considered in the applied class of work should appear at the top of the list.

+ Add

Surname *	First Name *	Citizenship *
No records found.		

Upload the organigram of your firm. Please note that this is not Mandatory but strongly advised to submit the organigram.

Application for Registration as a Local Contractor(Form RG6) [Back](#)

Upload Organigram

File Name	Download	Delete
No records found.		

+ Choose

Note: The formats to be used are : .pdf, docx, doc, png, jpg, jpeg, .png, .rar, .zip, .xls, .xlsx. Each document should not exceed 10MB

Fill the information required for technical staff and administrative staff for Mauritian and Foreigners. You are strongly advised to provide the required information which is an element considered when evaluating your application.

If you do not have this information, fill all the fields with “0” as mentioned below.

Application for Registration as a Local Contractor(Form RG6)

Back

Technical And Administrative Staff

Category	Mauritian(No.)	Foreign(No.)
Technical and Supervisory Staff(Degree Holder)	0	0
Technical and Supervisory Staff (Diploma Holder)	0	0
Occupational Safety & Health Officers	0	0
Administrative Staff	0	0
Non-Qualified Technical and Supervisory Staff	0	0
Competent Person for Scaffolding Supervision	0	0
Skilled Labour Force(Masons,Plumbers, etc)	0	0
Unskilled Labour Force	0	0
Total:	0	0

PreviousNext

Step 22: Highest Value Projects (HVPs) completed within the last FIVE (5) years.

- i) Choose the currency
- ii) Click on “Add” to insert your completed projects.

Note: For each class of work, you are required to submit at least two (2) highest value project of cumulative amount of minimum MUR 800,000 for EACH class of work.

Example: If you applied in the classes of work “Building Construction Works” and “Civil Engineering Construction Works”.

You are required submit to submit a total of at least four (4) highest value project:

a) Two (2) highest value project of a cumulative amount of minimum MUR 800,000 relating to Building Construction Works.

b) Two (2) highest value project of a cumulative amount of minimum MUR 800,000 relating to Civil Engineering Construction Works.

123456789

SECTION G

Highest Value Projects (HVPs) completed within the last FIVE(5) years

Choose Currency *

Select Currency

+ Add

No.	Project Title *	Name of Client	Start Date	Actual Completion Date	If the Contract was undertaken under a JV, please specify Name(s) of Parties to JV	If Works were subcontracted, please specify the Name(s) of the Subcontractor(s)	Total Contract Value (Currency excluding VAT)	Value of Works undertaken by Applicant Only (Currency excluding VAT) *	Upload*
No records found.									

Once you add all the required project, fill all the mandatory fields and click on “Upload”

[Highest Value Projects \(HVPs\) completed within the last FIVE\(5\) years](#)

Choose Currency *

MUR - Mauritius Rupee

+ Add

No.	Project Title *	Name of Client	Start Date	Actual Completion Date	If the Contract was undertaken under a JV, please specify Name(s) of Parties to JV	If Works were subcontracted, please specify the Name(s) of the Subcontractor(s)	Total Contract Value (Currency MUR excluding VAT)	Value of Works undertaken by Applicant Only (Currency MUR excluding VAT) *	Upload*
1	Project A		10/03/2024	10/03/2025				800,000.00	
2	Project B		10/02/2024	10/02/2025				800,000.00	

For each project submitted, click on “Choose” and upload the following:

- Letter of Award/ Contract Agreement
- Completion Certificate
- Testimonials (Refer to page xx for a template)
- Building and Land Use Permit (BLUP) - Applicable ONLY for the class of work “Building Construction Works”

Note:

- If you have only a Testimonial (as per the template) for a project, upload the same document in the fields “Letter of Award, Completion Certificate and Testimonials” for each project
- If you have your own Completion Certificate for a project, the completion certificate must include all the details as per the Template for Testimonial.

Upload Documents

Copy of **Letter of Award/Contract Agreement and Completion Certificate** for 'each completed project', **OR 'Testimonials'** from Clients, or Consultants who have supervised the project.
(Templates for testimonials may be downloaded from CIDB's website at www.cidb.mu)

Copy of Building and Land Use Permit (BLUP), including the Approved Construction Plans if applying for “Building Construction Works”.

Upload Letter of Award / Contract Agreement	Upload Completion Certificate																		
<table><thead><tr><th>File Name</th><th>Download</th><th>Delete</th></tr></thead><tbody><tr><td colspan="3">No records found.</td></tr><tr><td colspan="3">+ Choose</td></tr></tbody></table>	File Name	Download	Delete	No records found.			+ Choose			<table><thead><tr><th>File Name</th><th>Download</th><th>Delete</th></tr></thead><tbody><tr><td colspan="3">No records found.</td></tr><tr><td colspan="3">+ Choose</td></tr></tbody></table>	File Name	Download	Delete	No records found.			+ Choose		
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The breakdown of each project submitted must be inserted.

For Example:

- If you have submitted a Project of a Total value of Rs 800,000 and the scope of work relates to two (2) classes of works namely “Building Construction Works” and “Civil Engineering Construction Works”. You are required to provide the breakdown in terms of value for each project.

For the above project, it can be that “Building Construction Works” amounts to Rs 500,000 and “Civil Engineering Construction Works” amounts to Rs 300,000. The total value of all the breakdowns must be equal to the total value of the project.

- If you have submitted another Project of a Total Value of Rs 700,000 and the scope of work relates to only one (1) class of work namely “Mechanical, Electrical and Plumbing Works”. The breakdown will be Rs 700,000 only for Mechanical, Electrical and Plumbing Works and “0” for all the other classes of work.

Application for Registration as a Local Contractor(Form RG6)

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+ Add

No.	Project Title *	Name of Client	Start Date	Actual Completion Date	If the Contract was undertaken under a JV, please specify Name(s) of Parties to JV	If Works were subcontracted, please specify the Name(s) of the Subcontractor(s)	Total Contract Value (Currency MUR excluding VAT)	Value of Works undertaken by Applicant Only (Currency MUR excluding VAT) *	Upload *
1	Project A		10/03/2024	10/03/2025				800,000.00	 
2	Project B		10/02/2024	10/02/2025				800,000.00	 

2. Breakdown of the TWO (2) Highest Value Projects (HVPs) given in Section 1 above, in terms of MUR.

Details of at least TWO (2) Nos Highest Value Projects (HVPs) for each Class of Works applied for, should be submitted.

No.	Project Title	Building Construction Works	Civil Engineering Construction Works	Mechanical, Electrical and Plumbing Works	Electrical Works	Mechanical Works	Specific Works	Total Value of Works undertaken by Applicant
1	Project A							
2	Project B							

As explained above, both figures must tally.

No.	Project Title *	Name of Client	Start Date	Actual Completion Date	If the Contract was undertaken under a JV, please specify Name(s) of Parties to JV	If Works were subcontracted, please specify the Name(s) of the Subcontractor(s)	Total Contract Value (Currency MUR excluding VAT)	Value of Works undertaken by Applicant Only (Currency MUR excluding VAT) *	Upload *
1	Project A		10/03/2024	10/03/2025				800,000.00	 
2	Project B		10/02/2024	10/02/2025				800,000.00	 

2. Breakdown of the TWO (2) Highest Value Projects (HVPs) given in Section 1 above, in terms of MUR.

Details of at least TWO (2) Nos Highest Value Projects (HVPs) for each Class of Works applied for, should be submitted.

No.	Project Title	Building Construction Works	Civil Engineering Construction Works	Mechanical, Electrical and Plumbing Works	Electrical Works	Mechanical Works	Specific Works	Total Value of Works undertaken by Applicant
1	Project A	400,000.00	400,000.00					800,000.00
2	Project B	400,000.00	400,000.00					800,000.00

Step 23: Upload all other documents that you may consider useful for your application. Kindly note that this is not mandatory

Upload all other Documentary Evidence			
File Name	Download	Delete	
No records found.			
+ Choose			

3 State the number of projects during the last five (5) years which were subject to 'Termination of Contract', 'Arbitration' or 'Legal Proceedings'

Upload all the necessary documentation for 'Termination of Contract', 'Arbitration' or 'Legal Proceedings'			
File Name	Download	Delete	
No records found.			
+ Choose			

[< Previous](#) [Next >](#)

Step 24:

1. Insert the Name of the Authorised Signatory and their ID.
2. Click on “Authorise” to enable the CIA to publish your details on its online register.
3. Insert the Name and Designation.

Application for Registration as a Local Contractor (Form RG6) [Back](#)

1 2 3 4 5 6 7 8 9

SECTION H

I, Name of Authorised Signatory Bearing Id No./Passport No. * Identity Document No./Passport No

do hereby declare that the information given in this Application Form and the information submitted in the documents attached hereto are to the best of my knowledge true and correct.

I authorise the Construction Industry Development Board to conduct any inquiry if required, from any third party in order to verify the accuracy of the information provided.

I understand that any false declaration or misstatement with respect to this application is an offence which may result in fine and imprisonment and/or rejection of this application and/or cancellation/suspension of any other registration with the Board in accordance with the Construction Industry Development Board Act and Regulations thereunder.

I hereby [Authorise](#) [Do not authorise](#) the Construction Industry Development Board to publish our contact details on its website. If you agree, please provide the following information.

Name *

Designation *

Step 25: Upload Power of Attorney/Board Resolution granting the permission to the authorized signatory to make the application on behalf of the firm if it has more than one (1) director.

For Individual Application and for firms with only ONE director, Power of Attorney/Board Resolution is not required.

Application for Registration as a Local Contractor(Form RG6)

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Upload Power of Attorney/Board Resolution			
File Name	Download	Delete	
No records found.			
+ Choose			

Upload Any Other Relevant Documents			
File Name	Download	Delete	
No records found.			
+ Choose			

[< Previous](#)

[> Submit application and Proceed to payment](#)

Click on “Submit application and Proceed to payment”

Step 26: Choose your mode of payment for the processing fee.

Note:

- Processing fee: Rs 2000 per Class of Works (non-refundable)
- Once the processing fee paid and received by this office, your application will be considered.
- Payment through Internet Banking may take 3 to 5 working days for the CIA to receive the payment.
- By selecting “Counter”, you will be required to pay at the office of the CIA.

Application for Registration as a Local Contractor(Form RG6)

Application Number : 29819

i In case you are effecting payment at the counter, kindly provide your application number at the cashier. Note that this is a mandatory requirement.

Processing Fee Information

Applicant Name	Atul Daworaz	Total Payment	MUR 2000.00
Date Payment			
Payment Status	Not Paid		

Choose Payment Method

☐ Credit Card ☐ Counter ☐ Internet Banking

HOW TO SEND OR REPLY A COMMENT ON YOUR ONLINE APPLICATION?

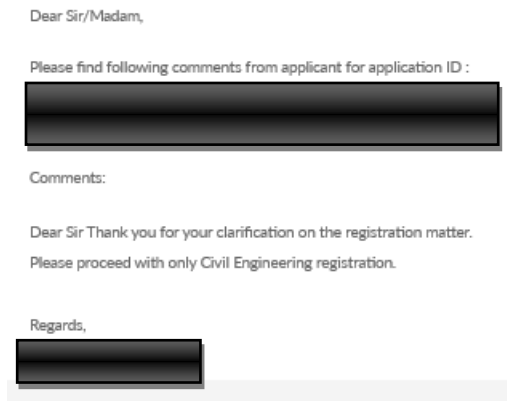
Once you submit your application, the officer evaluating the application will request clarification or any other details, where applicable, through the comment section of your application.

When the officer request clarification, a NO REPLY EMAIL will be sent to the email you mentioned in your application.

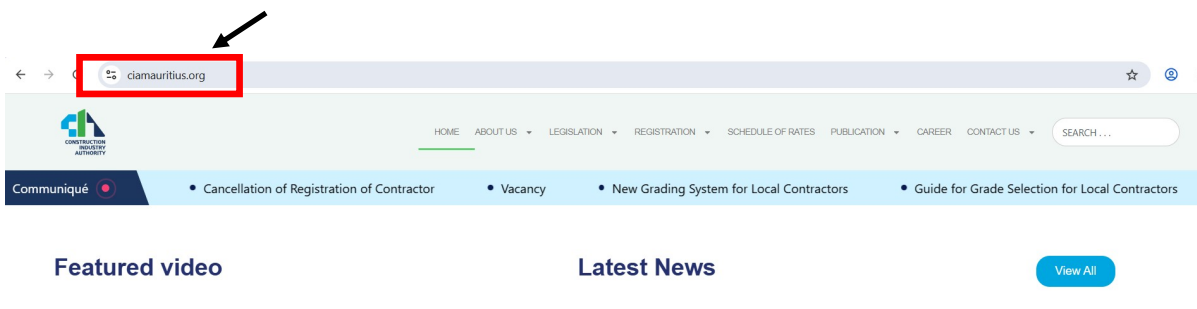


DO NOT reply the email and follow the below steps to reply any clarification.

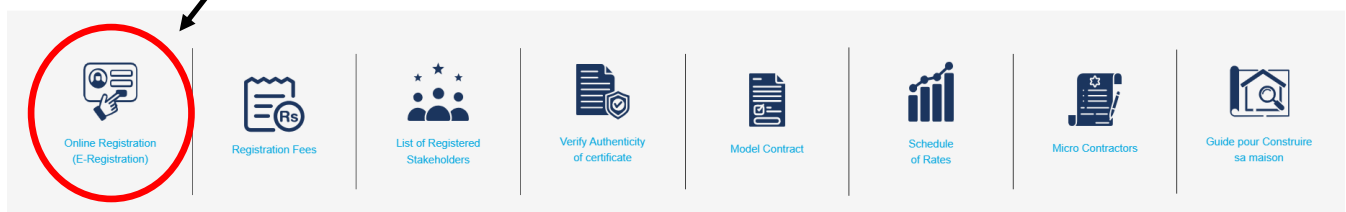
Note: It is on the onus of the applicant to check their mailbox as the email can sometimes be on SPAM folder. It is also on the onus of the applicant to regularly check their dashboard.



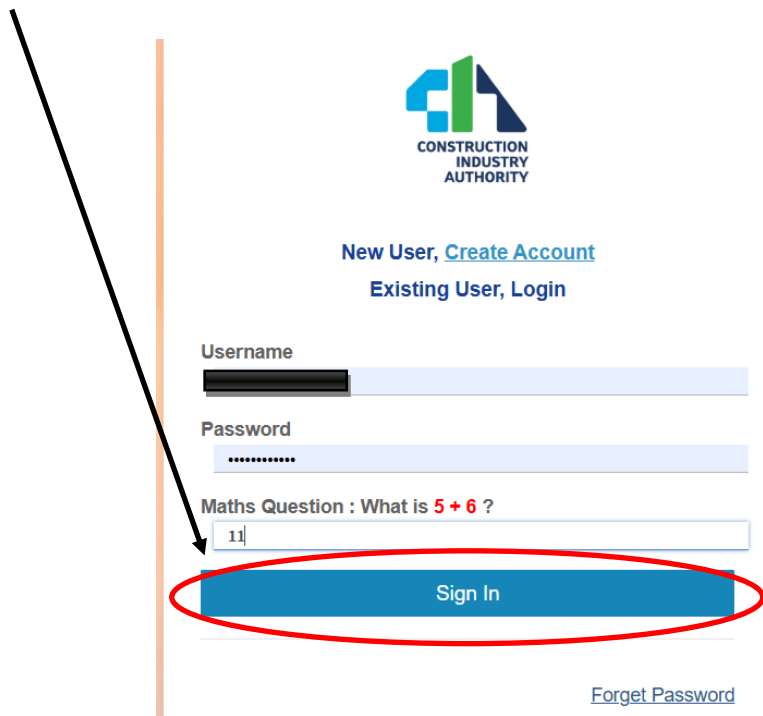
Step 1: Go to the CIA's website with web address (www.ciamauritius.org)



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

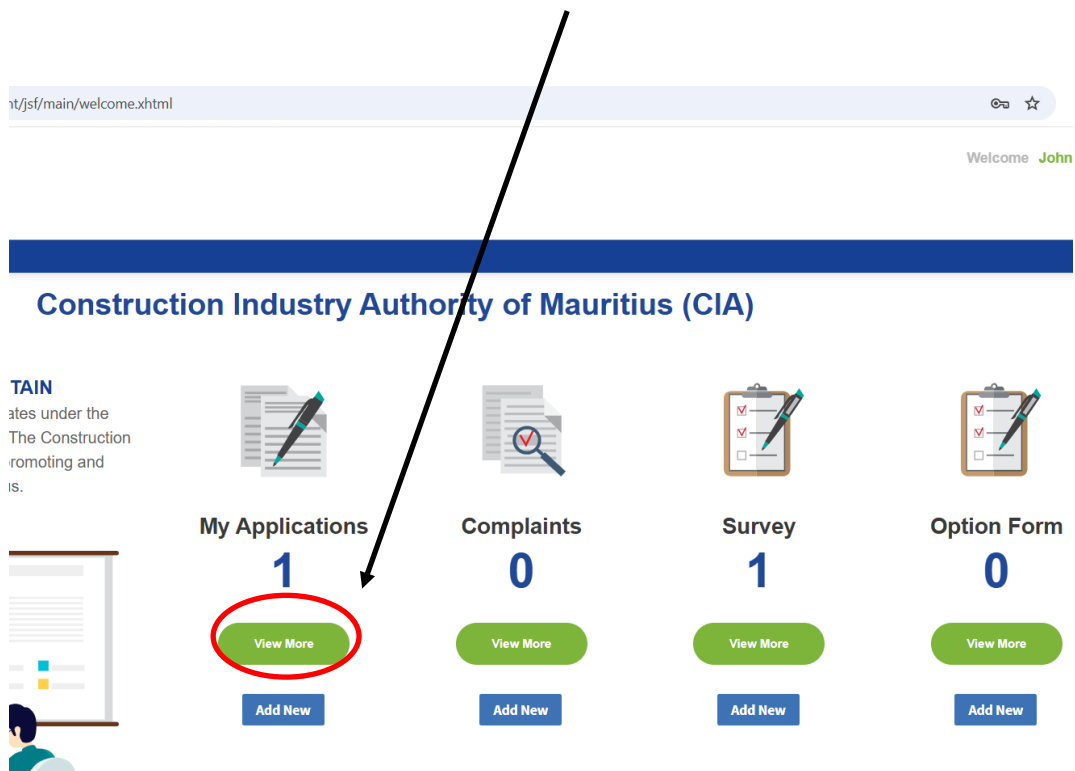


Step 3: Use your User Name and the New Password to sign-in your account.



The login form for the Construction Industry Authority (CIA) is displayed. It includes the CIA logo at the top, followed by links for "New User, Create Account" and "Existing User, Login". The form fields are: "Username" (with a blacked-out placeholder), "Password" (with a masked placeholder), and "Maths Question : What is 5 + 6 ?" (with the answer "11" entered). A blue "Sign In" button is highlighted with a red oval. A black arrow points from the "Step 3" instruction to this button. A "Forget Password" link is located at the bottom right.

Step 4: On your dashboard, Under the Heading “My Applications”, Click on “View More”

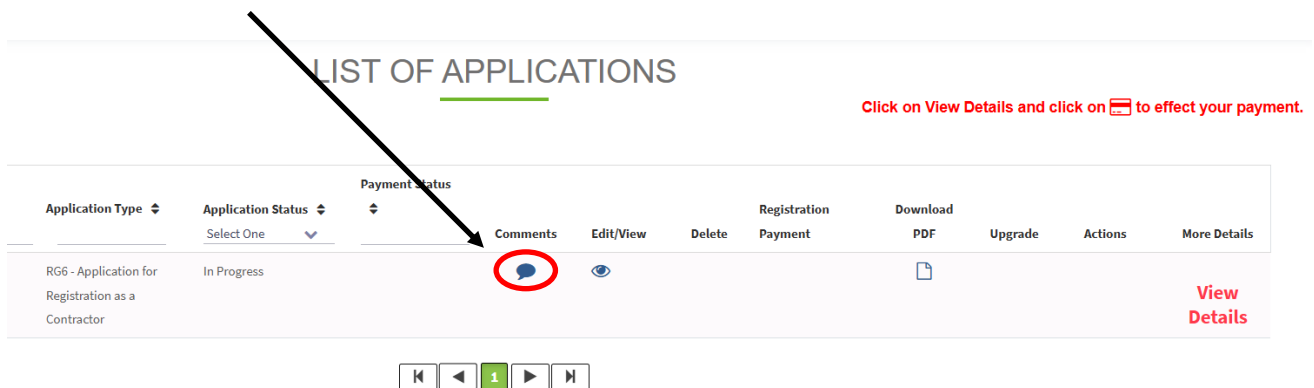


The dashboard of the Construction Industry Authority of Mauritius (CIA) is shown. The header includes the URL "t/jsf/main/welcome.xhtml", a "Welcome John" message, and the CIA logo. The main content area features four cards: "My Applications" (1), "Complaints" (0), "Survey" (1), and "Option Form" (0). Each card has a "View More" button (highlighted with a red oval in the "My Applications" card) and an "Add New" button. A black arrow points from the "Step 4" instruction to the "View More" button under "My Applications".

My Applications	Complaints	Survey	Option Form
1	0	1	0
View More	View More	View More	View More
Add New	Add New	Add New	Add New

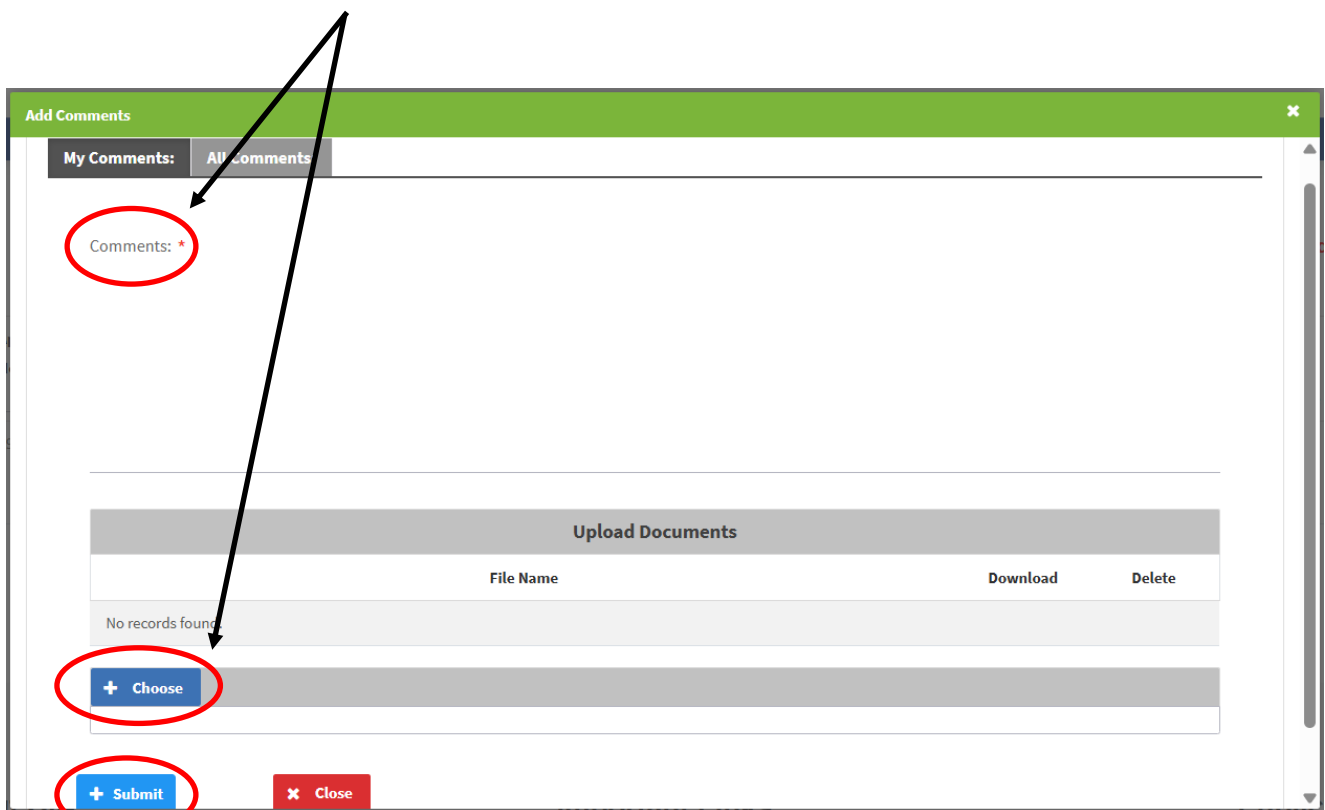
Step 5: Click on the “Comment” symbol to open the comment box.

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.



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 .



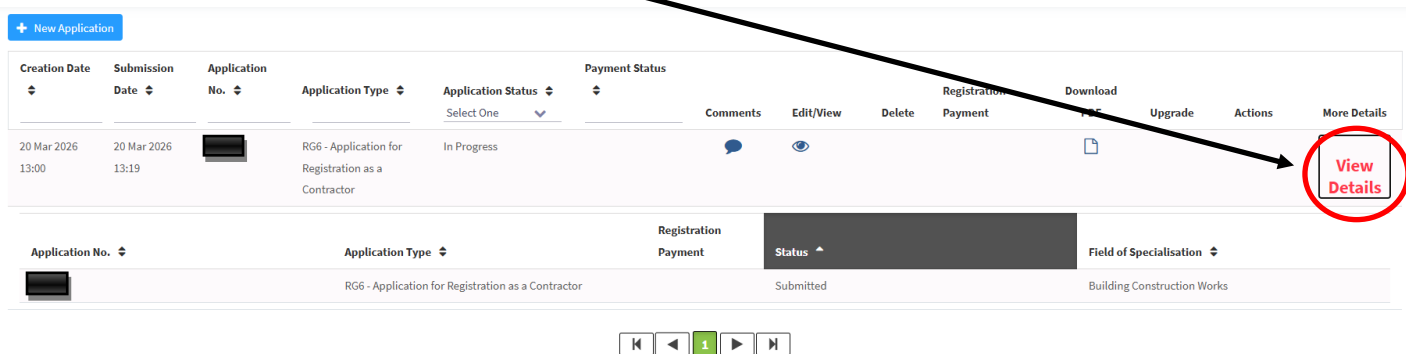
Once you have inserted your comment, click on “Submit”.

HOW TO EFFECT PAYMENT ONCE YOUR APPLICATION IS APPROVED?

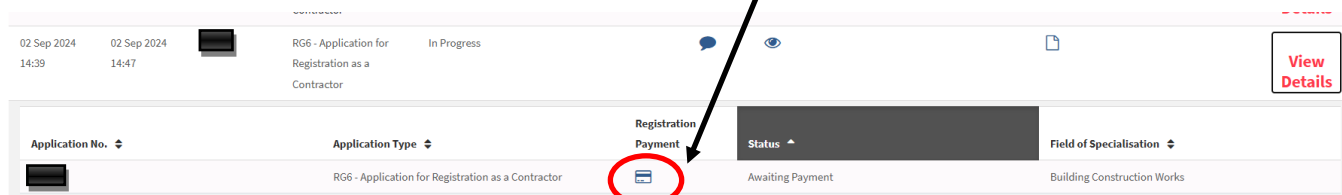
Once you obtain **approval** for your application, you will need to make a payment of Rs 3000 for one class of work. For additional or more than one class of works - 100% of the fee, whichever is higher among the classes of works and 50% of the fees for each of the other classes of work.

To make the payment:

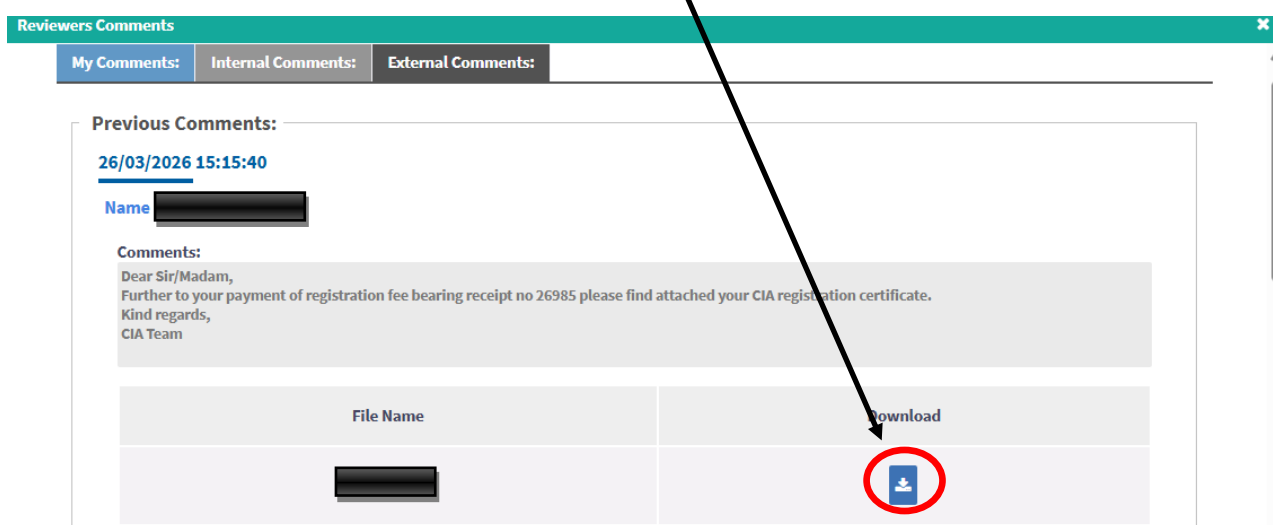
1. Click on “View Details”



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.



Important: The Certificate of Registration issued to a Contractor will continue to be in force until 30 June next following the date when it was issued. The certificate has to be renewed each year within one month before the expiry of the existing certificate.