

GUIDELINE FOR REGISTRATION AS TRADESMEN

(i) Who is a Tradesman?

A **tradesman** refers to an individual who is **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**).

Under these regulations, tradesmen are classified as **Service Providers** in specific trades, including:

1. Air conditioning technician
2. Electrician
3. Welder
4. Plumber
5. Interior decorator
6. Painter

(ii) What are the criteria for registration for Tradesmen?

- 1) All the tradesmen must possess a valid Business Registration Card (BRC) issued by the CBRD as an individual;
- 2) Tradesmen aspiring for registration may be required to attend an interview at the CIA for verification of their competency; and
- 3) The proposed registration criteria for registration are as follows:

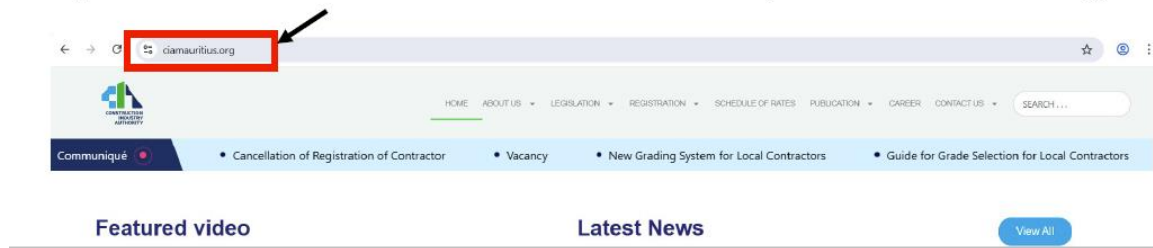
SN	Tradesmen	Route	Qualification	Experience
1	Air-conditioning Technician Electrician, Welder and Plumber	I	NC Level 3 Certification or equivalent qualification acceptable to the Board	Not Required
		II	NC Level 2 Certification or equivalent qualification acceptable to the Board	Proven work experience of one (1) year
		III	Not Required	Proven work experience of three (3) years
2	Interior Decorator	I	Certificate in Interior Decoration from a recognised institution or equivalent qualification acceptable to the Board	Not Required
		II	Not Required	Proven work experience of three (3) years
3	Painter	I	NC Level 2 Certification or equivalent qualification acceptable to the Board	Not Required
		II	Not Required	Proven work experience of two (2) years

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

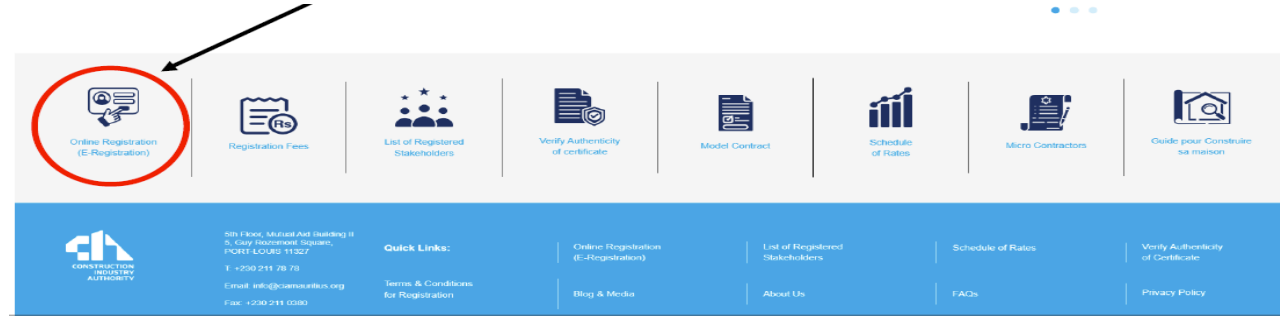
1. National Identity Card of Applicant (if applying as Individual)
2. Business Registration Card
3. Proof of address (if applicable)
4. Copies of qualifications and/or Testimonial(s)

(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”

A screenshot of the 'New User' registration form. The 'Create Account' link is highlighted with a red circle. Below it, there are input fields for 'Username', 'Password', and 'Maths Question : What is 3 + 1 ?'. A 'Sign In' button is at the bottom. A 'Forgot Password' link is located below the 'Sign In' button.

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

A screenshot of the 'SELECT Individual' selection box. The 'Individual' radio button is selected and highlighted with a red circle. The 'Firm' radio button is also visible.A screenshot of the registration form fields. The fields are: 'User Name *', 'Name of Firm *', 'Date of Incorporation' (with a date format 'dd/MM/yyyy'), 'VAT Registration', 'Business Registration Number *', and 'Address *'. Each field has a corresponding input line.

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 $5 + 6$?

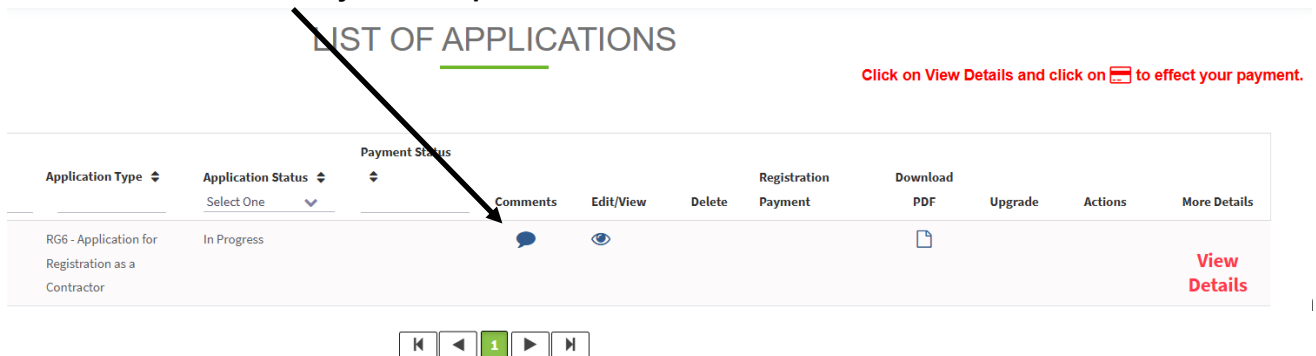
Sign In

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

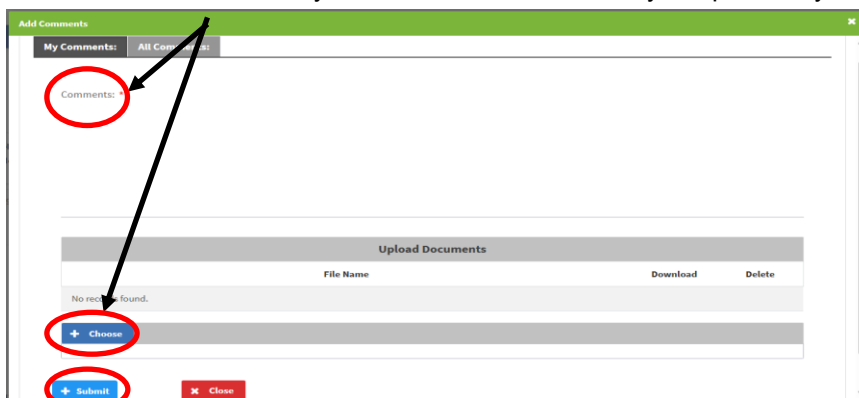


Step 8: Choose and fill the Form **RG 18**

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

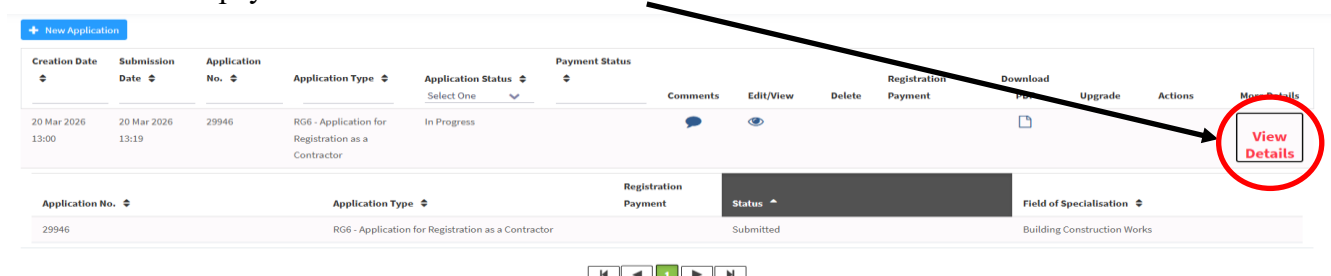


(vi) What fees are applicable?

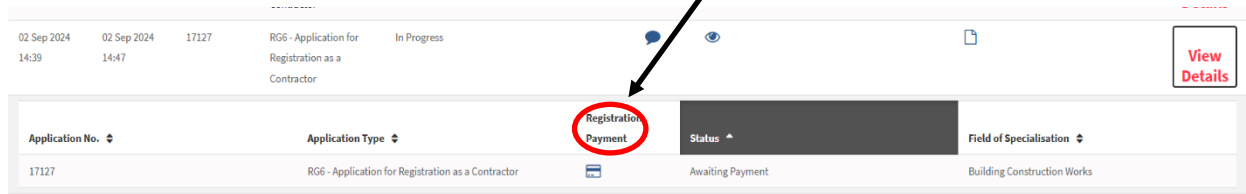
1. Processing fee: Rs 1000 (**non-refundable**)
2. Registration fee & Annual Renewal fee: Rs 2000

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

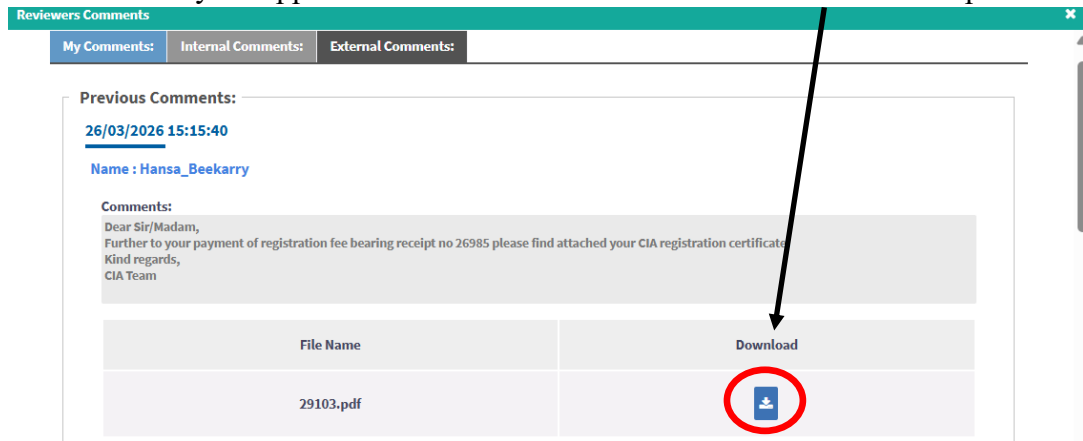
To make the payment: 1. Click on “View Details”



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.