



POINTS

TRADER'S LICENSE NO

CATEGORY OBTAINED

CURRENT CATEGORY

ASSESSOR'S INITIALS

ISSUED BY

C
FOR OFFICE USE ONLY

APPLICATION FOR CATEGORISATION AND REGISTRATION OF BUILDING CONTRACTORS

MINISTRY OF PUBLIC WORKS

OFFICE OF THE DIRECTOR – BUILDING DESIGN SERVICES

P. O. BOX 330 MASERU 100 LESOTHO

[Tel: 22311362] [Fax: 22323596]

TO : DIRECTOR – BUILDING DESIGN SERVICES

DATE : Day_____ Month_____ 20

I, THE UNDERSIGNED CERTIFY UNDER OATH, THE TRUTH AND CORRECTNESS OF ALL STATEMENTS AND ALL ANSWERS TO THE QUESTIONS MADE HEREINAFTER:

NAME OF APPLICANT IN FULL. IN CAPITALS

SIGNATURE OF APPLICANT

COMMISSIONER OF OATHS_____

Date Stamp

GENERAL INFORMATION TO APPLICANTS

GENERAL NOTE: ALL INFORMATION SUPPLIED IN THIS APPLICATION MUST BE ACCOMPANIED BY SUPPORTING DOCUMENTS.

- 1. All applicants should submit ORIGINAL certificates of Trader's Licence, Qualification in any of the Built Environment disciplines of shareholder or owner, Company registration (extract) and Tax Clearance while collecting the application form.**
2. Any false information supplied in this form shall automatically disqualify the applicant.
3. This application form should be submitted by all applicants for categorisation and registration
4. All applicants should submit this application form on or before 31st March and 30th September each year.
5. The information in this form when evaluated will determine the category of each applicant i.e. C
6. It is important that the applicant answers each and every question fully, with supporting documents where required. (all certified copies should not be more than three months old)
7. The applicant must NOTE that he/she shall be called in for interview on some or all responses and these must be verified physically. The applicant may also be requested to provide further evidence in support of responses.
8. The applicants must note that no individual or company shall be allowed to register more than one building construction company with Ministry of Public Works and Transport.
9. The category of each contractor shall be reviewed after every three years.
10. Any contractor may request that his/her category be reviewed within the period stated in (9) above.
11. In the event of change of ownership the new owner shall apply for categorisation and registration.
12. Potential contractors are expected to either have own plant or be able to hire.
- 13. Keep the form in the order which you received it and attach additional information in sequence at the back**

1.0 IDENTIFICATION**2.0 FINANCE****3.0 RESOURCES****4.0 PREVIOUS EXPERIENCE**

FOR OFFICE USE ONLY

| | SECTION | MAXIMUM | POINTS AWARDED | REMARKS |
|-----|-------------------------|---------|-------------------|---------|
| 1.0 | IDENTIFICATION | 7 | | |
| 2.0 | FINANCE | 10 | | |
| 3.0 | RESOURCES | 53 | | |
| 4.0 | EXPERIENCE | 30 | | |
| | TOTAL | 100 | | |
| | GRADE AWARD RECOMMENDED | | | |

GRADING**POINTS****CATEGORY**

| | |
|----------|---|
| | |
| | |
| 65 - 100 | C |
| | |

1.0 **IDENTIFICATION**

1.1 Name of contractor _____

1.2 Address: _____

Telephone: _____ Fax: _____ Cell phone: _____

1.3 PLEASE STATE YOUR FULL NAME AND PHYSICAL HOME ADDRESS AND ATTACH A CERTIFIED COPY OF A VALID PASSPORT

1.4 DATE OF LESOTHO REGISTRATION WITH MINISTRY OF TRADE AND INDUSTRY _____

1.5 PERCENTAGE OF SHARES HELD BY LESOTHO CITIZENS _____

1.6 PERCENTAGE OF LOCAL [LESOTHO CITIZENS] EMPLOYEES _____

1.7 YOUR NATIONALITY [CITIZENSHIP] _____

1.8 YOUR TECHNICAL EXPERIENCE **IN BUILDING INDUSTRY** [In Years] _____

1.9 YOUR EXPERIENCE IN BUSINESS AS **BUILDING CONTRACTOR** [In Years] _____

FINANCE

- 2.1 NAME OF YOUR BANK _____
- 2.2 ADDRESS OF YOUR BANK _____

2.3 NAME OF **YOUR** BUSINESS ACCOUNTANT _____

2.4 THE MINISTRY OF WORKS MAY WISH TO CONTACT YOUR BANK TO ENQUIRE ABOUT THE FINANCIAL STANDING OF YOUR COMPANY. THE CONTRACTOR IS REQUESTED TO SIGN THE DECLARATION BELOW STATING PERMISSION TO MINISTRY IF WORKS [MoW] TO DO THIS.

I, _____ OF _____ GIVE

PERMISSION TO MINISTRY OF PUBLIC WORKS AND TRANSPORT, BDS CONTRACTORS REGISTRATION COMMITTEE TO CONTACT THE COMPANY'S BANK TO ENQUIRE ABOUT THE FINANCIAL STANDING OF MY COMPANY.

Signed for [COMPANY] _____ NAME _____

2.5 WHAT IS THE VALUE OF YOUR CURRENT LIQUID ASSETS **M** _____

This must be supported by documentation: Bank Statements, Overdraft / Loan Facility Letter of credit from a Financial Institution e.g. Bank, Credit Union or Insurance Company.

2.6 NAMES OF FINANCIAL INSTITUTIONS / COMPANIES WHO EXTEND YOU CREDIT
Submit **Authentic** Credit Letters from these Creditors

| INSTITUTION / COMPANY | AMOUNT | PERIOD |
|-----------------------|---------|--------|
| A _____ | M _____ | _____ |
| B _____ | M _____ | _____ |
| C _____ | M _____ | _____ |
| D _____ | M _____ | _____ |

3.0 RESOURCES

3.1

3.1.1 **IMMOVABLE PROPERTY** [Indicate whether Rented or Company owned, Attach form C or lease or sub lease]

3.1.2 **PHYSICAL ADDRESS OF REGISTERED OFFICE** _____

3.1.3 APPROXIMATE AREA OF YOUR OFFICE [M²] _____

3.1.4 APPROXIMATE AREA OF YOUR YARD [M²] _____

3.1.5 **APPROXIMATE AREA OF YOUR WORKSHOP/ STORE** [M²] _____

3.1.6 **OFFICE EQUIPMENT**

TELEPHONE/CELL _____ No./S _____

TELEFAX/INTERNET _____ FAX No/ EMAIL ADDRESS _____

COMPUTER/S _____ COPIER/S _____

3.1.7

PLANT, VEHICLES AND EQUIPMENT

[WHERE APPLICABLE FURNISH CERTIFIED COPIES OF BLUE CARDS IN THE NAME OF THE COMPANY OR OWNER]

3.1.7 **PLANT**

| NUMBER | TYPE | REGISTRATION- WHERE APPLICABLE |
|--------|-------|-----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

3.1.8 **VEHICLES**

| NUMBER | TYPE & TONNAGE | REGISTRATION No. |
|--------|----------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

3.1.9 **BASIC EQUIPMENT**

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

3.2 HUMAN RESOURCE [Attach Certified copies of Certificates for 3.2.1 to 3.2.8]

3.2.1 MANAGER /DIRECTOR (OWNER)

QUALIFICATIONS _____

EXPERIENCE _____

3.2.2 GENERAL FOREMAN

NAME QUALIFICATIONS EXPERIENCE [YRS]

| | | |
|--|--|--|
| | | |
| | | |
| | | |

3.2.3 FIRST AID

NAME QUALIFICATIONS EXPERIENCE [YRS]

| | | |
|--|--|--|
| | | |
| | | |
| | | |

3.2.4 SKILLED TRADESMEN: CARPENTERS

NAME QUALIFICATIONS EXPERIENCE [YRS]

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

3.2.5 SKILLED TRADESMEN: PLUMBERS

NAME QUALIFICATIONS EXPERIENCE [YRS]

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

3.2.6 SKILLED TRADESMEN: BRICKLAYERS

| NAME | QUALIFICATIONS | EXPERIENCE [YRS] |
|------|----------------|------------------|
| | | |
| | | |
| | | |
| | | |

3.2.7 SKILLED TRADESMEN: PAINTERS

| NAME | QUALIFICATIONS | EXPERIENCE [YRS] |
|------|----------------|------------------|
| | | |
| | | |
| | | |
| | | |

3.2.8 TOTAL

| TRADESMEN | TOTAL | AVERAGE EXPERIENCE IN YEARS |
|-------------------------------|-------|--------------------------------|
| Numbers of CARPENTERS | | |
| Numbers of PLUMBERS | | |
| Numbers of BRICKLAYERS | | |
| Numbers of PAINTERS | | |
| | | |
| Numbers of LABOURES | | |

3.3 FURTHER INFORMATION THAT MAY ENHANCE THIS APPLICATION CONCERNING THE RESOURCES OF YOUR ORGANISATION

5.0 **GENERAL**

5.1 **TRAINING IN BUILDING TRADES**

5.1.1 DO YOU PROVIDE TRAINING FACILITIES IN YOUR COMPANY, IF YES, WHAT KIND?

5.1.2 PLEASE STATE THE NUMBER OF PERSONS TRAINED BY YOU IN THE LAST **12 MONTHS**

5.2 PLEASE PROVIDE YOUR BUSSINESS REFERENCES [i.e. SUPPLIERS, SUBCONTRACTORS, CLIENTS, CUSTOMERS] AT LEAST THREE WITH NAME, ADDRESS AND TELEPHONE No.S

| | | | |
|------|-------------------|------|-------------------|
| A | <hr/> <hr/> <hr/> | B | <hr/> <hr/> <hr/> |
| Tel: | <hr/> | Tel: | <hr/> |
| C | <hr/> <hr/> <hr/> | D | <hr/> <hr/> <hr/> |
| Tel: | <hr/> | Tel: | <hr/> |

5.3 HAVE YOU EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU UNDER THE STYLE, WHICH YOU APPLY NOW, OR ANY OTHER STYLE? IF YES, STATE CIRCUMSTANCES

5.4 HAS THE PENALITY CLAUSE BEEN INVOKED AGAINST YOU ON ANY PROJECT? IF YES, STATE BY WHOM, ON WHAT ISSUE, UNDER WHAT CIRCUMSTANCES.

5.5 HAVE YOU EVER GONE TO ARBITRATION ON ANY PROJECT? IF YES, STATE WITH WHOM, ON WHAT ISSUE UNDER WHAT CIRCUMSTANCES.

5.6 HAVE YOU, ANY PARTNER OF YOUR ORGANISATION EVER BEEN CONVICTED AS RESULT OF A BANKRUPCY OR LIQUIDATION OF A COMPANY? YES / NO _____ IF YES, GIVE DETAILS

5.6 HAVE YOU / YOUR COMPANY HAD ANY LITIGATION WITH YOUR SUPPLIERS / SUB-CONTRACTORS? YES / NO _____ IF YES, GIVE DETAILS

PLEASE NOTE:

**ALL COPIES OF ANY DOCUMENTS, CERTIFICATES ETC.
MENTIONED BY YOU IN THE RESPONSES TO THE
QUESTIONNAIRE MUST BE CERTIFIED COPIES. (NOT
MORE THAN THREE MONTHS OLD)**