



APPLICATION FORM FOR CONTRACTOR’S REGISTRATION- (KENYAN FIRMS) – REGULATION 3 and 4
ALL WRITING TO BE IN CAPITAL LETTERS/UPPERCASE (*attach documentary evidence*)

CLASS(S) OF CONSTRUCTION WORKS APPLIED FOR.

Class of works

Category applied for:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

(FOR OFFICIAL USE)

SECTION I: COMPANY PROFILE

1. Address

Company’s name in full.....
 Address of Head Office..... Postal Code..... Town.....
 Physical Address: Building..... Street.....
 Town..... Tel No: Fax No:
 Cell phone no: E-Mail..... Website:

2. Branch Offices

Branch Offices (if any)	Location	Address
1)
2)
3)

3. Company registration

Attach details of directors as per **Annex 1.1** (*Attach copies of share/academic certificates and testimonials for the technically qualified directors*)
 Certificate of Incorporation Number (*Attach copy of certificate*).....
 Registered Capital: Paid Up Capital.....
 Current Business Licence Number (*Attach certified copy(s)*).....

4. Staff Details

Attach the details of staff as per **Annex 1.2**; Provide **WORK PERMIT(S)** (*For Foreign Staff only*)

(FOR OFFICIAL USE)

5. Referees (*Name and contacts – at least one should be a professional in the construction industry*)

Name	Postal address	Telephone
1)
2)
3)

6. Banker

Banker's Name.....
 Address.....

SECTION II: FINANCIAL STATUS OF THE FIRM

Capital and other financial resources in possession of/or available to the Firm (*Attach 3 years Audited Accounts and other relevant financial information*)
 Company's fixed (Immovable) Assets in the **Annex 1.3**; (*Attach certified copies proving ownership*) – N.B. Plant and equipment are not Fixed Assets).

Tax Compliance Certificate No.....
 (*Attach a current copy of certificate*)

SECTION III: OFFICE AND SERVICE FACILITIES

Indicate the office space, service workshop, yard and testing section of the firm as per **Annex 1.4**

SECTION IV: EQUIPMENT OWNED

Indicate the particulars of construction equipment owned by the company as per **Annex 1.5**

SECTION V: FIRMS EXPERIENCE

1. Attach particulars of contracts in hand or executed before by the firm as per **Annex 1.6**.
2. Registration with other agencies.
 Name of agency.....
 Category of registration.....
3. Membership of contractor's association (not mandatory for new applicants)
 Name of the association..... (*Attach current certificate*)
 Membership no.....

SECTION VI: FIRMS LITIGATION HISTORY

4. Indicate details of litigation, arbitration, adjudication, termination on any contracts and any completion projects as per **Annex 1.7**.

SECTION VII: DECLARATION

I/we the undersigned hereby declare as follows:

- (i) My/our signing of this application form implies acceptance of responsibility for the veracity and accuracy of all information submitted therein or therewith.
- (ii) The information given will be used by the National Construction Authority for the purpose of evaluating this application for registration. Such registration will be approved at the sole discretion of the Authority.
- (iii) Any employer , consultant or banker, past or present is hereby authorized and requested to provide information on the competence and general reputation of this firm if so requested by the Authority.
- (iv) The Authority may visit and physically inspect my/our establishment and authenticity of the information given herein, or by our Referees, or obtained from any other source regarding our firm.
- (v) Failure to complete any part of this application form may result to not being registered.
- (vi) My/ our firm shall not be engaged in any acts of corruption in whatever form.
- (vii) I undertake to comply with the provisions of the code of conduct issued by the National Construction Authority as issued and any revisions from time to time.
- (viii) I understand that non-disclosure of any material information may lead to automatic disqualification of this application.

Dated this day of 20

Signed by

In the capacity of (Status in firm)

Signature and Stamp.....

Witnessed by

Signature.....

(FOR OFFICIAL USE)

National Construction Authority P.O. BOX 21046-00100; website: www.nca.go.ke ; Email:info@nca.go.ke,
 Cell phone no: 0700021222; Direct lines: 020712096, 020712098, 020712099.

DIRECTORS’ DETAILS

ATTACH COPIES OF ACADEMIC CERTIFICATES AND CVS

No.	Full Names	Nationality	Highest Qualification	Years of Experience	Percentage Share	<u>FOR OFFICIAL USE</u>
Technical directors						
Other directors						

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STAFF DETAILS

ATTACH COPIES OF ACADEMIC CERTIFICATES AND CVS

No.	Full Names	Nationality	Highest Qualification	Years of experience	Work Permit	<i><u>FOR OFFICIAL USE</u></i>

COMPANY'S FIXED (IMMOVABLE) ASSETS

No.	Description	Registration no:	<u>(FOR OFFICIAL USE</u>

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OFFICE AND SERVICE FACILITIES

No.	Nature of Space	Rooms	Staff	Installed facilities	Size (M ²)	<i>(FOR OFFICIAL USE)</i>

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FIRMS EXPERIENCE

ATTACH DOCUMENTARY SUPPORT FOR ONGOING AND COMPLETED PROJECTS (AWARD LETTERS, PRACTICAL COMPLETION CERTIFICATE, CERTIFICATE OF TAKING OVER, FINAL ACCEPTANCE CERTIFICATE)

No.	Project & location	Client and Address	Consultant and address	Contract sum (kshs. M)	Contract Period	<i>FOR OFFICIAL USE</i>

LITIGATION HISTORY

Ref. No.	Project & location	Client and address	Particular Litigation	of	Current Status of the matter	FOR OFFICIAL USE

PARTNERSHIPS OF FOREIGN FIRMS & JOINT VENTURES

<i>DETAILS OF PROJECT(S) TO BE EXECUTED BY FOREIGN FIRM OR JOINT VENTURE</i>					
Project & location	Client and address	Consultant address and	Contract sum (kshs. M)	Contract Period	<i>FOR OFFICIAL USE</i>
<i>DETAILS OF KENYA PARTNERS WITH FOREIGN FIRMS OR JOINT VENTURE</i>					
Name of the Firm	Address	Class of Registration	Category of Registration	Share Holding	<i>FOR OFFICIAL USE</i>

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Cell phone no: 0700021222; Fixed lines: 02712096, 02712098, 02712099.

EVALUATION SHEET (FOR OFFICIAL USE)
ALL WRITING TO BE IN CAPITAL LETTERS/UPPERCASE

*Evaluation of this application in all successive stages depends on 100% provision of all the mandatory requirements
IN STAGE 1, 2 & 3*

STAGE 1: Mandatory requirements in the various sections

SECTION I: COMPANY PROFILE		FOR OFFICIAL USE
Company name and Address		
Certificate of Incorporation/ Certificate of Registration with Societies		
Current Business License		
Valid work Permits for foreign staff		
Referees		
Tax Compliance Certificate		
Declaration		

STAGE 2: Mandatory requirements in the various categories

CATEGORY	TECHNICAL REQUIREMENTS	FOR OFFICIAL USE
NCA 1	At least 1 Director with a minimum of Bachelors Degree in construction related field.	
NCA 2	At least 1 Director with a minimum of Bachelors Degree in construction related field.	
NCA 3	At least 1 Director with a minimum of Higher Diploma in construction related field.	
NCA 4	At least 1 Director with a minimum of Higher Diploma in construction related field.	
NCA 5	Diploma.	
NCA 6	Certificate.	
NCA 7	Trade test.	

For Specialists contractors, the following qualifications are mandatory		
Contractor	Minimum requirement	For Official Use
i. Electrical Installations. ii. Generating Plants, Lifts and Escalators. iii. Radio Communication iv. Structural Cabling. v. Telecommunication (PABX, Intercoms and Telephone Wiring). vi. Plumbing and Drainage. vii. Boilers, Incinerators and Pressure Vessels.	<ul style="list-style-type: none"> • Electrician License C2 • Electrician License A2 • Licensed by CCK • Licensed by CCK • Licensed by CCK • Government Trade Test Grade 2 • Boilers Inspectors' License/Certificate under Factories Act CAP 514, Section 37 	

STAGE 3: EVALUATION OF OTHER PARTICULARS PROVIDED

Reference	Particulars	Max. Marks (%)	For Official Use
Section I:2	Branch Offices	2	
Section I:4	Staff Qualifications (Directors +Other Staff)	34	
Section II	Financial status	30	
Section III	Office and Service Facilities	3	
Section IV	Equipment Owned	15	
Section V	Firms Experience	16	
TOTAL		100	

CATEGORY	MARKS AWARDED	For Official Use
NCA 1	81-100	
NCA 2	66-80	
NCA 3	56-65	
NCA 4	46-55	
NCA 5	36-45	
NCA 6	21-35	
NCA 7	10-20	
NCA 8	Below 10	

Fee for Application, Registration, Annual Renewal, charges for Defaulters of Renewal, and fines for Non-Registered Contractors and Accreditation for Skilled Construction Workers and Construction Site Supervisors

	S/NO	TYPE OF APPLICATION	KENYAN CONTRACTORS (KShs.)	FOREIGN CONTRACTORS (US\$)
A	1.	New application	5,000.000	500
	2.	Up-grading class of Contractors	5,000.00	500
	3.	Appeals	5,000.00	500
	4.	Replacement of lost Certificates	5,000.00	500
B	REGISTRATION			
	Category			
	1.	NCA1	100,000.00	2,500
	2.	NCA2	75,000.00	-
	3.	NCA3	50,000.00	-
	4.	NCA4	25,000.00	-
	5.	NCA5	20,000.00	-
	6.	NCA6	15,000.00	-
	7.	NCA7	10,000.00	-
8.	NCA8	5,000.00	-	
C	ANNUAL RENEWAL FEES			
	Category			
	1.	NCA1	30,000.00	1,500
	2.	NCA2	25,000.00	-
	3.	NCA3	20,000.00	-
	4.	NCA4	15,000.00	-
	5.	NCA5	12,000.00	-
	6.	NCA6	10,000.00	-
	7.	NCA7	5,000.00	-
8.	NCA8	2,500.00	-	
D	CHARGES OF DEFAULTERS OF RENEWAL			
	Category			
	1.	NCA1	90,000.00	4,500
	2.	NCA2	75,000.00	-
	3.	NCA3	60,000.00	-
	4.	NCA4	45,000.00	-
	5.	NCA5	36,000.00	-
	6.	NCA6	30,000.00	-
	7.	NCA7	15,000.00	-
	8.	NCA8	10,000.00	-
	Charges for Non-Registered Contractors		300,000.00	7,500
	Skilled Construction Workers and Construction Site Supervisors			
	1.	Skilled Construction Workers	1,000	
	2.	Construction Site Supervisors	2,000	
	Training Institution			
	1.	Universities	50,000	
	2.	Polytechnics and Technical Colleges	20,000	
	3.	Youth Polytechnics	10,000	

Annex 1.11

Categories of Registration according to capability

1	Contractors (Buildings)	
	Category	Value Limit (Kshs)
1.	NCA1	Unlimited
2.	NCA2	Upto 500,000,000.00
3.	NCA3	Upto 300,000,000.00
4.	NCA4	Upto 200,000,000.00
5.	NCA5	Upto 100,000,000.00
6.	NCA6	Upto 50,000,000.00
7.	NCA7	Upto 20,000,000.00
8.	NCA8	Upto 10,000,000.00
2	Specialist Contractors	
	Category	Value Limit (Kshs)
1.	NCA1	Unlimited
2.	NCA2	Upto 250,000,000.00
3.	NCA3	Upto 150,000,000.00
4.	NCA4	Upto 100,000,000.00
5.	NCA5	Upto 50,000,000.00
6.	NCA6	Upto 20,000,000.00
7.	NCA7	Upto 10,000,000.00
8.	NCA8	Upto 5,000,000.00
3	Roads and other Civil Works	
	Category	Value Limit (Kshs)
1.	NCA1	Unlimited
2.	NCA2	Upto 750,000,000.00
3.	NCA3	Upto 500,000,000.00
4.	NCA4	Upto 300,000,000.00
5.	NCA5	Upto 200,000,000.00
6.	NCA6	Upto 100,000,000.00
7.	NCA7	Upto 50,000,000.00
8.	NCA8	Upto 20,000,000.00