

## CONTRACTORS REGISTRATION SYSTEM (“CRS”)

### Application and Registration Guidelines

#### *Objectives and purpose of CRS*

1. The CRS is the nation-wide registry of construction firms, administered by the Building and Construction Authority (“**BCA**”), that, among others, serves the construction procurement needs of the public sector including government ministries and statutory boards (i.e. Government Procurement Entities) in Singapore.
2. Firms registered under the CRS are eligible to:
  - (i) **participate in public sector construction tenders** with project values corresponding to the tendering limit based on their registration grades if they are not debarred by the Standing Committee on Debarment (“**SCOD**”); and
  - (ii) **be engaged as a first-level subcontractor (i.e. to be directly engaged by a main contractor) in public sector construction projects** if they are not debarred by the SCOD.

For avoidance of doubt, BCA does not require firms to be registered under the CRS to perform construction work and provide construction-related goods and services for private sector projects. However, other regulatory or client-specific requirements may still apply for private sector projects.

Registration by any firm under the CRS or acceptance of any track record for the purpose of CRS registration **does not automatically**:

- (i) entitle the firm the privilege of employing work permit holders or other foreign employees; and
- (ii) allow the deployment of construction workers to all business activities undertaken by the firm.

For construction work permit application matters, firms may wish to refer to the Ministry of Manpower (MOM) website. For the legal deployment of construction workers, firms may wish to refer to the Employment of Foreign Manpower Act 1990 and the Employment of Foreign Manpower (Work Passes) Regulations 2012, in particular Part V of the Fourth Schedule: <https://sso.agc.gov.sg/SL/EFMA1990-S569-2012>.

3. Firms registered under the CRS will need to comply with statutory and regulatory requirements governing construction works.

#### *Who may be registered*

4. A firm intending to (i) participate in public sector construction tenders, (ii) participate in public sector construction projects as a first-level subcontractor, and/or (iii) employ construction S Pass holders or construction Work Permit Holders will need to be registered under the CRS.

5. A firm (“**Firm**”) who may apply for registration under the CRS refers to a sole proprietorship, partnership, limited liability partnership, limited partnership, or a company, and does not include an individual.

### **Eligibility**

6. A firm that is a sole proprietorship, partnership, or limited partnership will only be eligible to apply for registration under CRS Single Grade, L1 grade, and C3 grade, as elaborated below under the section titled ‘Registration Requirements’.
7. A firm that was granted Probationary Registration (see clause 20) is not eligible to apply for Probationary Registration again within four (4) years from the date of its first application submission for Probationary Registration.
8. A firm (“**Firm A**”) is not eligible to apply for Probationary Registration, if Firm A, or any shareholder(s) of Firm A who holds more than 25% of Firm A’s shares, is also a shareholder who held more than 25% of the shares in another firm (“**Firm B**”) at the point Firm B has been granted Probationary Registration, within four (4) years from the date of Firm B’s application submission for Probationary Registration.

### **Workheads**

9. Under the CRS, a Firm can register for one or more workheads (collectively “**Workheads**” and each a “**Workhead**”) under the following five registration categories:
  - (i) Construction Workhead (“**CW**”)
  - (ii) Construction-Related (“**CR**”)
  - (iii) Mechanical and Electrical (“**ME**”)
  - (iv) Trade Heads for sub-contractors (“**TR**”)
  - (v) Regulatory Workhead (“**RW**”)
10. Details of the various Workheads are set out in Specific Registration Requirements (“**SRR**”), which are documents published on [BCA’s website](#). Each of the above five registration categories have their own SRR. A Firm who wishes to apply to be registered under the CRS (“**Applicant**”) should refer to the SRRs to determine the appropriate Workhead(s) under which the Applicant should apply for registration under the CRS.

### **Registration Grade**

11. The registration grade (“**Registration Grade**”) of a Firm registered in respect of a Workhead under the CRS would determine, where applicable, the value of the public sector construction tenders that the Firm registered under the CRS is eligible to participate in.

12. In order to determine the tendering limit of the Workhead applied for, each Workhead (where applicable) has multiple corresponding Registration Grades to choose from. The higher the Registration Grade, the higher the tendering limit, and the more stringent the registration requirements are. Applicants are to choose one Registration Grade (where applicable) **in relation to their chosen Workhead**. The tendering limits can be found on [BCA's website](#).
13. A successful Applicant will have its registration granted in respect of a Workhead and the corresponding Registration Grade (where applicable) ("**Registered Firm**"). For avoidance of doubt, BCA reserves the right to register the Firm in a lower Registration Grade than the one chosen by the Applicant.

**Registration Requirements**

14. An Applicant who is a sole proprietorship, a partnership, or a limited partnership will only be eligible to apply for registration under the following Workheads and Registration Grades:

Relevant Workhead	Corresponding Registration Grade
All Workheads under CW registration category	C3
All Workheads under CR registration category	L1, Single Grade
All Workheads under ME registration category	L1
All Workheads under TR registration category	Single Grade
All Workheads under RW registration category	Single Grade

15. An Applicant who would like to be registered under the CRS must satisfy the requirements set out in this section and the applicable SRRs. BCA in its sole discretion will assess and determine whether the Applicant should be registered and if so, the appropriate Registration Grade to be registered under.
16. The general requirements are:
  - (i) Track Record and Performance (where applicable, in respect of valid contracts performed by the Applicant with documentary proof, endorsed and assessed by clients);
    - a. The Applicant may choose to rely on track records of a merged company (i.e. a company that has been acquired by the Applicant or that the Applicant has merged with) to satisfy the Track Record and Performance requirement under the CRS. BCA retains the discretion to determine if the Applicant has satisfied the Track Record and Performance requirement.
    - b. An Applicant's track record in one contract may be used for the Applicant's application for multiple Workheads. If so, the contract value of each Workhead under that contract will be assessed with the same type of Workhead applied for, in order to determine which Registration Grade the Applicant is suitable for.

- c. An Applicant's track record should be relevant to the Workhead description as stated in the applicable SRR. BCA retains the discretion to determine if the Applicant's track record can be accepted for the Workhead applied for.

(ii) Financial capability;

(iii) Relevant technical personnel; and

(iv) Management & Development certifications.

Details of the above requirements are set out in Annex A below.

- 17. The specific requirements for registration vary depending on the Workhead(s) and Registration Grade the Applicant applies for. Applicants are to refer to the respective SRR(s) of the specific Workhead(s) they intend to register for, which set out the specific requirements applicable to the relevant Workhead(s).
- 18. An Applicant must be registered with the Accounting and Corporate Regulatory Authority ("ACRA") at the time of application and attach an electronic or scanned copy of its latest ACRA business profile that is generated within one (1) month from the time of application.
- 19. The above registration requirements also apply to all renewal applications.

### ***Probationary Registration***

- 20. An Applicant who intends to make a new, additional, or renewal application under Registration Grade L1, C3, and Single Grade excluding CR10A of the CRS, and meets all registration requirements, except the Track Record and Performance requirement, set out in the SRRs for the specific Workhead(s) and Registration Grade(s) they intend to register for, may be granted probationary registration in respect of those Workhead(s) and Registration Grade(s) ("**Probationary Registration**"). The validity period of the Probationary Registration ("**Probationary Registration Period**") shall start from and end on the dates as described in the Application Result Letter (see clause 32) issued to Registered Firms granted Probationary Registration.
- 21. Before the last day of the Probationary Registration Period, a Registered Firm granted Probationary Registration which intends to continue being registered in the CRS as a Registered Firm shall submit all necessary information and documents as BCA may require, which demonstrates to BCA's satisfaction that the Registered Firm has undertaken ongoing and/or completed construction projects involving construction work and services that are relevant to the Workhead(s) for which the Registered Firm is granted Probationary Registration, commenced during the Probationary Registration Period, with value totaling to the sum of at least S\$100,000, and:
  - a) upon BCA being satisfied that the Registered Firm has the requisite track records as described in this clause 21 and BCA notifying the Registered Firm of its assessment, the Registered Firm's Probationary Registration under the CRS shall end after the Probationary Registration Period and the Registered Firm will be registered in the CRS for the Workhead and Registration Grade the Registered

Firm was granted Probationary Registration in, for a period of two (2) years commencing on the day immediately after the last day of the Probationary Registration Period; or

- b) if BCA is not satisfied that the Registered Firm has the requisite track records as described in this clause 21, the Registered Firm will cease to be registered in the CRS after the last day of the Probationary Registration Period for the Workhead and Registration Grade that the Registered Firm was granted Probationary Registration in.

***Transfer of Workhead(s)***

- 22. Firms already registered in the CRS (referred to as Transferring Company in this section), and undergoing a merger, acquisition, or structural re-organisation that results in a change of their UEN, can apply to transfer their Workhead(s) to a Receiving Company.
- 23. The Transferring Company may transfer one or more Workheads already registered for. Following such a transfer, the Transferring Company will be deregistered from the CRS in the transferred Workhead(s) while the Receiving Company will be registered in the transferred Workhead(s). If the Receiving Company is not currently registered in the CRS/Facilities Management Registry/Suppliers Registry, the validity period of registration shall be the same as the Transferring Company's remaining registration validity period. However, if the Receiving Company is currently registered in the CRS/Facilities Management Registry/Suppliers Registry, the Receiving Company will retain its current registration validity period.
- 24. A partial transfer of the Transferring Company's track record in a Workhead (i.e. the transfer of some, and not all of the completed contracts relied upon), such that the Transferring Company remains registered on the CRS in the Workhead after the transfer of the Workhead, is not allowed.
- 25. Details on the documents required to be submitted by both the Transferring and Receiving Companies can be found on the [BCA website](#).

***Declarations of the Applicant***

- 26. An Applicant will be required as part of their application to make additional declarations to support their application when requested by BCA.

## **Application Procedure**

27. An Applicant who wishes to apply for registration must read the CRS Terms of Registration (“**CRS TOR**”) and the applicable SRR carefully, which can be found on [BCA’s website](#). By submitting an application to be registered under the CRS, an Applicant agrees to be bound by the CRS TOR and the applicable SRR at all times when registered as a Registered Firm with the CRS.
28. An Applicant can submit its application online at [www.bca.gov.sg/eBACS](http://www.bca.gov.sg/eBACS). The submission should include every item in the checklist in the correct sequence. It is the Applicant’s responsibility to ensure the completeness of the submissions, including the provision of a valid email address. Incomplete or non-compiled submissions may be disregarded.

## **Processing Fees**

29. The processing fee payable for an application is inclusive of the Goods and Services Tax (“**GST**”) unless otherwise stated (see Table A) and is **non-refundable regardless of the application result and the validity period of the registration granted**. Payment can only be accepted through VISA, MasterCard, PayNow, or Internet Banking for all online transactions.

**Table A (Fee quoted for an individual Workhead and respective Registration Grade)**

<b>Registration Grade</b>	<b>Amount per Workhead (Inclusive of GST)</b>
<b>Regulatory Workheads*</b>	
Single Grade (RW02A, RW03A, RW04A, RW04B)	\$550
Single Grade (RW02B, RW03B) – Band 3	\$900
Single Grade (RW02B, RW03B) – Band 2	\$2,300
Single Grade (RW02B, RW03B) – Band 1	\$3,300
<b>All other Workheads</b>	
Single Grade (CR01, CR03, CR15, CR17, CR18, RW01, TR01-TR10)	\$562
C3, L1	\$562
C2, L2	\$688
C1, L3	\$749
L4	\$935
B2, L5	\$1,122
B1	\$1,497
A2, L6, Single Grade (CR10A)	\$2,628
A1	\$4,492

\* The fees for RW02/03/04A and RW02/03/04B are exclusive of GST

### **References**

30. In submitting an application, the Applicant authorises and consents for BCA to make all necessary enquiries relating to the Applicant. Applicants are required to attach scanned or digital references from their clients/consultants of contracts comprising their track records. BCA may also obtain further information from the Applicant's references (i.e. auditors, banks, former clients and/or consultants who supervised the works of the Applicant) either by requesting the presence of such persons or sending officers from BCA to the Applicant's head office (local or overseas) for further verification. All flight/transport, accommodation (overseas), incidental and service charges, shall be borne by the Applicant. If no references are forwarded, BCA will complete the processing based only on the available information.

### **Processing Time**

31. Applications that contain all required information and duly completed documents may be processed within two (2) weeks, except for applications involve for overseas verification or higher registration grades, longer processing time may be required.

### **Outcome of Application**

32. An Applicant will receive a letter from BCA notifying them of the outcome of their application and the validity period of their registration (if their application is successful) ("**Application Result Letter**").
33. Upon successful registration under the CRS, BCA will publish the Registered Firm's name, registered Workhead(s), Registration Grade(s) and such other details deemed appropriate by BCA on the BCA Directory at <https://www1.bca.gov.sg/bca-directory>.
34. BCA reserves the right to reject any application that is missing the required information and/or supporting documents three (3) months after the date of application.
35. BCA retains the sole discretion in approving or rejecting any application to be registered under the CRS, and if so, the appropriate Registration Grade the Applicant should be registered under. BCA is not bound to furnish reasons for rejecting or accepting any application.

**Additional registration(s) during the validity period**

36. During the validity period of their registration, a Registered Firm may apply to be registered under:
- a. different Workhead(s) under the CRS, the Facilities Management Registry, and/or the Suppliers Registry;
  - b. additional Workhead(s) under the CRS, the Facilities Management Registry, and/or the Suppliers Registry; or
  - c. a higher Registration Grade of registered Workhead(s)

provided the Registered Firm meets the SRR of the respective Workhead(s) and/or Registration Grade(s).

If a Registered Firm’s application as described in this paragraph is successful, the validity period of the relevant additional registration(s) will end on the same date as the current registration validity period of the Registered Firm. For example, if a CW01 Workhead Registration Grade A2 Registered Firm whose registration validity period ends on 1 Jan 2025 is successful in their upgrading application to CW01 Workhead Registration Grade A1, their new registration validity period end date will remain as 1 Jan 2025.

**Registration Renewals**

37. Registered Firms are encouraged to apply for registration renewal around two (2) months before the expiry of their current registration under the CRS, to avoid disruption to their tendering eligibility.

## **ANNEX A**

### **Track Record and Performance (not required for RW registration category)**

1. An Applicant must have the requisite track records as set out in the relevant SRR for the particular Workhead(s) and respective Registration Grade(s) applied for. Applicants are expected to have a good and consistent track record.
2. An Applicant is to attach scanned or electronic copies of **all** the following documents in respect of the ongoing or completed contracts used as track records:

#### **For ongoing projects**

- (i) Any relevant letter of award, purchase order, work order (mandatory to submit at least one) that **clearly indicates the scope of works and the value breakdown for each scope item**;
- (ii) [Section D2 form](#)

#### **For completed projects**

- (i) Any relevant letter of award, purchase order, work order (mandatory to submit at least one) that **clearly indicates the scope of works and the value breakdown for each scope item**;
- (ii) [Section D1 form endorsed by your client](#);
- (iii) Substantial completion certificate or letter confirming the start of the defect liability period of the contract;
- (iv) Final Statement of Account / Payment Certificate / Final Invoice

### **Financial Capacity**

3. An Applicant should satisfy BCA that they have sufficient financial resources to meet the financial commitments to perform work under the respective Workhead(s) and Registration Grade(s) they have registered for. An Applicant is to refer to the respective SRR for the requirements.
4. Applicants are to submit scanned or electronic copies of the audited financial report or accounts (not more than 12 months old) for verification and processing. Alternatively, Applicants may submit scanned copies of their management accounts (not more than 12 months old) for the following:
  - (i) Single Grade Registration Grade for CR01, CR03, CR15, CR17, CR18, TR and RW Workheads;
  - (ii) L1 Registration Grade for CR and ME Workheads; and
  - (iii) C3 Registration Grade for CW Workheads

Submitted audited reports or management accounts which are more than 12 months old, or not in the English language will not be considered.

Personnel Resources

5. An Applicant is to refer to the respective SRR for the requirements for Personnel Resources. Applicants may use the CRS Personnel Checker on [BCA's website](#) to check if the submitted personnel are acceptable for the Workhead(s) applied for. In addition to the SRR, the personnel shall only be employed by the Applicant. Personnel who are Consultants or part-time employees will not be considered.
6. An Applicant is to submit the following as part of its application:

<b>Personnel/Qualification</b>	<b>To submit scanned or electronic copies of all of the following:</b>
Full-time Singaporean/PR employees	<ul style="list-style-type: none"> <li>(i) Latest CPF contribution statement (Form 90)</li> <li>(ii) NRIC</li> <li>(iii) Educational certificates (in English), relevant licenses</li> </ul>
Full-time foreign technical personnel	<ul style="list-style-type: none"> <li>(i) Employment Pass, S-Pass, Dependent Pass, Long Term Visit Pass (Personnel with Dependent Pass / Long Term Visit Pass are required to submit a letter of consent from MOM) clearly showing the Date of Expiry of Work Pass and Employer (a screenshot of the SGWorkpass profile of the employee will also suffice)</li> <li>(ii) Educational certificates (in English), relevant licenses</li> <li>(iii) Proof of employment (e.g. Appointment Letter)</li> </ul>

7. As part of verifying that the Singaporean/PR technical personnel submitted are working for the Applicant full-time, an Applicant is to show proof that the monthly salary of the Singaporean/PR technical personnel is not less than SGD2,400.00 per month (e.g. through computerised payslips or CPF contribution statements).

Management and Development

8. An Applicant is to refer to the respective SRR for the Management and Development requirements.