

Approval to Update Declaration of Approved Person and/or Technical Controller Appointment and Experience

(For **BLS ONLY**)

BUILDERS LICENSING/
CONTRACTORS REGISTRATION SYSTEM
52 Jurong Gateway Road #12-01
Singapore 608550

Toll-free line : 1800-dial bca (3425 222)
Website : www1.bca.gov.sg
Office hours : 8.30am - 5.30pm(Mon – Thu)
8.30am - 5.00pm(Fri)
Closed for lunch : 12.30pm - 1.30pm

INSTRUCTIONS

- This form may take you 5-10 minutes to fill in. (the average time for each personnel)
- It is for each personnel employed full-time by the builder and appointed to represent Builders Licensing System (BLS) as an Approved Person (AP) and/or Technical Controller (TC)
- If you are appointed for BLS, please submit the following documents together with this form
 - NRIC / EP / SP and educational certificates
- Please send the form to <https://www.bca.gov.sg/feedbackform/>, for our follow up
- The processing time for updating of appointment of personnel (for BLS) **will take about 5 working days provided the submission is attached with complete supporting documents.**

Section A: COMPANY INFORMATION

Name of Company									
UEN no.		Contact Person							
Contact no.		Email Address							
: Please tick the relevant box(es) and complete Section B and C		BLS							
		<input type="checkbox"/> GB1	<input type="checkbox"/> GB2	<input type="checkbox"/> SB(PW)	<input type="checkbox"/> SB(GS)	<input type="checkbox"/> SB(IM)	<input type="checkbox"/> SB(SS)	<input type="checkbox"/> SB(PC)	<input type="checkbox"/> SB(PT)
Personnel Requirements: Qualification and Experiences									
BLS	AP			TC					
General Builder Class 1 (GB1)	-Degree(in any field) with ≥36 months of post-degree experience; or -Diploma(in construction or construction-related field) with ≥ 60 months of post-diploma experience; or -'Course in 'Essential Knowledge for Licensed Builder' with ≥ 120 months of experience <u>in Singapore</u>			-Degree (in construction or construction-related field) with ≥ 60 months of post-degree experience					
General Builder Class 2 (GB2)	-Degree(in any field) or Diploma (in construction or construction-related field) with ≥36 months of post-degree/diploma experience; or -Course in 'Essential Knowledge for Licensed Builder' with ≥ 96 months of experience <u>in Singapore</u>			-Diploma/ Degree (in construction or construction-related field) with ≥ 60 months of post-degree/diploma experience					
Specialist Builder (SB)				-Degree (in civil/structural engineering) from a Recognized Institution with ≥ 60 months of post-degree experience in that class of specialist work					

SECTION B: DECLARATION BY PERSONNEL

Please fill up (i) and/or (ii) and/or (iii) below in your respective appointment(s). You must be employed by the same company if you are appointed for (i) and (iii) or (ii) and (iii).

(i) Appointment of AP for BLS

I, (Name of AP),
 (NRIC/FIN No.(last 4 alphanumeric):), consent to be the approved person of
 (Name of builder), to
 take charge and direct the management if business of the builder, in so far it relates to
 (applied class of licence(s)) works in Singapore at all times and declare that;

- (i) I have not acted as an approved person or technical controller of a builder whose licence has been revoked in the 12 months preceding the date of application;
- (ii) I am not acting, and for so long as I am the technical controller for the above builder that I do not intent to act, as a technical controller for any other holder of a licence; and
- (iii) The information provided in Section C of this application form is true and correct.

 Signature and Date

(ii) Appointment of TC for BLS

I, (Name of TC),
 (NRIC/FIN No.(last 4 alphanumeric):), consent to be the technical controller of
 (Name of builder),
 to personally supervise the execution and performance of
 (applied class of licence(s)) works that the builder undertakes in Singapore
 and declare that;

- (i) I have not acted as an approved person or technical controller of a builder whose licence has been revoked in the 12 months preceding the date of application;
- (ii) I am not acting, and for so long as I am the technical controller for the above builder that I do not intent to act, as a technical controller for any other holder of a licence; and
- (iii) The information provided in Section C of this application form is true and correct.

 Signature and Date

SECTION C: DETAILS OF PERSONNEL PARTICULARS AND EXPERIENCE

Please mark 'X' in the respective box(es) you are representing, i.e. AP and/or TC for BLS

<input type="checkbox"/> AP for BLS		<input type="checkbox"/> TC for BLS	
Name of AP/TC			
Personal Identification No. ¹ (last 4 alphanumeric)		EP / SP Expiry Date: (DD/MM/YYYY)	
Mobile No.		Designation	
Residential Address			

Please attach the following supporting documents:
 - **Personnel NRIC / EP / SP and education certificates**

SUMMARY OF PRACTICAL EXPERIENCE (INCLUDING CURRENT EMPLOYMENT)

No.	Name of Employer (Company name) e.g. ABC Pte Ltd	Designation e.g. Project Manager	Duties and Responsibilities e.g. Duty: Responsible for the overall planning and coordination of development works from conceptualization, design, construction to completion e.g. Duty: manage the construction business of ABC Pte Ltd	Experience in class of building works ² e.g. GB	Country of Experience ³		Duration of Experience: Starting with current employment in (mm/yyyy) format		
					Singapore	Overseas (Please state the country)	Start e.g. 01/2013	End e.g. 01/2014	Total no. of months

Total number of months of practical experience (Current and previous employment)
 Note¹: For Singaporean/PR, please state your NRIC no. For Foreigner, please state your EP / SP.
 Note²: Please indicate one of the following class of work: GB, SB(PW), SB(GS), SB(SI), SB(SS), SB(PC), SB(PT).

Signature of AP/TC _____
Date

Please print and fill in duplicate copies if AP and TC is of different person (eg. different AP or TC for each applied licence or there is more than one TC for one licence)

Section D: Other Document - List of Projects undertaken by TC for the building works of that class (min. 5 yrs or 60 months)

Name of Technical Controller (TC)	<input style="width: 95%;" type="text"/>	NRIC/ FIN no (last 4 alphanumeric)	<input style="width: 95%;" type="text"/>
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Name of Builder that the TC acts for	<input style="width: 95%;" type="text"/>
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Please tick according to the class of works declared for the project	<input type="checkbox"/> GB (General Building Works)	<input type="checkbox"/> SB (Piling Works)	<input type="checkbox"/> SB (Ground Support and Stabilisation Works)	<input type="checkbox"/> SB (Instrumentation and Monitoring Work)	<input type="checkbox"/> SB (Structural Steelwork)	<input type="checkbox"/> SB (Pre-cast Concrete Work)	<input type="checkbox"/> SB (In-situ Post Tensioning Work)
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*Note: Total no of month refers to the duration of the specialist building work of that class that is carried out in the declared project.

No	Name of Company	Project Title	Description of duties and work involved in project	Start Date	End Date	Total no. of months*

Signature of TC

Date