



MINISTRY OF HOUSING & CONSTRUCTION

# **APPLICATION** for **REGISTRATION, GRADING AND MONITORING OF CONSTRUCTION CONTRACTORS**

**PILING CONSTRUCTION CONTRACTORS**



**Construction Industry Development Authority**  
**“Savsiripaya”**  
**123, Wijerama Mawatha**  
**Colombo 07.**  
**Tel : 2699801, 2695965**

**Publication No. : CIDA/ID/19-P**  
**Revised Edition : March 2018**  
**Price : Rs. 400/=**

**FOR CIDA OFFICE USE ONLY**

<b>CIDA No. :</b>			
<b>Registered Name of Contractor:</b>			
<b><u>Records of Work Done during last 05 years</u></b>			
YEAR	TURN OVER OF THAT YEAR (Rs. Million)	TODAY'S VALUE (Rs. Million)	ANY OTHER REMARKS
From the Previous File			
New Records			
TOTAL TURN OVER (Rs. Million)			

DETAILS ON LARGEST JOB COMPLETED	OTHER DETAILS
PREVIOUS RECORDS	<b>Finance : Cash :</b>
	<b>Others</b>
	<b>Prof. Staff :</b>
	<b>Tech. Staff</b>
CURRENT RECORDS (on Largest job)	<b>Machinery &amp; Equipment</b>
	<b>Others</b>

**OTHER DETAILS & CALCULATIONS**

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**Documents to be checked at the Receipt of Application – by the Information Officer**

Contractor .....

CIDA No .....

Ref No .....

Date .....

No application (New, Renewal or Upgrading) should be accepted if the Business Registration is not submitted.

All the missing documents should be submitted before the application is processed and finalized. If not the application will be rejected.

	Documents in file	Remarks
1. Details of Business Registration.		
a. Individual proprietor/partnership		
- Copies Business registration	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
b. Limited liability company		
- <u>Form 01/form 40</u> - for		
• Registered Name of the Company	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
• Registered Address	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
• Names of Directors	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
• Share distribution (for foreign collaboration)	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
- <u>Form 20</u> - for		
• Information on change of Directors.	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
2. Bank letters	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
3. Signed affidavit in the application (Date/Place/Rs. 50/- Stamps)	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
4. For grades GP-B4 and above & GP-P	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
- Copies of audited statements		
5. C forms with <u>names highlighted</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
6. Records of work done with tags fixed to identify the work		
- Largest project in different specialties	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
- Last 5 years	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
7. Availability of NCASL Membership	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....
8. Have you furnished information requested by Department of Census & Statistics for the annual census (please submit reply from Dept. of Census as evidence)	<input type="checkbox"/> YES <input type="checkbox"/> NO	.....

Checked by.....

Date .....

(Information Officer)

Agreed by the Contractor -

Name .....

Signature .....

# APPLICATION FOR REGISTRATION, GRADING AND MONITORING AS A PILING CONSTRUCTION CONTRACTOR

## INSTRUCTIONS:

1. The applicants are strongly advised to consult the Guidelines for Registration, Grading and Monitoring of Piling Construction Contractors (CIDA/ID/10-P) before filling this form. They are also free to consult “Information Centre” of CIDA for further clarifications.
2. The sections A, B, C, D and E of this Application Form should be duly perfected and forwarded to the “Information Centre” of CIDA directly.
3. In the event where an item does not apply to the applicant, “Not Applicable” should be inserted against the item concerned.
4. This duly perfected application should be submitted with all the necessary supporting documents, which **should be numbered in a sequence**. Further, the supporting documents must be properly compiled as a series of enclosures each of which must be labeled according to relevant paragraph of this application form. **The photocopies submitted must be authenticated by a Notary public or by an Attorney at Law.**
5. **The affidavit given in Annex (II) of the application should be completed confirming that what has been submitted is true and correct to the knowledge of the contractor.**
6. If any irregularities are observed in the photocopies of the supporting documents submitted, such copies will be checked with the originals. In this event the originals must be produced.
7. At the submission of the application a preliminary screening will be done to ensure that the contractor possesses the basic requirements for registration.
8. Deliberate submission of false documentation will result in the rejection of the application. Preliminary investigations will be carried out for such cases & necessary action will be taken as per the Annex 6 of Guideline for Registration, Grading and Monitoring of Piling Construction Contractors (CIDA/ID/10-P). No further applications from such contractors will be accepted until whatever action that has been initiated subsequent to such reporting has been concluded.
9. **The Contractors Record Book (when obtained to the first time) will be issued only to the owner.**

**A minimum of two weeks period will be taken to process an application.**

Mark ( ✓ ) in the appropriate box applied for

New Registration

Additional Registration

Upgrading of Registration

Renewal of Registration



<b>A6</b>	<b>NAMES AND QULIFICATIONS OF PARTNERS / DIRECTORS (Other than the names given under permanent staff)</b>			<b>SELF EVALUATION</b>	<b>MARKS BY CIDA</b>
	<b>Name</b>	<b>• National Identity Card Number</b>	<b>Qualification</b>		
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					

- Attach photo copies of National Identity Cards.

<b>A7</b>	<b>FIELDS OF REGISTRATION AND GRADES APPLIED FOR SPECIALIST CONSTRUCTION CONTRACTORS</b>
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Geo Technical Piling - Bored Cast In-situ

GP-B1

GP-B2

GP-B3

GP-B4

Geo Technical Piling - Pre Cast

GP-P

<b>A8</b>	<b>IF ANY OF THE OWNER / PARTNERS/DIRECTORS HAVE INTEREST IN OTHER CONTRACTING ORGANIZATIONS FURNISH THE FOLLOWING DETAILS</b>			
	<b>NAME OF THE PERSON</b>	<b>ORGANIZATION</b>	<b>CIDA REG. NO.</b>	<b>INTEREST</b>
<b>1</b>				
<b>2</b>				

**SECTION B - FINANCIAL RESOURCES**

FINANCIAL FACILITIES FROM BANKS OR OTHER INSTITUTIONS (approved by the Central Bank)		
FACILITY	VALUE	NAME OF THE INSTITUTION
Permanent Overdraft		
Fixed Deposits		
Wealth Certificates		
Current Accounts		
Saving Accounts		

SELF EVALUATION	MARKS BY CIDA

EXTRACTS FROM THE FINANCIAL STATEMENTS FOR LAST 3 YEARS			
	20.....	20.....	20.....
Turnover from construction			
Fixed assets (FA)			
Current Assets (CA)			
Current Liabilities (CL)			
Long term liabilities (LL)			
Working Capital (CA-CL)			
Net Worth (CA+FA-CL-LL)			

SELF EVALUATION	MARKS BY CIDA

- Attach audited annual Financial Statements for last three years.
- For a new organization, wealth and income of Partners/Sole Proprietor need to be submitted in a separate sheet.



**SECTION C- PERSONNEL RESOURCES**

**PROFESSIONAL & OTHER TECHNICAL STAFF – Regular / In-house Staff Only**

Documents to be attached:

1. Evidence of Employment (Give details of EPF paid – copies of “C” Forms six months previous & Central Bank payment records)
2. Copies of Educational, and Professional Certificates
3. Documents to prove relevant experience
4. Curriculum Vitae in a format as shown in Annexure I (Reproduce if necessary)

**C1 PROFESSIONAL STAFF**

NAME	FIELD OF SPECIALITY	NIC NUMBER	MEMBERS EPF NO.	PROFESSIONAL QULIFICATIONS AND MEMBERSHIP NUMBER	SELF EVALUATION	MARKS BY CIDA
a. Chartered Structural Engineer with 12 years experience as a Structural Engineer						
1. ....	.....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....	.....	.....
b. Chartered Civil / Mechanical Engineer with minimum 03 years experience in Piling & 12 years overall experience						
1. ....	.....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....	.....
c. Chartered Civil Engineer specialised in Geotechnical engineering with 10 years experience						
1. ....	.....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....	.....
d. Chartered Structural Engineer, with 10 years experience as a Structural Engineer						
1. ....	.....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....	.....

NAME	FIELD OF SPECIALITY	NIC NUMBER	MEMBERS EPF NO.	PROFESSIONAL QULIFICATIONS AND MEMBERSHIP NUMBER	SELF EVALUATION	MARKS BY CIDA
e. Chartered Civil / Mechanical Engineer with minimum 02 years experience in Piling & 10 years overall experience 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....
f. Chartered Geotechnical Engineer 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....
g. Graduate Civil / Mechanical Engineer with 10 years overall experience & minimum of 3 years experience in Piling works 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....
h. Graduate Civil / Mechanical Engineers with 5 years overall experience 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....
i. Graduate Civil / Mechanical Engineer with 03 years overall experience 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....
j. Chartered Quantity Surveyor 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....
k. Graduate Quantity Surveyor 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....

NAME	FIELD OF SPECIALITY	NIC NUMBER	MEMBERS EPF NO.	PROFESSIONAL QULIFICATIONS AND MEMBERSHIP NUMBER	SELF EVALUATION	MARKS BY CIDA
l. Incorporated Civil / Mechanical Engineer 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....
m. Departmentally qualified Civil / Mechanical Engineer 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....
n. Graduate Engineer 1. .... 2. ....	..... .....	..... .....	..... .....	..... .....	..... .....	..... .....

Note : For GP-B4, non-regular staff is allowed & payment vouchers need to be submitted.

**C 2 SUPERVISORY STAFF – Regular / In-house Staff Only**

Documents to be attached:

1. Evidence of Employment (Give details of EPF paid – copies of “C” Forms six months previous & Central Bank payment Records)
2. Copies of Educational, and Professional Certificates
3. Documents to prove relevant experience
4. Curriculum Vitae in a format as shown in Annexure I (Reproduce if necessary)

NAME	NIC NUMBER	MEMBERS EPF NO.	TECHNICAL QULIFICATIONS	SELF EVALUATION	MARKS BY CIDA
a. Engineering Assistant					
1. ....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....	.....
b. Technical Assistant					
1. ....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....	.....
c. Quantity Surveying Assistant					
1. ....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....	.....
d. Foreman					
1. ....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....	.....
e. Supervisor					
1. ....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....	.....
f. Construction Craftsman / NVQ Level 3					
1. ....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....

**SECTION D – EXPERIENCE AS A SPECIALIST CONSTRUCTION CONTRACTOR**

The Contractor should submit Documentary evidence to support his experience as a Construction Contractor.

The Documents to be attached are the copies of the relevant pages of the CIDA record book (certified by the Consultant) with necessary entries for the completion of work backed by:

1. Completion certificates issued by qualified consultants.
2. Completion certificates issued by state sector clients (In the case of private clients, certificate issued by the Consultant for the particular project and the final payment certificate certified by the qualified consultant should also be attached).
3. Agreements related to the project

**D 1 - ORGANISATIONAL EXPERIENCE**

FIELD OF SPECIALITY	NO. OF YEARS OF EXPERIENCE	SELF EVALUATION	MARKS BY CIDA

**D2 - CONSTRUCTION WORK PERFORMED DURING LAST 5 YEARS**

YEAR (In the descending order)	TURNOVER (Construction only)	SELF EVALUATION	MARKS BY CIDA
Year 1 (.....)			
Year 2 (.....)			
Year 3 (.....)			
Year 4 (.....)			
Year 5 (.....)			
<b>TOTAL</b>			

**D3 - THE LARGEST CONSTRUCTION CONTRACT COMPLETED DURING LAST FIVE YEARS**

FIELD OF SPECIALTY	FINAL CONTRACT VALUE	YEAR COMPLETED	PROJECT, LOCATION & CLIENT	SELF EVALUATION	MARKS BY CIDA

**D4 - WORK IN HAND – (Attach documentary evidence)**

CLIENT	DESCRIPTION OF CONTRACT	CONTRACT AMOUNT

**SECTION E – OTHER INFORMATION**

**E 1 - OTHER STAFF (ADMINISTRATIVE AND MANAGEMENT)**

**Regular / In-house staff only**

Documents to be attached:

1. Evidence of Employment (attach details of EPF paid – Copies of “C” Forms for six months & Central Bank payment records)
2. Educational & Professional Certificates.
3. Curriculum Vitae in a format as given in Annex (I)

NAME	PROFESSIONAL QAULIFICATIONS	NO OF YEARS OF EXPERIENCE	SELF EVALUATION	MARKS BY CIDA

**E 2 - TRADE TESTED EMPLOYEES**

No of employees: .....

Documents to be attached:

1. Copies of trade tested certificates
2. Proof for employment

SELF EVALUATION	MARKS BY CIDA

**E 3 - HAS THE COMPANY POSSESS A VALID SYSTEM MANAGEMENT CERTIFICATION**

**(Attach the copy/copies of the valid System Management Certificates)**

			SELF EVALUATION	MARKS BY CIDA
ISO 9000	YES	NO		
ISO 14000	YES	NO		
OHSAS 18000	YES	NO		

**E 4 - DETAILS OF WORKSHOPS, SHORT COURSES, SEMINARS & OTHER TRAINING PROGRAMME ATTENDED TO GAIN CCD POINTS – (Attach details, certificates or any other available information)**

NAME OF THE COURSE	PERSON/S ATTENDED (FULL TIME STAFF ONLY)	COURSE		SELF EVALUATION	MARKS BY CIDA
		DATE	DURATION		

**E 5 - DETAILS OF CONSTRUCTION SAFETY & OCCUPATIONAL HEALTH PERSONNEL ENGAGED**

NAME	NIC NO.	EPF NO.	QUALIFICATION	SELF EVALUATION	MARKS BY CIDA
<b>CONSTRUCTION SAFETY &amp; OCCUPATIONAL HEALTH MANAGER</b> ▪ ..... ▪ .....					
<b>CONSTRUCTION SAFETY &amp; OCCUPATIONAL HEALTH SUPERVISOR</b> ▪ ..... ▪ .....					
<b>CONSTRUCTION SAFETY &amp; OCCUPATIONAL HEALTH OFFICER</b> ▪ ..... ▪ .....					

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**SECTION F– ASSESSMENT ON MANDATORY REQUIREMENT FOR MACHINERY & EQUIPMENT**

Documents to be attached

1. The certificates of Registration issued by the Commissioner of Motor Traffic and the valid Revenue License
2. An affidavit from owner.
3. Fitness certificate.
  - a. The serviceability and the ownership of the Machinery and equipment should be certified by a chartered Mechanical Engineer.

Type	GP-B1		GP-B2		GP-B3	
	Need	Availability	Need	Availability	Need	Availability
<b><u>Essential Equipment</u></b>						
1 Rotary Auger Boring Machine – Hydraulic	02 Nos.		01 No.		-	
2 Service Crane – Wheel Mounted / Crawler Mounted	02 Nos.		01 No.		01 No.	
3 Excavator / Backhoe Loader	01 No.		01 No.		01 No.	
4 Bentonite De-sander with Mixer	01 No.		-		-	
5 Tremie Pipe set and Concreting Accessories	02 Sets		01 Set		01 Set	
6 Sand / Mud Pump - Electrical / Mechanical	08 Nos.		04 Nos.		04 Nos.	
7 Air Compressor – Min 175 CFM Capacity	01 No.		01 No.		-	
8 Electric Generator – 3 Phase Min. 80-100 KVA Capacity	02 Nos.		01 No.		01 No.	
9 Welding Plant c/w Accessories / Oxy-Acetylene Equipment	02 Nos.		01 No.		01 No.	
10 Dump / Tipping Truck Min. Capacity – 15-20 Ton	02 Nos.		01 No.		-	
11 Precision Survey Equipment – Total Station	01 No.		-		-	
12 Bentonite Testing Equipment	-		-		-	
13 Pile Testing Equipment (Static Load Test / PIT / PDA)	-		-		-	
14 Auger Boring Tools and Accessories	-		-		-	
15 Rotary Auger Boring Machine – Mechanical c/w Base Machine	-		-		01 No.	
16 Percussion Type Pile Boring Machine c/w Accessories & Tools	-		-		-	
17 Pile Driver (Hydraulic / Diesel operated) c/w Accessories	-		-		-	
18 Drop Hammer	-		-		-	
19 Vibro Hammer / Silent Piler (Hydraulic / Electric) c/w Accessories	-		-		-	
20 Crawler / Wheel Mounted Crane	-		-		-	
21 40 ft long Trailor to transport Piles	-		-		-	
<b><u>Optional Equipments</u></b>						
1 Vibro Hammer, Drop Hammer	-		-		-	
2 Core Drilling Equipment	-		-		-	

Type	GP-B4		GP-P	
	Need	Availability	Need	Availability
<b><u>Essential Equipment</u></b>				
1 Rotary Auger Boring Machine – Hydraulic	-		-	
2 Service Crane – Wheel Mounted / Crawler Mounted	-		-	
3 Excavator / Backhoe Loader	01 No.		-	
4 Bentonite De-sander with Mixer	-		-	
5 Tremie Pipe set and Concreting Accessories	01 No.		-	
6 Sand / Mud Pump - Electrical / Mechanical	03 Nos.		-	
7 Air Compressor – Min 175 CFM Capacity	-		01 No.	
8 Electric Generator – 3 Phase Min. 80-100 KVA Capacity	01 No.		02 Nos.	
9 Welding Plant c/w Accessories / Oxy-Acetylene Equipment	01 No.		02 Nos.	
10 Dump / Tipping Truck Min. Capacity – 15-20 Ton	-		02 Nos.	
11 Precision Survey Equipment – Total Station	-		01 No.	
12 Bentonite Testing Equipment	-		-	
13 Pile Testing Equipment (Static Load Test / PIT / PDA)	-		-	
14 Auger Boring Tools and Accessories	-		-	
15 Rotary Auger Boring Machine – Mechanical c/w Base Machine	-		-	
16 Percussion Type Pile Boring Machine – Mechanical c/w Accessories & Tools	02 Nos.		-	
17 Pile Driver (Hydraulic / Diesel operated) c/w Accessories	-		01 No.	
18 Drop Hammer	-		01 No.	
19 Vibro Hammer / Silent Piler (Hydraulic / Electric) c/w Accessories	-		01 No.	
20 Crawler / Wheel Mounted Crane	-		02 Nos.	
21 40 ft long Tractor to transport Piles	-		-	
<b><u>Optional Equipments</u></b>				
1 Vibro Hammer, Drop Hammer	-		-	
2 Core Drilling Equipment	-		-	

I / We hereby certify that the information provided in this application including annexes and supporting documents are true and accurate as at this date. I /We am / are aware in the event that any information given is found to be incorrect or that relevant information is with-held, my/our application will be automatically disqualified in addition to any further action Institute for Construction Industry Development Authority (CIDA) may decide to take.

Signature : .....

Name of authorized person : .....

Designation / Title : .....

Date of application : .....

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**CURRICULUM VITAE OF KEY PERSONNEL**

This form should be reproduced as necessary so that particulars of each of the staff members referred to in sub sections C1 & E1 of the application form is set out in a fresh form.

**PERSONAL PARTICULARS**

<b>NAME</b>	
<b>ADDRESS</b>	

**DEGREES, DIPLOMAS, PROFESSIONAL QULIFICATIONS AND TRADE CERTIFICATES**

<b>AWARDING INSTITUTIONS</b>	<b>QULIFICATIONS</b>	<b>YEAR</b>

Please indicate any other programmes /courses which the member has attended and which are relevant to his/her appointment.

**RECORD OF EXPERIENCE**

<b>PERIOD</b>		<b>APPOINTMENT &amp; BRIEF DESCRIPTION OF DUTIES</b>	<b>NAME OF EMPLOYER</b>
<b>FORM</b>	<b>TO</b>		

(Sample format of the Affidavit to be used by the contractor)

**AFFIDAVIT**

I

.....  
... of ..... being a Buddhist /  
Christian / Hindu / ..... do hereby solemnly sincerely and truly declare and swear / affirm as  
follows :

- 1) I am the deponent above named.
- 2) I state that the information, documents and statements submitted by me attached to my application to the CIDA for grading and registration of Contractors are true and correct.
- 3) I state that if any one of those information, documents and claims furnished by is found to be incorrect will result in rejection of my application for registration and grading of Contractors.
- 4) I also state that I am subject to the control of the disciplinary code of CIDA for the Construction Contractors.
- 5) I indemnify the CIDA from any Criminal of Civil Liability whatsoever arising out of or in-relation to my registration as a Construction Contractor.

The foregoing contents were read over and explained to the deponent by me and having understood same affirm/swear to and placed his/her signature in my presence at  
.....

.....  
Signature on Rs.50/- Stamp  
deponent before me  
Justice of the peace

**Annex (III)**

(Sample format of the Agreement between the Contractor & Consultant / Non-regular staff)

**DRAFT AGREEMENT FOR CONSULTANCY SERVICE**

**BETWEEN**

.....(Contractor)

AND

.....Consultant)

THIS AGREEMENT is made and entered into this ..... day of .....

20.....between, on the one hand, .....

.....(hereinafter

called the contractor) and on the other hand .....

.....(hereinafter called the

consultant)

**WHEREAS**

- (A) The contractor needs the services, on a part time basis, of the consultant, to provide professional and technical support in the preparation of tenders for construction contracts, carrying out contract administration and management and supervision of works for a period of three years from the date hereof, and

**WHEREAS**

- (B) The consultant has agreed to provide the above mentioned services.

NOW THEREFORE the parties hereto agree as follows :

1. The consultant shall attend to the services listed in paragraph (A) herein above as required and in a manner so that the contractor's works are proceeded smoothly and without interruption during a period of three years from the date hereof.
2. In consideration of the consultant providing the services listed herein above the contractor agrees to pay the consultant at the monthly rate of Rs. ....

IN WITNESS WHERE OF the parties hereto have hereunto set their hands on the day and year just above written.

Sig : .....

CONTRACTOR

Sig. : .....

CONSULTANT

In the presence of :

Witness 1. ....

Witness 1. ....

Witness 2. ....

Witness 2. ....

NOTARIAL ATTESTATION

I .....Notary Public of .....  
hereby attest that the parties to this Agreement and the Witnesses set their hands hereto in my presence at  
..... this .....day of .....20.....

NOTARY PUBLIC  
(Seal)

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(Sample Letter to be submitted by Consultant)

.....  
.....  
.....  
.....

Director (Development)  
CIDA.

**PROVISION OF CONSULTANCY SERVICES TO .....**

This is to inform you that I have agreed to provide my services to .....  
..... as per the per performance agreement signed  
between

..... &  
.....

and attached to this application for Registration & Grading. I also certify that my services in a similar  
capacity are utilized at the moment by,

- 1. ....
- 2. ....
- 3. ....
- 4. ....

Thank you,  
Yours faithfully,

.....