**MAY 2021**



**MINISTRY**

**OF**

**ROADS AND HIGHWAYS**

**APPLICATION FORM FOR CLASSIFICATION OF**

**CONTRACTORS FOR ROAD AND BRIDGE WORKS.**

**(NEW APPLICATION)**

**May 2021**

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| **MINISTRY OF ROADS AND HIGHWAYS APPLICATION FORMS FOR THE \**  **CLASSIFICATION OF CONTRACTORS FOR ROAD AND BRIDGE WORKS**  **PAGE 1** | | | | |
| **Please Tick as appropriate;**  **New Application**  **Local Applicant** | **CLASS REQUESTED: Please tick as appropriate:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **CATEGORY**  **CLASS** | **A** | **B** | **C** | **S** | **M** | **L** | | **1** |  |  |  |  |  |  | | **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **3** |  |  |  |  |  |  | | **4** |  |  |  |  |  |  |   (NOTE: Applicants Refer to  MT/PROC. 2 for guidance) | | | |
| **SUBMISSION** | **Submit Application to:** **CHIEF DIRECTOR**  **MINISTRY OF ROADS AND HIGHWAYS ONLINE AT www.mrh.gov.gh.**  **P. O. BOX MB 57**  **ACCRA.** | | | |
| l. (a) BUSINESS NAME  (b) Date (of Establishing business under this name) |  | | | |
| 2. POSTAL ADDRESS  TELEPHONE | **EMAIL ADDRESS POSTAL ADDRESS/ PLACE TEL. NO. & CELLPHONE NO.**    **SOCIAL MEDIA HANDLE** | | | |
| 3. EXACT PHYSICAL LOCATION OF  CONTRACTOR'S OFFICE AND YARD (Town, Street etc.) | **HEAD OFFICE** | **DIGITAL ADDRESS** | | |
| **YARD** |
| 4. ORGANIZATION  (ATTACH PHOTOCOPY) | **With the Registrar General** | **Registration Number** | **Tax Identification Number (TIN)** | **Date of Incorporation** |
| (i) Registration of Business as Sole Proprietor (Act 151) |  |  |  |
| (ii) Incorporation as Private Partnership (Act 152) |  |  |  |
| (iii) Registration under Limited Company (Act 179) |  |  |  |
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| 5. PROPRIETORS, DIRECTORS AND PARTNERS | **NAME** | **POSITION** | **NATIONALITY** | **ADDRESS** | |
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| **6.** STAFF AND EMPLOYEES | **SUMMARY OF CONTRACTOR'S STAFF** | |  | | |
| **FUNCTION** | | **Roads, Airports and related structures** | | **Bridges, culverts and other structures** |
| PROJECT MANAGERS | |  | |  |
| CIVIL ENGINEERS | |  | |  |
| GEOMATIC ENGINEERS | |  | |  |
| MATERIALS ENGINEERS | |  | |  |
| MECHANICAL ENGINEERS | |  | |  |
| QUANTITY SURVEYORS | |  | |  |
| ESHS OFFICERS | |  | |  |
| ACCOUNTANTS | |  | |  |
| WORKS SUPERINTENDENTS | |  | |  |
| MECHANICAL SUPERINTENDENTS | |  | |  |
| LABORATORY TECHNICIANS | |  | |  |
| WORKS FOREMEN- EARTHWORKS | |  | |  |
| WORKS FOREMEN- CONCRETE | |  | |  |
| MECHANICS | |  | |  |
| **TOTAL** | |  | |  |

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**PAGE 2A**

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|  | **QUALIFICATION OF CONTRACTOR'S STAFF** | | | |  | |
| **FUNCTION** | **NAME** | **EDUCATION** | | | **PRACTICAL EXPERIENCE** | |
| **INSTITUTION** | **DEGREE/CERT.** | **YEAR OF AWARD** | **YEARS** | **EMPLOYER** |
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|  | **7. IMMOVABLE**  **PROPERTY**  **Land, buildings etc. Owned by the firm or any of its Partners Less Mortgages** | **DESCRIPTION** | **LOCATION** | **REGISTERED OWNER** | **CURRENT VALUE** | **TOTAL**  **(GH)** |
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| **8. MOVABLE PROPERTY**   1. **CONTRACTOR'S**   **EQUIPMENT**    **TOTAL** | (From pages 5.7) |  |  |  |  |
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| **9. OTHER ASSETS**  **CASH** | | **BANK** | | **LOCATION/BRANCH** | | **BALANCE** |
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| TOTAL CURRENT VALUE OF OTHER ASSETS | |  | |
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| **10.** | | **TOTAL VALUE CAPITAL** | |

**PAGE 3**

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| --- | --- | --- |
| **UNIT** | **NUMBER** | |
| **A** | **B** |
| **DOZERS** |  |  |
| **EXCAVATORS** |  |  |
| **GRADERS** |  |  |
| **WHEELED LOADERS** |  |  |
| **ROLLERS** |  |  |
| **PNEUMATIC ROLLERS** |  |  |
| **SHEEP FOOT ROLLERS** |  |  |
| **DOUBLE STEEL ROLLERS** |  |  |
| **WATER TANK TRUCKS** |  |  |
| **TIPPER TRUCKS** |  |  |
| **DUMP TRUCKS** |  |  |
| **LOW LOADER TRUCK** |  |  |
| **MECHANICAL BROOM** |  |  |
| **FUEL TANKER** |  |  |
| **ASPHALT MILLING MACHINE** |  |  |
| **BITUMEN DISTRIBUTOR** |  |  |
| **ASPHALT PLANT** |  |  |
| **PAVING MACHINE** |  |  |
| **CRUSHING PLANT** |  |  |

# **SUMMARY OF CONTRACTOR'S EQUIPMENT CLAIMED OPERATABLE OR ECONOMICALLY REPAIRABLE PAGE 4**

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| **UNIT** | **NUMBER** | |
| **A** | **B** |
| **DRILLING RIG** |  |  |
| **HYDRAULIC HAMMER** |  |  |
| **CHIPPINGS DISTRIBUTOR (ATTACHMENT)** |  |  |
| **CONCRETE BATCHING PLANT** |  |  |
| **CONCRETE TRUCK MIXER** |  |  |
| **CONCRETE DUMPER** |  |  |
| **CONCRETE PUMP** |  |  |
| **CRANE** |  |  |
| **CONCRETE VIBRATOR** |  |  |
| **FLAT BED** |  |  |
| **PLATE COMPACTOR** |  |  |
| **AIR COMPACTOR** |  |  |
| **WATER PUMP** |  |  |
| **MUD PUMP** |  |  |
| **DEWATERING PUMP** |  |  |
| **STEEL BENDING MACHINE** |  |  |
| **STEEL CUTTING MACHINE** |  |  |
| **WELDING MACHINE** |  |  |

**A = WORKING**

**B=BROKEN DOWN BUT ECONOMICALLY REPAIRABLE**

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# **SUMMARY OF CONTRACTOR'S EQUIPMENT CLAIMED OPERATABLE OR ECONOMICALLY REPAIRABLE PAGE 5**

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| **UNIT** | **NUMBER** | |
| **A** | **B** |
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| **UNIT** | **NUMBER** | |
| **A** | **B** |
| **FLOOD LIGHT UNIT** |  |  |
| **LABORATORY EQUIPMENT** |  |  |
| **SURVEYING EQUIPMENT** |  |  |
| **WORKSHOP EQUIPMENT** |  |  |
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**A = WORKING**

**B=BROKEN DOWN BUT ECONOMICALLY REPAIRABLE**

## **PAGE 6**

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|  | **STATEMENT OF ROAD CONTRACTOR'S EQUIPMENT HOLDINGS** | | | | | | |
| **DESCRIPTION** | **YEAR OF**  **MANUFACTURE** | **REGISTRATION**  **NUMBER**  **(LICENCE)** | **SERIAL NUMBER** | **ENGINE NUMBER** | **CHASSIS NUMBER** | **CONDITION** | **DO NOT**  **WRITE HERE (RESERVED FOR MINISTRY/ DVLA)** |
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|  | **STATEMENT OF ROAD CONTRACTOR'S EQUIPMENT HOLDINGS** | | | | | |  |
| **DESCRIPTION** | **YEAR OF**  **MANUFACTURE** | **REGISTRATION**  **NUMBER**  **(LICENCE)** | **SERIAL NUMBER** | **ENGINE NUMBER** | **CHASSIS NUMBER** | **CONDITION** | **DO NOTWRITE HERE (RESERVED FOR**  **MINISTRY/DVLA)** |
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**PAGE 7**

**PAGE 8**

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|  | **STATEMENT OF ROAD CONTRACTOR'S EQUIPMENT HOLDINGS** | | | | | |  |
| **DESCRIPTION** | **YEAR OF**  **MANUFACTURE** | **REGISTRATION**  **NUMBER**  **(LICENCE)** | **SERIAL NUMBER** | **ENGINE NUMBER** | **CHASSIS NUMBER** | **CONDITION** | **DO NOTWRITE HERE (RESERVED FOR MINISTRY/ DVLA)** |
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**PAGE 9**

**DECLARATION**

I declare that the above particulars are true to the best of my knowledge and belief, and I understand that, if any false or deliberately misleading information has been given to my Application may be disqualified.

I agree that the Ministry of Roads and Highways may make any enquiries considered necessary to confirm the information provided in this Application.

**NAME:**

**SIGNATURE:**

**POSITION:**

**OFFICIAL STAMP:**