**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:**

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|  **CATEGORY****CLASS** | **A** | **B** | **C** | **S** | **M** | **L** |
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 (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 ADDRESSTELEPHONE |  **EMAIL ADDRESS POSTAL ADDRESS/ PLACE TEL. NO. & CELLPHONE NO.**  **SOCIAL MEDIA HANDLE** |
| 3. EXACT PHYSICAL LOCATION OFCONTRACTOR'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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**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:**