

 **MINISTRY**

 **OF**

 **ROADS AND HIGHWAYS**

 **APPLICATION FORM FOR CLASSIFICATION OF**

**CONTRACTORS FOR ROAD AND BRIDGE WORKS**

**(UPGRADING OF EXISTING CERTIFICATE)**

 **MAY, 2021**

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|  **MINISTRY OF ROADS AND HIGHWAYS UPGRADING FORMS FOR THE \** **CLASSIFICATION OF CONTRACTORS FOR ROAD AND BRIDGE WORKS** **PAGE 1** |
| **Please Tick as appropriate ;**  **Upgrading**  **Local Applicant** **CURRENT MRH CLASS:** |   **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 MANAGER |  |  |
| ENGINEER |  |  |
| QUANTITY SURVEYOR  |  |  |
| GEOMATIC ENGINEER |  |  |
| ACCOUNTANT |  |  |
| WORKS SUPERINTENDENT  |  |  |
| MECHANICAL SUPERINTENDENT |  |  |
| LABORATORY TECHNICIAN |  |  |
| WORKS FOREMAN- EARTHWORKS |  |  |
| WORKS FOREMAN- 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** |
| DOZER  |  |  |
| MOTOR GRADER  |  |  |
| GRADER  |  |  |
| TRAXCAVATOR  |  |  |
| WHEELED LOADER  |  |  |
| EXCAVATOR  |  |  |
| STATIC ROLLER |  |  |
| VIBRATORY ROLLER  |  |  |
| PNEUMATIC ROLLER |  |  |
| PLATE PEDESTRIAN ROLLER |  |  |
| WATER TANK TRUCK  |  |  |
| FLATBED TRUCK/DROP SIDE TRUCK |  |  |
| LOW LOADER TRUCK |  |  |
| TIPPER TRUCK  |  |  |
| PICKUP TRUCK |  |  |
| BITUMEN DISTRIBUTOR |  |  |
| FARM TRACTOR |  |  |
| CONCRETE MIXER  |  |  |
| CONCRETE VIBRATOR |  |  |

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

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| **UNIT** | **NUMBER** |
| **A** | **B** |
| AIR COMPRESSOR  |  |  |
| WATER PUMP  |  |  |
| CHIPPINGS DISTRIBUTOR (ATTACHMENT) |  |  |
| CRANE |  |  |
| PILING HAMMER  |  |  |
| BAR BENDER & CUTTER |  |  |
| THEODOLITE |  |  |
| LEVELLING INSTRUMENT  |  |  |
| SAND BLASTING EQUIPMENT |  |  |
| GENERATOR  |  |  |
| EMULSION SPRAYER |  |  |
| WELDING MACHINE |  |  |
| ROADLINE MARKING MACHINE |  |  |
| OTHER |  |  |
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**A = WORKING**

**B=BROKEN DOWN BUT ECONOMICALLY REPAIRABLE**

##  **PAGE 5**

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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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 **PAGE 7**

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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 8** |
|  |  |  | **SUMMARY OF CONTRACTS EXECUTED IN THE LAST FIVE YEARS** |  |  |
| **DESCRIPTION AND LOCATION OF PROJECT** | **EXECUTING****AGENCY****AND****ENGINEER****IN CHARGE** | **DATE OF****AWARD/****COMMENCEMENT** | **DATE FOR** **COMPLETION** | **ACTUAL****COMPLE-TION****DATE** | **%****COMPLETED****IF****PARTIALLY****COMPLETED** | **VALUE OF CONTRACT** |  | **DO NOT WRITE HERE (RESERVED FOR MINISTRY)** |
| **INITIAL****CONTRACT SUM** | **FINAL****VALUE** |
|  |  |  |  |  |  |  |  |  |
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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:**