

# CONSTRUCTION DEVELOPMENT BOARD

## SPECIALIZED FIRM REGISTRATION FORM

### SECTION I: GENERAL INFORMATION

1 Date of application: .....

2 Type of application (*please check*):

	New registration
	Re-registration
	Additional category head(s)

3 Name of firm: M/s. ....

4 Name of owner, partners and/or others with controlling interest:

Name	Designation	CID #	Nationality	Sex

5 Correspondence address of applicant/firm:

Address:
Dzongkhag:

6 Mobile No.: .....

7 E-mail address: .....

8 Type of classification headings applied (*check appropriate box/boxes*):

Specialized Category		Please tick
SF1	Masonry	
SF2	Construction carpentry	
SF3	Plumbing	
SF4	Electrical	
SF5	Welding & Fabrication	
SF6	Painting	

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### SECTION II: HUMAN RESOURCES

#### 9 Number of Key Personnel (Permanent Key Employees):

KEY PERSONNEL	Specialized Category	Name	Qualification	
	SF1-Masonry	1.		NC3 in Masonry
		2.		NC3 in Masonry
		3.		NC2 in Masonry
	SF2-Construction carpentry	1.		NC3 in Construction carpentry
		2.		NC2 in Construction carpentry
		3.		NC2 in Construction carpentry
	SF3-Plumbing	1.		NC3 in Plumbing
		2.		NC2 in Plumbing
	SF4-Electrical	1.		NC3 in Electrical
2.			NC2 in Electrical	
SF5-Welding & Fabrication	1.		NC3 in Welding & Fabrication	
	2.		NC2 in Welding & Fabrication	
SF6- Painting	1.		NC3 in Painting	
	2.		NC2 in Painting	

**Note:**

Please attached the following documents of each key personnel to authenticate information on key personnel. All the key personnel are required to registered first as a 'Specialized Trade'.

- **Undertaking letter (sample can be downloaded from cdb website)** of all employees with his/her signature;
- Academic transcripts,
- CID copy.

#### DECLARATION

1. I/We declare and confirm that: -
  - a. All information and attachments submitted with this application are true and correct;
  - b. I am/We are aware that any false information provided herein will result in the rejection of my application and suspension of any registrations granted;
  - c. I/We shall not make refund claims of expenditure incurred in processing this application;
  - d. I/We have read and understood the any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.
  - e. I/We hereby declare that issue of CDB certificate does not in any way constitute an obligation on the part of CDB or any other Government agency to provide contract works.

\_\_\_\_\_  
(Signature with Nu. 10 legal stamp)

Name in full : \_\_\_\_\_

I/D No. : \_\_\_\_\_

Date : \_\_\_\_\_

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**LETTER OF UNDER-TAKING**  
**(for all the Employees)**

I, ..... holding CID #/Work permit #  
hereby undertake, declare and confirm that: -

- a. I am working in M/s. .... as  
his/her ..... (designation) w.e.f. ....;/.....;/.....;
- b. I hereby do confirm that the information furnished and attachments submitted along with  
this letter of undertaking are true and correct to best of my knowledge and belief;
- c. In the event the above declaration is found to be incorrect, I shall be liable for  
administrative/legal action as per notifications issued by CDB from time to time and the  
prevailing laws.

(signed on affixed legal stamp)

Name # .....

Email ID: .....

Contact # .....

Date # .....