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See **Distribution**

Dear Sir/Madam,

COMMENCEMENT OF LICENSING OF BUILDERS AND REGISTRATION OF CORETRADE PERSONNEL

Licensing of builders commences on 16 Dec 2008, with the coming into effect of Part VA of the Building Control (Amendment) Act 2007 on Licensing of Builders. There is a six months grace period (till 16 Jun 2009) for builders to apply for the licence. After 16 Jun 2009, all builders who had been granted or to be granted a permit to carry out building works, as well as builders carrying out work in the 6 specialist work areas (listed in A8 of Annex A) must possess a licence issued by the Commissioner of Building Control.

Types of licence and key personnel

2 There are two types of licence – the General Builder licence and the Specialist Builder licence. There are two classes under the General Builder licence: Class 1 licence allows the holder to carry on the business of a general builder for any project while the Class 2 licence restricts the holder to projects not more than \$6 million in value. Sole proprietorships, partnerships and limited liability partnerships will only be eligible to apply for Class 2 licence.

3 Every licensed builder is to appoint two key personnel, that is, the Approved Person and the Technical Controller. The Approved Person will take be in charge of and direct the management of the business so far as it relates to the building works in Singapore while the Technical Controller will carry out personal supervision of the execution and performance of the building works.

4 A summary of the details on the licensing scheme is in Annex A and a copy of the Building Control (Licensing of Builders) Regulations is in Annex B. Application form to apply for a licence is obtainable from BCA's website at: http://www.bca.gov.sg/BuildersLicensing/builders_licensing.html

Construction Registration of Tradesmen (CoreTrade) Scheme

5 With effect from 16 Jun 2009, all Class 1 General Builders undertaking a project of value which is \$20 million or more will need to deploy a prescribed minimum number of construction personnel who are registered under the CoreTrade Scheme. The objective of CoreTrade is to build up a core group of locals and experienced foreign workers in key construction trades to anchor and lead the workforce. Builders may now apply to BCA for registration of their eligible tradesmen and trade foremen under the CoreTrade Scheme. Individual construction personnel can also apply to BCA for registration directly. The application form to apply for registration under the CoreTrade Scheme can be obtained from BCA's website at: <http://www.bca.gov.sg/coretrade>

6 Should you need further clarifications, please contact Mr Choong Teck Min at Tel 63257587 or by email to: choong_teck_min@bca.gov.sg.

7 I shall appreciate it if you would bring the contents of this circular to your members' attention. Thank you.

Yours faithfully,



CHEW KEAT CHUAN
Ag DIRECTOR
BUILDING ENGINEERING DIVISION
BUILDING AND CONSTRUCTION AUTHORITY
for COMMISSIONER OF BUILDING CONTROL

LICENSING OF BUILDERS UNDER THE BUILDING CONTROL ACT

Objective of Licensing

A1. The objective of licensing is to ensure that building works are carried out by builders who will carry out their duties competently and professionally and who are conversant with the statutory requirements in the Building Control Act.

Scope of Licensing

A2. Licensing will apply to the following categories of builders:

- a) Builders who have been granted a permit to carry out building works where plans of which have been approved by the Commissioner of Building Control; and
- b) Builders carrying out works in specialist areas listed in paragraph A8 below. These specialist areas have a high impact on public safety and require specific expertise, skill or resources for their proper execution.

A3. Builders will be licensed under 2 registers, each of which will be renewable on a 3-yearly basis:

- a) Licensed General Builder (GB); and
- b) Licensed Specialist Builder (SB)

Licensed General Builders (GB)

A4. There will be two categories in this register of General Builder:

- a) Class 1: General building works of unlimited value;
- b) Class 2: General building works of value of \$6 million or less.

A5. GBs will carry out general building works excluding works that have been designated as specialist works which have to be carried out by SBs.

A6. GBs will also be allowed to carry out the following minor specialist building works:

- a) Structural steelwork comprising fabrication and erection work for structures with a cantilever length of not more than 3 metres, a clear span of less than 6 metres and a plan area not exceeding 150 square metres;
- b) Precast concrete work comprising casting of pre-cast reinforced concrete slabs or planks on site;
- c) All specialist building works associated with minor building works (i.e. building works for which an accredited checker is not required for the checking of the structural design).

A7. Class 2 GBs will only be allowed to carry out building works of value of \$6 million or less. Sole proprietorships, partnerships and limited liability partnerships (LLP) will only be eligible to apply for Class 2 GB licence.

Licensed Specialist Builders (SB)

A8. The register of specialist builders will be classified into the following six categories based on the types of work to be carried out:

- a) Piling works comprising installation and testing of precast reinforced or prestressed concrete piles, steel piles, bored cast-in-place reinforced concrete piles, caissons and special pile types like micro-piles, barrettes piles and composite piles, embedded retaining wall piles like diaphragm walls, contiguous bored piles or secant piles;
- b) Ground support and stabilization works, including installation and testing of ground anchors, soil nails, rock bolts, ground treatment like chemical grouting and jet-grouting, reinforced-earth, shotcreting and tunnel supports;
- c) Site investigation work comprising field investigations, exploratory drilling or boring, logging, sampling, coring, in-situ plate-loading tests, pressuremeter tests, penetration tests, vane shear tests, probing tests, permeability tests, geological mapping and geophysical surveys, and installation and monitoring of instruments measuring forces, deformation, displacements, pore and earth pressures, and ground-water levels;
- d) Structural steelwork comprising –
 - i) fabrication of structural elements;
 - ii) erection work like site cutting, site welding and site bolting; and
 - iii) installation of steel supports for underground building works;
- e) Pre-cast concrete work comprising fabrication of precast structural elements;
- f) In-situ post-tensioning work comprising setting out of tendon profiles, laying of conduits, anchorages and bursting reinforcement, pulling or stressing of cables, pressure grouting of conduits.

A9. GBs will also be eligible to register as SBs so long as they meet the SB licensing requirements. There will be no restriction on the number of specialist categories that a GB may register in.

Duties of general builders and specialist builders (SB)

A10. Duties of general builders and specialist builders are specified under Section 11 of the Building Control Act. Some of the duties related to Licensing of Builders are listed below.

The main duties of the builder are:

- a) ensure that the building works are carried out in accordance with the provisions of the Act and the building regulations, the relevant approved plans and any terms and conditions imposed by the Commissioner of Building Control
- b) notify the Commissioner of Building Control of any contravention of the Act or the building regulations relating to those building works of which the

- builder knows or ought reasonably to know
- c) keep at the premises on which the building works are carried out, and make available on request (at a reasonable time) by any specialist builder appointed in respect of specialist building works comprised in those same building works, all approved plans of those building works
 - d) have an adequate number of construction supervisors working under his direction to assist the builder to ensure that paragraph (a) is complied with
 - e) within 7 days of the completion of the building works, certify that the new building has been erected or the building works have been carried out in accordance with the provisions of the Act and the building regulations and deliver that certificate to the Commissioner of Building Control
 - f) notify the Commissioner of Building Control of the appointment and termination of appointment of any specialist builder appointed by the builder in respect of specialist building works comprised in those same building works

A11. The main duties of the SB are:

- a) to carry out specialist works in accordance with approved plans;
- b) to notify the Commissioner of Building Control of any contravention of the Building Control Act and Regulations.

Requirements for licensing

A12. Applications for a licence will need to satisfy the Commissioner of Building Control on requirements on key personnel and authorised capital as follows -

- a) the management of the business, in so far it relates to building works, shall at all times be under the charge and direction of a designated person (referred to as "Approved Person") who should be either:
 - the sole proprietor;
 - a partner; or
 - a director of the corporation, or a member of the board of management of the corporation, or an employee (being a person employed in such a manner and with such similar duties and responsibilities of a director or member of its board of management);
- b) the execution and performance of any building works undertaken shall be under the personal supervision of a designated person (referred to as "Technical Controller") who should be either:
 - the sole proprietor or at least one of his employees who meets the prescribed qualification and experience;
 - a partner or at least one of its employees, being a person employed in such a manner and with such similar duties and responsibilities of a partner to manage and supervise the building work undertaken; or
 - one director of the corporation or a member of its board of management or at least one of its employees, being a person employed in such a manner and with such similar duties and responsibilities of a director or member of its board of management to manage and supervise the general building work undertaken.

- c) The authorised capital of the corporation that is paid up is not less than S\$25,000 where it is applying for a Class 2 GB licence or SB licence; and S\$300,000 where it is applying for a Class 1 GB licence
- d) The Approved Person and Technical Controller should possess the prescribed qualification and experience (see Second Schedule of the Building Control Regulations 2008 in Annex B of this circular).

Actions against licensee

A13. The Commissioner of Building Control may take one of the following actions against a licensed builder or specialist builder –

- a) revoke the licence;
- b) suspend the licence for a period not exceeding 6 months;
- c) impose a financial penalty not exceeding \$20,000;
- d) censure the builder/specialist builder; or
- e) impose such other direction or restriction as the Commissioner of Building Control considers appropriate on the builder's business,

if the Commissioner of Building Control is satisfied that:

- i) builder/specialist builder fails to comply with licensing requirements/conditions;
- ii) builder/specialist builder ceases to have key personnel personally supervising the execution and performance of building work for a period exceeding 14 days;
- iii) licence had been obtained by fraud or misrepresentation;
- iv) builder/specialist builder ceases to carry on business;
- v) builder/specialist builder has been declared bankrupt or has gone into compulsory or voluntary liquidation other than for the purpose of amalgamation or reconstruction;
- vi) builder/specialist builder has been convicted of an offence under the Building Control Act;
- vii) conduct of any director, partner, manager or employee, as the case may be, affords grounds for believing that the firm will not carry on the business of a builder/specialist builder in accordance with any written law and with honesty and integrity;
- viii) public interest or national security of Singapore so requires; or
- ix) builder/specialist builder has refused or failed to comply with an order of the Commissioner of Building Control.

A14. The Commissioner of Building Control will not take the above action unless an opportunity of being heard by a representative in writing or by counsel had been given to the builder/specialist builder.

Construction Registration of Tradesmen Scheme (CoreTrade)

A15. As a condition of licensing, Class 1 GBs will need to comply with the requirements related to the deployment of construction personnel registered under the Construction Registration of Tradesmen Scheme (or CoreTrade in short) if they undertake building works with value of \$20 million or more. CoreTrade aims to build up a permanent core of competent and experienced tradesmen and foremen in key construction trades to anchor and lead the workforce. With a clear progression path and giving of due recognition to experience gained on the job, CoreTrade

encourages retention of skilled and longer-staying tradesmen. Building up a permanent core is especially crucial as the construction industry plays a key role in shaping our built environment, supporting Singapore's economic growth and enhancing the quality of life.

Registration of CoreTrade personnel

A16. Only deployment of registered construction personnel in the relevant key trades shall be counted towards compliance with CoreTrade requirements. Eligibility for registration shall be assessed based on skill level and relevant working experience irrespective of nationality. Key trades are high value added trades that have high impact on construction quality, site safety and productivity. With effect from 18 Dec 2008, 4 key trades for tradesmen and 6 key trades for trade foremen, as shown in the table below, will be made available for registration.

Types of Key Trades	
<u>Tradesmen</u>	<u>Trade Foremen</u>
<ul style="list-style-type: none"> - Construction plant operation work; - Electrical works; - Plumbing and piping work; - Tiling and stone laying work. 	<ul style="list-style-type: none"> - Electrical works; - Plumbing and piping work; - Tiling and stone laying work; - Waterproofing works; - Reinforced concrete work; - Structural steel work.

Deployment of CoreTrade personnel

A17. All Class 1 GBs who are carrying out building works with project contract value of \$20 million or more will be required to submit to the Commissioner of Building Control a manpower programme showing the deployment of registered CoreTrade personnel for the duration of the project.

A18. Deployment requirements have been specified based on 3 broad classes of projects: new building works, addition and alteration works, and civil engineering works. These 3 categories have been chosen because they are distinctly different in their manpower needs. The following tables show the deployment requirements for these 3 classes of projects.

Note: *In the tables, MY refers to man-year. One MY is defined as one construction tradesman or construction foreman working over a period of 260 working days. So 0.5 MY can be one construction tradesman or construction foreman working over a period of 130 working days, or two construction tradesmen or construction foremen working over a period of 65 working days, etc.*

New Building Works

CLASS OF CORETRADE PERSONNEL	TRADES	DEPLOYMENT REQUIREMENT		REMARKS
		For the first \$100m in contract value	For contract value in excess of \$100m	
FOREMEN	<u>Structural trades:</u> - RC works - Structural steel works	0.5MY per \$10m, or part thereof	0.5MY per \$20m, or part thereof	Combination of man-years between these 2 trades is allowed.
	AND			
	<u>Non- structural trades:</u> - Electrical works - Plumbing and piping works - Tiling and stone laying works - Waterproofing works	0.5MY per \$10m, or part thereof	0.5MY per \$20m, or part thereof	Combination of man-years between these 4 trades is allowed.
TRADESMEN	Construction Plant Operation,	0.5MY per \$10m, or part thereof	0.5MY per \$20m, or part thereof	
	AND			
	- Electrical works - Plumbing and piping works - Tiling and stone laying works	0.5MY per \$10m, or part thereof	0.5MY per \$20m, or part thereof	Combination of man-years between these 3 trades is allowed.

Addition and Alteration Works

CLASS OF CORETRADE PERSONNEL	TRADES	DEPLOYMENT REQUIREMENT		REMARKS
		For the first \$100m in contract value	For contract value in excess of \$100m	
FOREMEN	<u>Structural trades:</u> - RC works - Structural steel works	0.5MY per \$10m, or part thereof	0.5MY per \$20m, or part thereof	Combination of man-years between these 2 trades is allowed.
	AND			
	<u>Non- structural trades:</u> - Electrical works - Plumbing and piping works - Tiling and stone laying works - Waterproofing works	0.5MY per \$10m, or part thereof	0.5MY per \$20m, or part thereof	Combination of man-years between these 4 trades is allowed.
TRADESMEN	-Construction Plant Operation -Electrical works -Plumbing and piping works -Tiling and stone laying works	1MY per \$10m, or part thereof	1MY per \$20m, or part thereof	Combination of man-years between these 4 trades is allowed.

Addition and alteration works

CLASS OF CORETRADE PERSONNEL	TRADES	DEPLOYMENT REQUIREMENT		REMARKS
		For the first \$100m in contract value	For contract value in excess of \$100m	
FOREMEN	<u>Structural trades:</u> -RC works -Structural steel works	0.5MY per \$10m, or part thereof	0.5MY per \$20m, or part thereof	Combination of man-years between these 2 trades is allowed.
TRADESMEN	Construction Plant Operation	0.5MY per \$10m, or part thereof	0.5MY per \$20m, or part thereof	
OR				
FOREMEN	<u>Structural trades:</u> -RC works -Structural steel works	1MY per \$10m, or part thereof	1MY per \$20m, or part thereof	This combination is only allowed if construction plant operation is not applicable in the project.

ANNEX B

THE BUILDING CONTROL (LICENSING OF BUILDERS) REGULATIONS 2008

ARRANGEMENT OF REGULATIONS

PART I

PRELIMINARY

Regulation

1. Citation and commencement
2. Definitions

PART II

FORMS AND REGISTER OF LICENSED BUILDERS

3. Forms
4. Register of licensed builders
5. Inspection fee for register

PART III

APPLICATIONS FOR LICENCE

6. Application form for issue and renewal of licence: general
7. Application for general builder's licence
8. Application for specialist builder's licence
9. Fees
10. Validity of licence
11. Application to renew licence

PART IV

TRAINING AND PRACTICAL EXPERIENCE

12. General builders' approved persons
13. General builders' technical controllers
14. Specialist builders' approved persons
15. Specialist builders' technical controllers
16. Ceasing to be approved person or technical controller

PART V

CONDITIONS RELATING TO CONSTRUCTION PERSONNEL

17. Definitions of this Part
18. Classes of construction tradesman
19. Classes of construction foreman
20. Manpower programme

PART VI
MISCELLANEOUS

- Regulation
21. Appeals
22. Fees non-refundable
The Schedules
-

In exercise of the powers conferred by section 29L of the Building Control Act, the Minister for National Development hereby makes the following Regulations:

PART I
PRELIMINARY

Citation and commencement

1.—(1) These Regulations may be cited as the Building Control (Licensing of Builders) Regulations 2008 and shall, with the exception of Part V, come into operation on 18th December 2008.

(2) Part V of these Regulations shall come into operation on 16th June 2009.

Definitions

2. In these Regulations, unless the context otherwise requires —

“applicant”, in relation to an application for a licence, means the person who will be the holder of the licence if the application is granted;

“approved person”, in relation to an applicant for or a holder of a licence, means any natural person under whose charge and direction the management of the business of the applicant or holder, as the case may be, in so far it relates to general building works or specialist building works in Singapore is to be at all times;

“Authority” means the Building and Construction Authority established under the Building and Construction Authority Act (Cap. 30A);

“holder”, in relation to a licence, means the person in whose name the licence is granted;

“licence” means any of the following licences granted under Part VA of the Act:

- (a) a Class 1 general builder’s licence authorising the holder thereof to carry on the business of a general builder generally;
- (b) a Class 2 general builder’s licence authorising the holder thereof to carry on the business of a general builder in a restricted manner in accordance with section 29C(1)(b) of the Act;

- (c) a specialist builder's licence authorising the holder thereof to carry on the business of a specialist builder for the class of specialist building works specified in the licence;

“register” means the register of licensed builders required to be kept under section 29D of the Act;

“technical controller”, in relation to an applicant for or a holder of a licence, means any natural person under whose personal supervision the execution and performance of any general building works or specialist building works in Singapore that the applicant or holder, as the case may be, undertakes is to be carried out.

PART II

FORMS AND REGISTER OF LICENSED BUILDERS

Forms

3.—(1) In these Regulations, “appropriate form”, in relation to any purpose for which a specific form is required to be used, means the relevant form that —

- (a) is provided by the Commissioner and obtainable from his office at the Building and Construction Authority at 5, Maxwell Road #02-00, MND Tower Block, Singapore 069110 during such hours as his office is open for business; or
- (b) is set out on the Authority's Internet website <http://www.bca.gov.sg>, and any reference in these Regulations to a numbered form shall be construed as a reference to the current version of the form bearing the corresponding number which is displayed at that website.

(2) All forms used for the purposes of these Regulations shall be completed in the English language and in accordance with such directions as may be specified in the form or by the Authority.

(3) The Authority may refuse to accept any form if —

- (a) it is not completed or lodged in accordance with this regulation; or
- (b) it is not accompanied by the relevant fee referred to in regulation 9.

(4) Where strict compliance with any form is not possible, the Authority may allow for the necessary modifications to be made to that form, or for the requirements of that form to be complied with in such other manner as the Authority thinks fit.

Register of licensed builders

4.—(1) The register of licensed builders shall be divided into 3 sub-registers, each containing the particulars referred to in paragraph (2) in respect of the holders of the following licences:

- (a) the Class 1 general builder's sub-register for holders of a Class 1 general builder's licence;

- (b) the Class 2 general builder's sub-register for holders of a Class 2 general builder's licence; and
- (c) the specialist builder's sub-register for holders of a specialist builder's licence according to one or more of the following classes of specialist building works as is specified in the licence:
 - (i) piling works comprising installation and testing of pre-cast reinforced concrete or pre-stressed concrete piles, steel piles, bored cast-in-place reinforced concrete piles, caissons and special pile types like micro-piles, barrettes piles and composite piles, embedded retaining wall piles like diaphragm walls, contiguous bored piles or secant piles;
 - (ii) ground support and stabilisation works, including installation and testing of ground anchors, soil nails, rock bolts, ground treatment like chemical grouting and jet-grouting, reinforced-earth, shotcreting and tunnel supports;
 - (iii) site investigation work comprising field investigations, exploratory drilling or boring, logging, sampling, coring, in-situ plate-loading tests, pressure meter tests, penetration tests, vane shear tests, probing tests, permeability tests, geological mapping and geophysical surveys, and installation and monitoring of instruments measuring forces, deformation, displacements, pore and earth pressures, and ground-water levels;
 - (iv) structural steelwork comprising fabrication of structural elements, erection work like site cutting, site welding and site bolting, and installation of steel supports for underground building works;
 - (v) pre-cast concrete work comprising fabrication of pre-cast structural elements;
 - (vi) in-situ post-tensioning work comprising setting out of tendon profiles, laying of conduits, anchorages and bursting reinforcement, pulling or stressing of cables, pressure grouting of conduits.

(2) The particulars in respect of every holder of a licence to be contained in the register are as follows:

- (a) the holder's full name, the business telephone and fax numbers and email address, and the address at which the holder carries on the business of a general builder or specialist builder, as the case may be;
- (b) the date the licence is granted to the holder and the date of its expiry;
- (c) the date on which the holder was first granted with the licence, and the date of each occasion on which the holder's licence has been renewed;
- (d) the terms of any conditions to which the holder's licence is or has been subject, and the dates between which any such condition has or has had effect;
- (e) in the case of a holder whose licence is or has been suspended by the Commissioner under section 29J of the Act, the dates between which the suspension has or has had effect;

- (f) in the case of a holder whose licence has been revoked or has otherwise ceased to have effect, the date on which the licence was revoked or ceased to have effect, as the case requires; and
- (g) in the case of a specialist builder, the class of specialist building works the holder is licensed to carry on the business of a specialist builder in.

Inspection fee for register

5.—(1) For the purposes of section 29D(2) of the Act, the fee payable to obtain from the Commissioner a certificate as to the licence or non-licence of a named person on a specified date or during a specified period shall be the relevant fee specified in the First Schedule.

(2) The inspection of the register during the ordinary hours of business of the Commissioner shall be free of charge.

(3) The fee payable under paragraph (1) shall be non-refundable.

PART III

APPLICATIONS FOR LICENCE

Application form for issue and renewal of licence: general

6.—(1) Every application for the issue or renewal of a licence shall be made to the Commissioner in the appropriate form.

(2) Every applicant for the issue or renewal of a licence shall, if so required in writing by the Commissioner —

- (a) attend personally before the Commissioner; and
- (b) provide clarification to the Commissioner as to such additional particulars, information and document as may be required.

(3) Where an applicant for the issue or renewal of a licence fails, without reasonable excuse, to comply with any requirement of the Commissioner under paragraph (2), the Commissioner may reject the application.

Application for general builder's licence

7.—(1) Subject to paragraph (2), an application by a natural person for a general builder's licence shall be accompanied by —

- (a) a copy of the applicant's degree, diploma or other certificate showing his educational qualification;
- (b) written evidence of the applicant's practical experience in the work of a general builder or as a supervisor of general building works;
- (c) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
- (d) the following documents and information in respect of every person who is or is to be the technical controller for the applicant:

- (i) the name and residential address of the person;
 - (ii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iii) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a general builder or as a supervisor of general building works;
 - (iv) a declaration by that person that he is not acting, and for so long as he is the technical controller for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (v) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
 - (vi) the written consent of the person to carry out the duties of a technical controller for the applicant where the person is not the applicant but an employee or proposed employee of the applicant; and
- (e) such other documents and information as the Commissioner may require in any particular case.

(2) Where a natural person applies for a general builder's licence in partnership with another natural person or other natural persons, the application by the partnership shall be accompanied by —

- (a) a copy of the agreement establishing the partnership;
- (b) a list of the partners of the partnership and the partnership's business profile, such as its principal activities of business, principal place of business, the registered name of the business and the particulars of its managers;
- (c) the following documents and information in respect of the partner who is or is to be the approved person in so far as the business of the partnership relates to general building works in Singapore:
 - (i) the name and residential address of the person;
 - (ii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iii) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a general builder or as a supervisor of general building works;
 - (iv) a copy of the letter of his appointment as the approved person, signed by the partners of the partnership;
 - (v) the written consent of the person to carry out the duties of an approved person for the applicant;
 - (vi) a declaration by that person that he is not acting, and for so long as he is the approved person for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;

- (vii) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
- (d) the following documents and information in respect of every person (whether a partner or an employee of the applicant) who is or is to be the technical controller for the applicant:
 - (i) the name and residential address of the person;
 - (ii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iii) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a general builder or as a supervisor of general building works;
 - (iv) the written consent of the person to carry out the duties of a technical controller for the applicant;
 - (v) a declaration by that person that he is not acting, and for so long as he is the technical controller for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (vi) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application; and
- (e) such other documents and information as the Commissioner may require in any particular case.

(3) The application by a corporation for a general builder's licence shall be accompanied by —

- (a) a copy of the memorandum and articles of association of the corporation;
- (b) a copy of the certificate of incorporation issued in respect of the corporation under section 19 of the Companies Act (Cap. 50);
- (c) a list of the directors of the corporation and the corporation's business profile, such as its principal activities of business, principal place of business, its capital, and particulars of its officers and shareholders;
- (d) the following documents and information in respect of the person who is or is to be the approved person in so far as the business of the corporation relates to general building works in Singapore:
 - (i) the name and residential address of the person;
 - (ii) whether the person is a director or a member of the board of management of the corporation, or an employee thereof, and if the person is an employee, his designation, duties and responsibilities;
 - (iii) a copy of the person's degree, diploma or other certificate showing his educational qualification;

- (iv) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a general builder or as a supervisor of general building works;
 - (v) the written consent of the person to carry out the duties of an approved person for the applicant;
 - (vi) a declaration by that person that he is not acting, and for so long as he is the approved person for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (vii) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
 - (viii) a copy of the resolution of the board of management of the corporation appointing the person as the approved person for the corporation; and
- (e) the following documents and information in respect of every person who is or is to be the technical controller for the applicant:
- (i) the name and residential address of the person;
 - (ii) whether the person is a director or a member of the board of management of the corporation, or an employee thereof, and if the person is an employee, his designation, duties and responsibilities;
 - (iii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iv) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a general builder or as a supervisor of general building works;
 - (v) the written consent of the person to carry out the duties of a technical controller for the applicant;
 - (vi) a declaration by that person that he is not acting, and for so long as he is the technical controller for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (vii) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application; and
- (f) such other documents and information as the Commissioner may require in any particular case.

Application for specialist builder's licence

8.—(1) Subject to paragraph (2), an application by a natural person for a specialist builder's licence for a class of specialist building works shall be accompanied by —

- (a) a copy of the applicant's degree, diploma or other certificate showing his educational qualification;

- (b) written evidence of the applicant's practical experience (whether in Singapore or elsewhere) in the work of a specialist builder or as a supervisor of that class of specialist building works;
- (c) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
- (d) the following documents and information in respect of every person who is or is to be the technical controller for the applicant:
 - (i) the name and residential address of the person;
 - (ii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iii) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a specialist builder or as a supervisor of specialist building works of that class;
 - (iv) a declaration by that person that he is not acting, and for so long as he is the technical controller for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (v) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
 - (vi) the written consent of the person to carry out the duties of a technical controller for the applicant where the person is not the applicant but an employee or proposed employee of the applicant; and
- (e) such other documents and information as the Commissioner may require in any particular case.

(2) Where a natural person applies in partnership with another natural person or other natural persons for a specialist builder's licence for a class of specialist building works, the application by the partnership shall be accompanied by —

- (a) a copy of the agreement establishing the partnership;
- (b) a list of the partners of the partnership and the partnership's business profile, such as its principal activities of business, principal place of business, and the registered name of the business;
- (c) the following documents and information in respect of the partner who is or is to be the approved person in so far as the business of the partnership relates to specialist building works in Singapore of that class:
 - (i) the name and residential address of the person;
 - (ii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iii) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a specialist builder or as a supervisor of specialist building works of that class;

- (iv) a copy of the letter of his appointment as the approved person, signed by the partners of the partnership;
 - (v) the written consent of the person to carry out the duties of an approved person for the applicant;
 - (vi) a declaration by that person that he is not acting, and for so long as he is the approved person for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (vii) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application; and
- (d) the following documents and information in respect of every person (whether a partner or an employee of the applicant) who is or is to be the technical controller for the applicant:
- (i) the name and residential address of the person;
 - (ii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iii) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a specialist builder or as a supervisor of specialist building works of that class;
 - (iv) the written consent of the person to carry out the duties of a technical controller for the applicant;
 - (v) a declaration by that person that he is not acting, and for so long as he is the technical controller for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (vi) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application; and
- (e) such other documents and information as the Commissioner may require in any particular case.

(3) The application by a corporation for a specialist builder's licence for a class of specialist building works shall be accompanied by —

- (a) a copy of the memorandum and articles of association of the corporation;
- (b) a copy of the certificate of incorporation issued in respect of the corporation under section 19 of the Companies Act (Cap. 50);
- (c) a list of the directors of the corporation and the corporation's business profile, such as its principal activities of business, principal place of business, its capital, and particulars of its officers and shareholders;
- (d) the following documents and information in respect of the person who is or is to be the approved person in so far as the business of the corporation relates to specialist building works in Singapore of that class:
 - (i) the name and residential address of the person;

- (ii) whether the person is a director or a member of the board of management of the corporation, or an employee thereof, and if the person is an employee, his designation, duties and responsibilities;
 - (iii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iv) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a specialist builder or as a supervisor of specialist building works of that class;
 - (v) the written consent of the person to carry out the duties of an approved person for the applicant;
 - (vi) a declaration by that person that he is not acting, and for so long as he is the approved person for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (vii) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
 - (viii) a copy of the resolution of the board of management of the corporation appointing the person as the approved person for the corporation and authorising him to manage and direct the business in so far as it relates to specialist building works of that class in Singapore; and
- (e) the following documents and information in respect of every person who is or is to be the technical controller for the applicant:
- (i) the name and residential address of the person;
 - (ii) whether the person is a director or a member of the board of management of the corporation, or an employee thereof, and if the person is an employee, his designation, duties and responsibilities;
 - (iii) a copy of the person's degree, diploma or other certificate showing his educational qualification;
 - (iv) written evidence of the person's practical experience (whether in Singapore or elsewhere) in the work of a specialist builder or as a supervisor of specialist building works of that class;
 - (v) the written consent of the person to carry out the duties of a technical controller for the applicant;
 - (vi) a declaration by that person that he is not acting, and for so long as he is the technical controller for the applicant that he does not intend to act, as a technical controller for any other holder of a licence;
 - (vii) a declaration by that person that he has not acted as an approved person or the technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application; and
- (f) such other documents and information as the Commissioner may require in any particular case.

Fees

9.—(1) For the purposes of section 29E of the Act, the application fee for a licence shall be the relevant fee specified in the First Schedule.

(2) Any person in possession of a Class 2 general builder's licence may, if the person so desires and upon payment of an additional fee specified in the First Schedule, apply to have the licence varied to become a Class 1 general builder's licence authorising the licensee to carry on the business of a general builder generally until the date of the expiration of the Class 2 general builder's licence.

(3) The application fee for any licence shall be payable in advance and shall not be refundable.

Validity of licence

10. Every licence shall be valid for such period specified therein, being not more than 3 years.

Application to renew licence

11.—(1) Subject to paragraph (2), an application to renew a licence shall be submitted to the Commissioner not later than one month before the date of expiry of the licence and be accompanied by the relevant renewal fee specified in the First Schedule.

(2) If an application to renew a licence is submitted to the Commissioner less than one month before the date of expiry of the licence, the application must be accompanied by the relevant renewal fee plus a late application fee specified in the First Schedule.

(3) Subject to paragraph (4), a licence may be renewed for such period as the Commissioner may determine on receipt of an application under paragraph (1) or (2).

(4) The Commissioner may refuse to renew any licence the application for which is not made more than 14 days before the date of expiry of the licence.

PART IV

TRAINING AND PRACTICAL EXPERIENCE

General builders' approved persons

12. For the purposes of section 29F(1)(c)(i), (2)(b)(i) and (3)(e)(i) of the Act, respectively, an approved person for —

- (a) a holder of a class of general builders' licence; or
- (b) an applicant for a class of general builders' licence,

shall have completed the course of training and have the practical experience prescribed in Part I of the Second Schedule opposite the relevant class of general builder's licence.

General builders' technical controllers

13. For the purposes of section 29F(1)(d), (2)(c) and (3)(f) of the Act, respectively, the technical controller for —

- (a) a holder of a class of general builders' licence; or
- (b) an applicant for a class of general builders' licence,

shall have completed the course of training and have the practical experience prescribed in Part II of the Second Schedule opposite the relevant class of general builder's licence.

Specialist builders' approved persons

14. For the purposes of section 29G(1)(c)(i), (2)(b)(i) and (3)(e)(i) of the Act, respectively, an approved person for —

- (a) a holder of a specialist builder's licence for a class of specialist building works; or
- (b) an applicant for a specialist builder's licence for a class of specialist building works,

shall have completed the course of training and have the practical experience prescribed in Part I of the Second Schedule opposite specialist builder's licences.

Specialist builders' technical controllers

15. For the purposes of section 29G(1)(d), (2)(c) and (3)(f) of the Act, respectively, the technical controller for —

- (a) a holder of a specialist builder's licence for a class of specialist building works; or
- (b) an applicant for a specialist builder's licence for a class of specialist building works,

shall have completed the course of training and have the practical experience prescribed in Part II of the Second Schedule opposite specialist builder's licences.

Ceasing to be approved person or technical controller

16.—(1) If any person who is appointed to be —

- (a) an approved person for a holder of a licence in so far as the holder's business relates to general building works or a class of specialist building works; or
- (b) the technical controller for the holder of any such licence,

becomes unwilling or unable, whether by reason of the termination of his appointment or for any other reason, to carry out those duties, the holder of the licence concerned shall notify the Commissioner in writing of the person ceasing to carry out those duties within 28 days after such cessation.

(2) Any holder of a licence who contravenes paragraph (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 12 months or to both.

PART V

CONDITIONS RELATING TO CONSTRUCTION PERSONNEL

Definitions of this Part

17.—(1) For the purposes of this Part, unless the context otherwise requires —

“construction personnel” means a natural person who is —

(a) a construction foreman of any class; or

(b) a construction tradesman of any class;

“construction plant operation work” means operating any of the following plant or machinery:

(a) a saddle jib tower crane;

(b) a luffing jib tower crane;

(c) a mobile crane (trick mounted);

(d) a crawler crane;

(e) a hydraulic excavator;

(f) a telescopic handler;

(g) a bulldozer;

(h) a track shovel;

(i) an excavator loader;

(j) a piling rig;

“electrical works” means installing any wiring, cable, conduit, trunking, isolators, switch socket outlets, power switches or any other fittings for transmission of electricity for lighting, heating, cooling or other similar purposes in a building;

“man-year” means a period worked by a construction tradesman or construction foreman comprising 260 working days;

“plumbing and piping works” means installing any gas, water and sanitary piping, or any associated fittings for the conveyance of gas, water distribution, soil or waste water disposal in a building;

“reinforced concrete works” means fabrication and installation of formwork and steel reinforcement for reinforced concrete work, and installation of pre-cast concrete components;

“structural steel works” means fabrication, fitting, welding and erection of steel members or components to form an integral part of any structural system of a building;

“tiling and stone laying work” means the laying of tiles, marble or stone finishes to the interior or exterior walls or the floors of a building;

“waterproofing works” means applying or laying of material to waterproof any basement, foundation, roof, wet area or wall in the interior or on the exterior of a building.

(2) Any reference in this Part to a class of registered construction personnel shall be a reference to the class in which the construction personnel is registered by the Authority under the Building and Construction Authority (Registration of Construction Personnel) Regulations 2008.

Classes of construction tradesman

18. For the purposes of section 29H(5) of the Act, a “construction tradesman” means a natural person (other than a builder) who carries out, or undertakes to carry out, for or on behalf of another person, for a fixed sum, percentage, or valuable consideration, wages or other reward, one or more of the following classes of work, and classified accordingly:

- (a) construction plant operation work;
- (b) electrical works;
- (c) plumbing and piping work;
- (d) tiling and stone laying work.

Classes of construction foreman

19. For the purposes of section 29H(5) of the Act, a “construction foreman” means a natural person who carries out, or undertakes to carry out, for or on behalf of another person for a fixed sum, percentage, or valuable consideration, wages or other reward, the supervision and co-ordination of construction tradesmen or other workmen undertaking the same class of work, and classified accordingly:

- (a) electrical works;
- (b) plumbing and piping work;
- (c) tiling and stone laying work;
- (d) waterproofing works;
- (e) reinforced concrete work;
- (f) structural steel work.

Manpower programme

20.—(1) For the purposes of section 29H(2) of the Act, the manpower programme for each significant general building work project in Singapore shall provide for registered construction personnel of such class and number as specified in paragraphs (2) to (5) to be employed by or on behalf of the licensed general builder or engaged in connection with the significant general building work project.

(2) Where the significant general building work project involves addition, alteration or repair works to an existing building not described in paragraphs (3) and (4) —

- (a) in the case of reinforced concrete work or structural steel work or both, the number of construction foremen in any of these classes of work shall be that number necessary to carry out —
 - (i) for the first \$100 million in value of the project, 0.5 man-years of work for every \$10 million in value of the project or part thereof; and
 - (ii) for any value of the project in excess of \$100 million, 0.5 man-years of work for every \$20 million in value of the project or part thereof;
 - (b) in the case of electrical works, plumbing and piping work, tiling and stone laying work or waterproofing works or any combination thereof, the number of construction foremen in any of these classes of work shall be that number necessary to carry out —
 - (i) for the first \$100 million in value of the project, 0.5 man-years of work for every \$10 million in value of the project or part thereof; and
 - (ii) for any value of the project in excess of \$100 million, 0.5 man-years of work for every \$20 million in value of the project or part thereof; and
 - (c) in the case of construction plant operation, electrical works, plumbing and piping work, or tiling and stone laying work or any combination thereof, the number of construction tradesmen in any of these classes shall be that number necessary to carry out —
 - (i) for the first \$100 million in value of the project, 1 man-year of work for every \$10 million in value of the project or part thereof; and
 - (ii) for any value of the project in excess of \$100 million, 1 man-year of work for every \$20 million in value of the project or part thereof.
- (3) Subject to paragraph (4), where the significant general building work project involves erecting, or any addition, alteration or repair works to, any flyover, bridge, tunnel or other structure similar thereto —
- (a) in the case of reinforced concrete work or structural steel work or both, the number of construction foremen in any of these classes of work shall be that number necessary to carry out —
 - (i) for the first \$100 million in value of the project, 0.5 man-years of work for every \$10 million in value of the project or part thereof; and
 - (ii) for any value of the project in excess of \$100 million, 0.5 man-years of work for every \$20 million in value of the project or part thereof; and
 - (b) the number of construction tradesmen in the construction plant operation class shall be that number necessary to carry out —
 - (i) for the first \$100 million in value of the project, 0.5 man-years of work for every \$10 million in value of the project or part thereof; and
 - (ii) for any value of the project in excess of \$100 million, 0.5 man-years of work for every \$20 million in value of the project or part thereof.
- (4) Where the significant general building work project involves erecting, or any addition, alteration or repair works to any flyover, bridge, tunnel or other structure

similar thereto but no construction plant operation work is applicable, the number of construction foremen in the reinforced concrete work or structural steel work or both shall be that number necessary to carry out —

- (a) for the first \$100 million in value of the project, 1 man-year of work for every \$10 million in value of the project or part thereof; and
- (b) for any value of the project in excess of \$100 million, 1 man-year of work for every \$20 million in value of the project or part thereof.

(5) In the case of any other significant general building work project not specified in paragraph (2), (3) or (4) —

- (a) in the case of reinforced concrete work or structural steel work or both, the number of construction foremen in any of these classes of work shall be that number necessary to carry out —

- (i) for the first \$100 million in value of the project, 0.5 man-year of work for every \$10 million in value of the project or part thereof; and
- (ii) for any value of the project in excess of \$100 million, 0.5 man-years of work for every \$20 million in value of the project or part thereof;

- (b) in the case of electrical works, plumbing and piping work, tiling and stone laying work or waterproofing works or any combination thereof, the number of construction foremen in any of these classes of work shall be that number necessary to carry out —

- (i) for the first \$100 million in value of the project, 0.5 man-years of work for every \$10 million in value of the project or part thereof; and
- (ii) for any value of the project in excess of \$100 million, 0.5 man-years of work for every \$20 million in value of the project or part thereof;

- (c) in the case of construction plant operation, the number of construction tradesmen in the construction plant operation class shall be that number necessary to carry out —

- (i) for the first \$100 million in value of the project, 0.5 man-years of work for every \$10 million in value of the project or part thereof; and
- (ii) for any value of the project in excess of \$100 million, 0.5 man-years of work for every \$20 million in value of the project or part thereof; and

- (d) in the case of electrical works, plumbing and piping work, or tiling and stone laying work or any combination thereof, the number of construction tradesmen in any of these classes shall be that number necessary to carry out —

- (i) for the first \$100 million in value of the project, 0.5 man-years of work for every \$10 million in value of the project or part thereof; and
- (ii) for any value of the project in excess of \$100 million, 0.5 man-years of work for every \$20 million in value of the project or part thereof.

MISCELLANEOUS

Appeals

21. For the purposes of section 29K of the Act, where —

- (a) a person's application for a builder's licence or for the renewal of a builder's licence has been refused by the Commissioner;
- (b) a builder's licence is granted by the Commissioner subject to conditions (other than those specified in section 29H or 29I of the Act);
- (c) the Commissioner has made an order of revocation or suspension of a licence under section 29J of the Act or an order imposing any pecuniary penalty on, or a direction or restriction on the business of a licensed corporation, partnership or limited liability partnership under section 29J(2) of the Act,

any appeal by the person entitled to appeal against the Commissioner's decision shall —

- (i) be addressed to Minister and delivered to the Permanent Secretary, Ministry of National Development;
- (ii) set out the grounds of appeal; and
- (iii) be accompanied by a copy of the following documents:
 - (A) the decision of the Commissioner and the reasons therefor;
 - (B) the application for the licence or renewal thereof, and all documents accompanying the application; and
 - (C) any other correspondence between the Commissioner and the appellant in relation to the decision appealed against.

Fees non-refundable

22. Any fee set out in the First Schedule that has been paid under these Regulations shall not be refundable, in whole or in part, even if the application for the licence is unsuccessful or the licence is revoked or suspended.

FIRST SCHEDULE

Regulations 5(1), 9, 11 and 22

FEES

<i>First column</i>	<i>Second column</i>
<i>Type of Application</i>	<i>Fee</i>
1. Application for a certificate as to the licence or non-licence of a named person on a specified date or during a specified period	\$30 per certificate
2. Application for a Class 1 general builder's licence	\$1,800
3. Application for a Class 2 general	\$1,200

<i>First column</i>	<i>Second column</i>
<i>Type of Application</i>	<i>Fee</i>
builder's licence	
4. Application for a specialist builder's licence	\$1,500
5. Application to renew a licence	The fee in item 2, 3 or 4, as the case may be
6. Late application to renew a licence	\$100
7. Application to vary a licence	\$600.

SECOND SCHEDULE

Regulations 12, 13, 14 and 15

COURSE OF TRAINING AND PRACTICAL EXPERIENCE

PART I

APPROVED PERSONS

<i>First column</i>	<i>Second column</i>	<i>Third column</i>
<i>Class of Licence</i>	<i>Course</i>	<i>Practical Experience</i>
1. Class 1 general builder's licence	A course leading to a Bachelor's degree or post-graduate degree in any field.	At least 3 years (in aggregate) of practical experience in the execution of construction projects (whether in Singapore or elsewhere) after attaining the qualifications in the second column.
	A course leading to a diploma in a construction-related field.	At least 5 years (in aggregate) of practical experience in the execution of construction projects (whether in Singapore or elsewhere) after attaining the qualifications in the second column.

<i>First column</i>	<i>Second column</i>	<i>Third column</i>
<i>Class of Licence</i>	<i>Course</i>	<i>Practical Experience</i>
	A course conducted by the Building and Construction Authority known as “Essential Knowledge in Construction Regulations and Management for Licensed Builders”.	At least 10 years (in aggregate) of practical experience in the execution of construction projects in Singapore.
2. Class 2 general builder’s licence	A course leading to a diploma in a construction-related field, or a Bachelor’s degree or post-graduate degree in any field.	At least 3 years (in aggregate) of practical experience in the execution of construction projects (whether in Singapore or elsewhere) after attaining the qualifications in the second column.
	A course conducted by the Building and Construction Authority known as “Essential Knowledge in Construction Regulations and Management for Licensed Builders”.	At least 8 years (in aggregate) of practical experience in the execution of construction projects in Singapore.
3. Specialist builder’s licence for a class of specialist building works	A course leading to a diploma in a construction-related field, or a Bachelor’s degree or post-graduate degree in any field.	At least 3 years (in aggregate) of practical experience in the execution of construction projects (whether in Singapore or elsewhere) after attaining the qualifications in the second column.

<i>First column</i>	<i>Second column</i>	<i>Third column</i>
<i>Class of Licence</i>	<i>Course</i>	<i>Practical Experience</i>
	A course conducted by the Building and Construction Authority known as “Essential Knowledge in Construction Regulations and Management for Licensed Builders”.	At least 8 years (in aggregate) of practical experience in the execution of construction projects in Singapore.

PART II

TECHNICAL CONTROLLERS

<i>First column</i>	<i>Second column</i>	<i>Third column</i>
<i>Class of Licence</i>	<i>Course</i>	<i>Practical Experience</i>
1. Class 1 general builder’s licence	A course leading to a Bachelor’s degree or post-graduate degree in a construction-related field.	At least 5 years (in aggregate) of practical experience in the execution of construction projects (whether in Singapore or elsewhere) after attaining the qualifications in the second column.
2. Class 2 general builder’s licence	A course leading to a diploma in a construction-related field, or a Bachelor’s degree or post-graduate degree in a construction-related field.	At least 5 years (in aggregate) of practical experience in the execution of construction projects (whether in Singapore or elsewhere) after attaining the qualifications in the second column.
3. Specialist builder’s licence for a class of specialist building works	A course leading to a Bachelor’s degree or post-graduate degree in the field of civil or structural engineering from a recognised institution.	At least 5 years (in aggregate) of practical experience in the execution of specialist building works of that class (whether in Singapore or elsewhere) after attaining the qualifications in the second column.

Note: In this Schedule, unless the context otherwise requires —

“construction-related field” means the field of architecture, civil or structural engineering, mechanical or electrical engineering, construction or project management, quantity surveying or building science, facilities or estate management;

“recognised institution” means —

- (a) the National University of Singapore;
- (b) the Nanyang Technological University; or
- (c) any other university that is specified by the Commissioner in the Authority’s Internet website <http://www.bca.gov.sg>.

END OF REGULATIONS

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