

BCA CONTRACTORS REGISTRATION SYSTEM (CRS)

FREQUENTLY ASKED QUESTIONS:

GENERAL

1. What is BCA Contractors Registration System (CRS)?

The CRS serves the construction and construction-related procurement needs of the public sector including government ministries and statutory boards. You only need to register if you wish to participate in construction tenders or carry out construction projects (as main or sub-contractors) for the public sector

2. My company is only involved in private sector projects, must I still register with CRS?

No, you need not register with CRS

3. Which workhead should my company register in?

CRS is divided into seven major categories, they are;

- a) Construction (CW)*
- b) Construction-Related (CR)*
- c) Mechanical and Electrical (ME)*
- d) Maintenance (MW)*
- e) Trade Heads for sub-contractors (TR)*
- f) Regulatory Workhead (RW)*
- g) Supply (SY)*

There are a total of 64 workheads. Your company should register in the workhead that best describe your company's specialisation. You can download the terms of registration and specific registration requirements and application forms from this link <https://www.bca.gov.sg/eBACS/>

4. What are the requirements?

The main requirements are

- a) Financial capability (valid audited accounts, paid-up capital, net worth, etc)*
- b) Relevant technical personnel (full-time employed, recognised professional, technical qualification, valid licenses, etc)*
- c) Management certifications (SAC Accredited ISO9000, ISO14000, OHSAS 18000, etc)*
- d) Track record (valid projects with documentation proof, endorsed and assessed by clients)*

You can refer more detailed requirements at <https://www.bca.gov.sg/eBACS/>

5. Besides CRS, must my company also register with BLS?

While the CRS serves the construction and construction-related procurement needs of the public sector including government ministries and statutory boards, if your company requires a permit to start any building or specialised building works, then your company must be licensed under the Builders Licensing Scheme (BLS) which falls under the purview of the Building Control Act

If your company intends to register under the following CRS categories, you must also obtain the respective BLS:

Workhead from Contractor Registry and Grade of Registration	Corresponding Type of Builder Licence
CW01 (General Building) and CW02 (Civil Engineering) Grade A1 to B2	General Builder Class 1
CW01 (General Building) and CW02 (Civil Engineering) Grade C1 to C3	General Builder Class 1 or 2
CR08 (Piling Works), All grades	Specialist Builder (Piling Works)
CR10 (Precast Concrete Works), All grades	Specialist Builder (Pre-cast concrete works)
CR12 (Ground Support and Stabilisation Works) All grades	Specialist Builder (Ground Support and Stabilisation works)
CR15 (Site Investigation Works) Single grade	Specialist Builder (Site Investigation Work)

Note: Sole proprietors, partnerships or limited liability partnerships are eligible for General Builder Class 2 license only.

You may refer to the link for more information on BLS <https://www.bca.gov.sg/eBACS/>

6. What are the tendering limits?

The tendering limit for each respective grade is valid for one year from 1 July to 30 Jun. It may be adjusted every year depending on the economy driving the construction industry in Singapore.

Details of the tendering limits can be obtained from the link below. <https://www.bca.gov.sg/eBACS/>

APPLICATION

7. How do I apply for CRS?

You can apply online through eBACS from this link www.bca.gov.sg/eBACS Please refer to the 5 steps guide at the end of this FAQ to create an account with us.

8. Why must my company have \$100,000 relevant track record in the last three years to register or renew at entry grade at L1 or single grade?

BCA has to ensure that your company is authentic and capable to execute government construction or construction-related projects (except CW, CR03, CR08, CR10, CR12, CR15, CR17, ME08, MW02, MW04, SY & TR)

9. My company is unable to meet the track record requirement for the entry grades at L1 and Single Grade. Can I still apply for BCA?

Yes you can. However, we have to interview your full-time Registrable Professional/ Professional/ Technical personnel (RP/P/T) at our office (except CW, CR03, CR08, CR10, CR12, CR15, CR17, ME08, MW02, MW04, SY & TR)

10. Why must my RP/P/T attend the interview?

BCA has to assess the authenticity and capability of your company in the absence of track record. Therefore, we have to interview the RP/P/T to assess whether he/she is full-time employed by your company and has the experience and knowledge to execute projects in the respective workhead before your company is allowed to tender for government contracts

11. My company wants to upgrade to A1/A2 for the first time. Why must BCA interview all my RP/P/T?

Our procurement system offers fair and transparent practices to all contractors. The compulsory interview is conducted to assess whether all the RP/P/T are full time employed by your company and station in Singapore

12. Why is an auditor required to certify that my foreign RP/P/T have remained in Singapore for at least 183 days in conjunction with CET submission?

Similarly to the answer to Q11, we have to ascertain that foreign RP/P/T remain in Singapore for at least 183 days to ensure level playing field for all contractors

13. How can I check whether my company's RP/P/T is eligible for CRS registration?

As a guide, you can refer to the universities approved by the following;

- i) Professional Engineers Board (PEB) – [PEB Approved List of Universities](#)
- ii) Board of Architects (BOA) – [BOA Approved List of Universities](#)
- iii) BCA – [BCA Approved List of Universities](#)

14. What Is CCPP?

The BCA Certified Construction Productivity Professional (CCPP) Scheme accords recognition and grooms a pool of competent construction professionals who would lead the push for sustained productivity improvement within the construction industry.

A BCA CCPP is envisioned to be a competent professional who has the knowledge and skills to plan, coordinate and implement initiatives and measures to continually improve the productivity of construction projects.

Your company's RP/P/T can register as a BCA CCPP by completing and submitting to BCA an Application Form and fulfil the requirements listed below:

- a. Complete the Certificate Course in Construction Productivity Management (CCPM). For information and outline of the CCPM course, please refer to <http://www.bcaa.edu.sg/what-we-offer/courses/certification-courses?CourseId=adcc25c2-3230-6ef1-b0a0-ff0000a28c6c> ;*
- b. Submit a report for acceptance by BCA and;*
- c. Clear an interview by Certification Panel.*

For more details on the application for BCA CCPP, please refer to <http://www.bca.gov.sg/ccpp/ccpp.html> .

Participants in the Specialist Diploma in Construction Productivity ("SDCP") course may also apply to become BCA CCPP through the course.

15. What Is SDCP?

The Specialist Diploma in Construction Productivity ("SDCP") was introduced to include the latest emerging game-changing technologies and trends such as Building Information Modelling (BIM), Virtual Design & Construction, Pre-fabricated Bathroom Unit (PBU), Pre-fabricated and Prefinished Volumetric Construction (PPVC), and Cross Laminated Timber (CLT) to raise the bar for the construction industry in terms of attaining higher professional competency levels to achieve greater heights in construction productivity.

SDCP is a requirement for at least one of your company's RP/P/T for A1-B1 grade. It will also be a requirement for at least one of your RP/P/T in L6 grade for CR and ME workheads (except CR14, ME07 and ME13) from 1 Jan 2017. SDCP will not be required if one of your RP/P/T has obtained CCPP.

To enrol for the SDCP course, you can visit this link <http://www.bcaa.edu.sg/SDCP>.

If you need further assistance, please refer to our website at: <http://www.bcaa.edu.sg/>

You can check your RP/P/T's eligibility for the course at <https://www.bca.gov.sg/eBACS/>

Upon enrolment of the course, please email your registration acknowledgement receipt (issued by BCAA) to bca_ebacs@bca.gov.sg for our record.

For enrolment and enquiries on the SDCP, please email to bca_academy@bca.gov.sg or call 62489999.

16. What Is ACCP?

The ‘Advanced Certificate in Construction Productivity’ (“ACCP”) aims to equip the construction industry professionals with the latest construction productivity trends and technology in order to attain higher technical competencies and drive construction productivities in their respective companies.

ACCP is a requirement for at least one of your company’s RP/P/T for B2 grade. ACCP will not be required if one of your RP/P/T has obtained either the SDCP or CCPP.

*To enrol for the ACCP course, you can visit this link at <http://www.bcaa.edu.sg/ACCP>
If you need further assistance, please refer to our website at: <http://www.bcaa.edu.sg/>
You can check your RP/P/T’s eligibility for the course at <https://www.bca.gov.sg/eBACS/>
Upon enrolment of the course, please email your registration acknowledgement receipt (issued by BCAA) to bca_ebacs@bca.gov.sg for our record.*

For enrolment and enquiries on the ACCP, please email to bca_academy@bca.gov.sg or call 62489999.

17. What Is BCCPE?

The Basic Concept in Construction Productivity and Enhancement (BCCPE) is a mandatory course for at least one of your company’s director (registered with ACRA) or RP/P/T if your company is registered under CW, CR, ME, with grades C1 to C3, L5 to L1, Single Grades and all grades for CR14, ME07, ME13, MW02, MW03, SY04 and SY08. The course will cover topics such as definition and measurement of productivity; improving construction productivity during planning, design and construction stage; site layout, deployment planning and site coordination; quality control and good management practices; and the use of Construction Productivity and Capability Fund to enhance productivity.

With cuts in MYE, your company must face the reality that the only way to move forward is to start embracing productivity in our industry.

BCCPE will not be required if one of your RP/P/T has either obtained CCPP, SDCP, ACCP or CCPM. You can email the SDCP, ACCP, CCPM CCPP or BCCPE certificate to us at bca_ebacs@bca.gov.sg .

For BCCPE course enrolment, you can apply online at www.bcaa.edu.sg. Last minute walk-in or replacement of applicant is strictly not allowed on the day of session.

For BCCPE enquiry and scheduled dates, please email to bca_academy@bca.gov.sg or call 62489999.

18. Why are audited accounts required for grades C2 or L2 and above?

Although it is not required for companies to prepare audited accounts if their annual turnovers are less than \$5 million, you may tender or carry out unlimited number of public sector projects at any

time. Therefore, BCA has to ensure that your company is financially healthy and capable to tender and execute multiple projects at the same time for the government

19. What are the documents required for track record?

For CW, CR, ME and MW, you have to fill up Section D for each project. The client must endorse on both pages of Section D to verify the project value and assess your performance respectively. It must be accompanied with Award Letter / Work Order / Purchase Order and Practical Completion Certificate (TOP or Statutory Completion are not acceptable as they do not reflect the actual date of practical completion). For SY, the applicant must fill up Section E and accompanied with Award Letter / Work Order / Purchase Order. Sections D and E can be downloaded from this link [CRS Section D - Track Record](#)

20. How do I check my application result?

Normally, it will take about two weeks for the result of your application. It may take longer for A1-B2 and L6-L5 grades. You may check your registration status at CRS webpage at this link <https://www.bca.gov.sg/bcadirectory>

21. Can I retrieve my company's RP/P/T and previous track record?

Yes, all the information can be retrieved and amended when you submit the renewal application online at www.bca.gov.sg/eBACS

22. How do I update my firm's personnel and company particulars?

You can download the following documents to update your firm's personnel and company particulars:

- [Resignation of Technical Personnel](#)
- [Updating of EP, S-Pass, Work permit](#)
- [Change of Company's Particulars](#)
- [Declaration of Personnel Appointment and Experience](#)

In addition to the above, you can submit the latest audited accounts, valid SAC Accredited ISO 9000, ISO 14000, OHSAS 18000, SMC, SDCP, ACCP, BCCPE and any relevant documents by email a pdf copy to bca_ebacs@bca.gov.sg

23. My application has been rejected, can I appeal for a refund?

There is no refund. You are expected to read the Terms of Registration and Specific Registration Requirements before considering whether there is a need to register with CRS (see FAQ 1 and FAQ 2)

OTHERS

24. The tender specifications for a government project require my company to obtain the C41 report from CRS. Can you give a copy to me?

Only government agencies, statutory boards and town councils have access to retrieve the C41 report from CRS. You can ignore this requirement when submitting your tender

25. What are the conditions that my company can apply for transfer of workhead?

CRS will allow the transfer of workhead(s) if your company is going through structural reorganisation that result in change of UEN number, mergers or acquisitions. Applicants are to note that both the transferring company and the transferee will be held liable for any ongoing government projects at the time of transfer. You can apply online at www.bca.gov.sg/eBACS

26. Can a transferring company re-register with CRS after the transfer is made?

No, the transferring company will not be allowed to re-register with CRS. The transferring company may however, set up a new subsidiary (new entity) and register with CRS at the entry grade

27. My company's three-year registration period is still valid but we have been de-registered due to expired licence/insufficient technical personnel etc. We have no intention to reinstate this workhead but wish to re-register with another workhead. Is this possible?

Yes, it is possible, you have to inform us so that we can arrange for your application to be submitted as a new application and be entitled to a fresh three-year registration period. You can email your request to bca_ebacs@bca.gov.sg

28. I have just completed a public sector construction project and now undergoing Defects Liability Period. After this contract, I no longer intend to tender or carry out any more public sector projects. Do I still need to renew with CRS?

No, there is no need to renew. However, you will still need to fulfil all your current contractual obligations

29. I am a BCA registered contractor. Can I make use of the BCA logo for my publicity materials?

*BCA's logo cannot be reproduced or printed on materials such as company's name card, office stationery, promotional material, website, etc. However, if your company is registered with CRS, you may use the following text:
"BCA Registered Contractor (for public sector works) – Workhead (Grade)". Notwithstanding this, BCA reserves the right, at its absolute discretion, to require your company to remove such text without giving any reason whatsoever, and will not be held liable for any loss or expense incurred by your company in removing the text*

Do you know that you can submit your Contractors Registration Application online?



Just follow the 5 steps guide to create an account with us now!

Step 1

Go to <https://www.bca.gov.sg/eBACS>

Step 2

Key in your UEN No. and sign in via Singpass (mandatory) to display your company name and email address as shown below.

UEN No.	123456789Z
Company Name (as stated in ACRA)	<input type="text"/>
Email	<input type="text"/> <small>If you have changed your email address, please click here.</small>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

Step 3

Please ensure that your email address is correct. If not, please submit the change in email address. Once you have received the email acknowledgement, you may proceed with account registration.

Step 4

Create a password to be used for login

Step 5

Once login, please follow the instructions and proceed with your e-submission.

For existing account holders, you only need to key in the UEN number and password.