

MINISTRY OF ROADS AND TRANSPORT

APPLICATION FORMS FOR THE
CLASSIFICATION OF CONTRACTORS FOR
ROAD AND BRIDGE WORKS

Please Mark One (1)

Form MRT/PROC, 1
CONFIDENTIAL

New Application

Upgrading

**MINISTRY OF ROADS AND TRANSPORT APPLICATION
FORMS FOR THE CLASSIFICATION OF
CONTRACTORS FOR ROAD AND BRIDGE WORKS**

(Note: Applicants refer to
MRT/PROC. 1 for

SUBMISSION	Submit Application to: CHIEF DIRECTOR MINISTRY OF ROAD AND TRANSPORT P.O. BOX MB 57 ACCRA		
1. (a) BUSINESS NAME (b) DATE (of Establishing business under this name)	<div style="border: 1px solid black; width: 350px; height: 40px; margin: 0 auto 40px auto;"></div> <div style="border: 1px solid black; width: 180px; height: 40px; margin: 0 auto;"></div>		
2. POSTAL ADDRESS TELEPHONE	<div style="border: 1px solid black; width: 300px; height: 50px; margin: 0 auto;"></div> <p style="text-align: center;">POSTAL ADDRESS</p>		<div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div> <p style="text-align: center;">TELEPHONE NO. AND PLACE</p>
3. EXACT LOCATION OF CONTRACTOR'S OFFICE AND YARD	HEAD OFFICE	OTHER	
4. ORGANIZATION (ATTACH PHOTOCOPY)	With the Registrar General	Registration Number	Date
	(i) Registration of Business as Sole Proprietor (Act 151)		
	(ii) Incorporation as Private Partnership (Act 152)		
	(iii) Registration under Limited Company (Act 179)		

5. PROPRIETORS, DIRECTORS AND PARTNERS	NAME	POSITION	NATIONALITY	ADDRESS	TECHNICAL TRAINING AND EXPERIENCE
6. STAFF AND EMPLOYEES	AVERAGE NUMBER EMPLOYED		MANAGEMENT AND ADMINISTRATION		
			SUPERVISORY		
			TRADESMEN		
			LABOUR		
			TOTAL		
	SUMMARY OF CONTRACTOR'S STAFF		TOTAL NUMBER		
	FUNCTION		Roads, Airports and related structures	Bridges, culverts and other structures	TOTAL
	WORKS MANAGER				
	ENGINEERS				
	ACCOUNTS OFFICER				
	BOOK-KEEPER				
	WORKS SUPERINTENDENT				
	SOILS TECHNICIAN				
	WORKS FOREMAN - EARTHWORKS				
	WORKS FOREMAN - CONCRETE				
FOREMEN - OTHER					
SURVEYOR					
MECHANICAL SUPERINTENDENT					
MECHANICS					
TOTAL					

7. IMMOVABLE PROPERTY	DESCRIPTION	LOCATION	REGISTERED OWNER	CURRENT VALUE	MORTGAGE	DATE	MORTGAGE HOLDER	NET CURRENT VALUE (€ x 1,000,000)	TOTAL (€ x 1,000,000)
Land, buildings etc., owned by the firm or any of its Partners Less Mortgages									
8. MOVABLE PROPERTY A. CONTRACTOR'S EQUIPMENT B. Others such as machinery, building equipment owned by the firm not included in A above									
9. OTHER ASSETS LIQUID MISC. ASSETS (Payment certs, Stocks, Bonds etc.)	BANK		LOCATION/BRANCH		ACCOUNT		BALANCE		
	TOTAL CASH IN BANK								
				LESS ACCRUALS AND OUTSTANDING PAYMENT (Labour, equipment, supplies)					
				TOTAL CURRENT VALUE OF OTHER ASSETS					
10.	TOTAL VALUE OF CAPITAL								

SUMMARY OF CONTRACTS EXECUTED IN THE LAST FIVE YEARS											
DESCRIPTION AND LOCATION OF PROJECT		EXECUTING AGENCY AND ENGINEER IN CHARGE	DATE OF AWARD/ COMMENCE- MENT	DATE FOR COMPLE- TION	ACTUAL COMPLE- TION DATE	% COMPLETED IF PARTIALLY COMPLETED	VALUE OF CONTRACT x 1,000,000			CERTIFICATION BY ENGINEER IN CHARGE OF PROJECT	RESERVED FOR MINISTRY
							INITIAL CONTRACT SUM	VARIATION ORDERS/ FLUCTUATIONS	FINAL VALUE		

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12. CURRENT MRT CLASSIFICATION STATUS	CATEGORY A: ROADS, AIRPORTS AND RELATED STRUCTURES	CATEGORY B: BRIDGES CULVERTS AND OTHER STRUCTURES	CATEGORY C: LABOUR BASED ROAD WORKS	CATEGORY S: STEEL BRIDGES AND STRUCTURES
	CURRENT FIANACIAL CLASS	CURRENT FIANACIAL CLASS		CURRENT FIANACIAL CLASS
13. REQUESTED CLASSIFICATION STATUS (WRITE "NIL" if not required)	REQUESTED FIANACIAL CLASS	REQUESTED FIANACIAL CLASS		REQUESTED FIANACIAL CLASS

DECLARATION

I declare that the above particulars are tru to the best of my knowledge and belief, and I understand that, if any false or deliberately misleading information has been given in the form, my application may be disqualified.

I agree that the Ministry of Roads and Transport may make any enquiries considered necessary to confirm that facts stated in this application.

NAME

(PRINT)

SIGNATURE

POSITION IN FIRM

NAME OF BUSINESS

DATE: