THE SINGAPORE CONTRACTORS ASSOCIATION LTD
Construction House, 1 Bukit Merah Lane 2, Singapore 159760.
Tel: 6278 9577 Fax: 6273 3977 Email: enquiry@scal.com.sg Website: www.scal.com.sg

Singapore List of Trade Subcontractors (SLOTS) Application Form

1. Particulars of Firm

Registered Name of Firm:		Business Address:	
Tel:	Fax:	Email Address:	
Company Registration Number:		Date of Registration:	
Person to contact for clarification:		Designation:	Contact Number:

2. Registration Head (Please state trade reference, refer to REGISTRATION HEADS of Appendix A – (Page 09 To 12)

Architectural & Finishing (A&F)	Refer Page 9
Civil & Structural (C&S)	Refer Page 10
Mechanical & Electrical (M&E) *To indicate detail trade classification (if applicable)*	Refer Page 11 *Detail classification:*
Equipment & Special Services (E&S)	Refer Page 12

3. Personnel Resources

3.1 Number of Full-time Staff Employed

Local (S'porean or PR):_____ Foreigners:_____ Total:_____

3.2 Education Qualification (Number of employees) of Full-time Staff:

Primary or below ( ) Secondary ( ) Diploma ( ) ITE ( ) A level ( )

Degree & above ( ) Basic Skills Cert ( ) Skills Evaluation Cert ( )

Others, please specify_____( )

4. Sole Proprietor, Partners & Directors

Name	NRIC / Passport No.	Experience (yrs)	Qualification	Position

5. Projects Completed Over the Past One Year

Project Description	Value S$	Period (From -To)	Main Contractor

6. Documents to be submitted		For Official Use
6a	Fee Payable The Fee Payable shall be the Registration Fee and the Application Fee respectively and these two (2) cheques shall be made payable to **"The Singapore Contractors Association Ltd"**	
6b	Company Business Profile with the Accounting and Corporate Regulatory Authority (ACRA) Latest copy of instant information service print-out from ACRA. It should be issued not longer than 3 months before the date of submission.	
6c	Personnel resources i) Latest 3 months (photocopy) CPF contribution (CPF Form 90) of local employees ii) Copy of CPF contributions of local employees for the projects undertaken in Section 5 of the Application Form. (Any 1 project with the shortest contract duration) iii) For foreign workers, please submit photocopies of their foreign work permit card.	
6d	Financial Capacity To submit latest audited financial report (photocopy) / profit and loss account to certify the satisfactory financial position of the applicant for the preceding one year.	
6e	Track Record and Performance i) A statement (original) from 2 main contractors registered with BCA testifying to the firm's satisfactory conduct by completion of the Form A – Endorsement by Main Contractor/Owner. **(Please Refer Page 3 & 4)** ii) Letter of Award and/or Performance Report etc. (photocopy) related to projects mentioned in Section 5. (Minimum 2 projects)	
6f	**For Overseas Contractor only** - shall comply with the above item 6a & 6b and also submit the following documents: i) Previous 2 projects track record and performance statement from 2 main contractors, plus other supporting documents such as Letter of Award, Performance Reports etc., where necessary. ii) Financial statement, audited report etc of its overseas shareholder of the locally registered company.	

		Yes	No
7.	Are you registered with Building and Construction Authority (BCA) ?	☐	☐
8.	Has the applicant company including (sole proprietor, partner & director) ever been convicted or paid composition fines on work permit and/or occupational safety issues?	☐	☐
		(If reply is yes, please furnish details)	

9. Declaration

I, _____(name in block letters) _____(NRIC No.), the **Authorised Representative**, declare that the facts contained in this application form supporting documents are true to the best of my knowledge. I understand that false declaration or providing false information may result in penalties including delisting of my firm. I authorise the Committee to conduct any enquiry on the particulars and neither the Committee nor its officers shall be held liable for any loss, injury, or damages howsoever caused by the Committee's processing of a decision on this application. I accept the Terms and Conditions of Registration.

_____	_____	_____
Signature and stamp of Firm	Designation	Date

FORM A - ENDORSEMENT BY MAIN-CONTRACTOR/OWNER

NOTE: This form is to be completed by the main-contractor or owner. Please complete this form and placed it in a sealed envelope for submission by your subcontractor to SCAL.
IT IS A CRIMINAL OFFENCE TO GIVE FALSE INFORMATION AND FORGE SIGNATURE.

To: SCAL Administrative & Rating Committee

I, _____ (Name & NRIC No. of Person Making Declaration). in the capacity of GM/Sole Proprietor/Partner/Director (delete where not appropriate) of_____ Main-contractor/owner) hereby declare that _____ (Name of Application Firm) has been awarded a contract by_____(Name of Firm Awarding Contract to Applicant Firm) and is working on my project.

I further declare that the particulars given below are true and correct

(1) **Particulars of Applicant Firm (Sub-Contractor):**

Company Name: _____ Tel No.: _____ Fax No.: _____

Address: _____

Description of Sub-Contract (Please specify the relevant SLOTS trades): _____

_____

Sub-contract Value: _____ Sub-Contract Duration: From _____ to _____

(2) **Performance of Applicant Firm in This Project**

a.	Technical Capability	1	2	3	4	5
b.	Work Progress	1	2	3	4	5
c.	Quality of Work	1	2	3	4	5
d.	Co-ordination and Supervision	1	2	3	4	5
e.	Occupational Safety & Health					
	(i) safe work practices	1	2	3	4	5
	(ii) safety education for workers	1	2	3	4	5
	(iii) provide personal protective equipment to workers	1	2	3	4	5
f.	Others: _____	1	2	3	4	5

Period of evaluation from: _____ to _____

Note: Please mark according to 1: Very good 2: Good 3: Average 4: Bad and 5: Very Bad

(3) **Main-contract Particulars:**

Description & Location of Main-Contract: _____

_____

Main Contractor's CPF No.: _____ Tel No: _____ Fax No.: _____

Nature of Work: _____

Contract/BP No.: _____ Main-Contract Duration: From _____ To: _____

(4) **Owner of Project:** (Delete where not appropriate)

Private Sector/Public Sector: HDB/Others : _____

FOR OFFICIAL VERIFICATION

Signature of Person Making Declaration

Date

Company Stamp

FORM A - ENDORSEMENT BY MAIN-CONTRACTOR/OWNER

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To: SCAL Administrative & Rating Committee

I, _____ (Name & NRIC No. of Person Making Declaration). in the capacity of GM/Sole Proprietor/Partner/Director (delete where not appropriate) of_____ Main-contractor/owner) hereby declare that _____ (Name of Application Firm) has been awarded a contract by_____(Name of Firm Awarding Contract to Applicant Firm) and is working on my project.

I further declare that the particulars given below are true and correct

(1) **Particulars of Applicant Firm (Sub-Contractor):**

Company Name: _____ Tel No.: _____ Fax No.: _____

Address: _____

Description of Sub-Contract (Please specify the relevant SLOTS trades): _____

_____

Sub-contract Value: _____ Sub-Contract Duration: From _____ to _____

(2) **Performance of Applicant Firm in This Project**

a.	Technical Capability	1	2	3	4	5
b.	Work Progress	1	2	3	4	5
c.	Quality of Work	1	2	3	4	5
d.	Co-ordination and Supervision	1	2	3	4	5
e.	Occupational Safety & Health					
	(i) safe work practices	1	2	3	4	5
	(ii) safety education for workers	1	2	3	4	5
	(iii) provide personal protective equipment to workers	1	2	3	4	5
f.	Others: _____	1	2	3	4	5

Period of evaluation from: _____ to _____

Note: Please mark according to 1: Very good 2: Good 3: Average 4: Bad and 5: Very Bad

(3) **Main-contract Particulars:**

Description & Location of Main-Contract: _____

_____

Main Contractor's CPF No.: _____ Tel No: _____ Fax No.: _____

Nature of Work: _____

Contract/BP No.: _____ Main-Contract Duration: From _____ To: _____

(4) **Owner of Project:** (Delete where not appropriate)

Private Sector/Public Sector: HDB/Others : _____

FOR OFFICIAL VERIFICATION

Signature of Person Making Declaration

Date

Company Stamp

The Singapore Contractors Association Limited (SCAL)
Construction House, 1 Bukit Merah Lane 2, Singapore 159760.
Tel: 62789577 Fax: 62733977 Email: enquiry@scal.com.sg

Singapore List of Trade Subcontractors (SLOTS)

TERMS AND CONDITIONS OF REGISTRATION

1 FUNCTIONS & SCOPE OF THE SLOTS REGISTRY

1.1 *Functions of the Registry*
The SLOTS Registry is administered by the Singapore Contractors Association Ltd to serve the procurement needs of government departments, statutory bodies, public and private sector organisations.

1.2 *Scope of Registration*
There are four registration work-heads, namely Architectural & Finishing Works, Civil & Structural Works, Mechanical & Electrical Works and Equipment & Special Services. There are 14 for Architectural and Finishing Works, 12 registration trades for Civil & Structural Works, 7 for the Mechanical & Electrical Works and 6 for the Equipment & Special Services.

2 SUBMISSION OF DOCUMENTS

All applications should be submitted in the prescribed application forms. The submissions should include every item in the checklist in the correct sequence. It is the applicants' responsibility to ensure completeness of the submissions. Incomplete submissions will be rejected. **Processing will commence only after the submissions are found to be in order.**

3 REFERENCES

In the course of processing the applications, reference will be obtained from the applicant's bankers and the clients/professional consultants who supervised the works of the applicant. It is implied that the applicant has authorised SCAL to make all necessary enquiries relating to the applicant . Should the bankers or professional consultants impose any service charge on the enquiry, it shall be borne by the applicants.

4 PROCESSING TIME

Under normal circumstances, if the submissions are complete and in order, the applicants will be informed of the outcome within 2 weeks for Conditional Approval.

5. SAFETY MANAGEMENT ASSESSMENT (SMA)

Upon **Conditional Approval** of the application, the Applicant shall proceed to register with SC2 Pte Ltd for SMA* (Safety Management System Training & Assessment) of applicant's organization and pay the required fee accordingly. This registration with SC2 requires the submission of the prescribed SC2 Request Form to be made within one (1) week upon Conditional Approval, failure to comply would render the Conditional Approval void.

Implementation of SMA Scheme

Stage 1 Training (Applicable to all new registration for SLOTS Certificate)
To attend a 2-days Workshop whereby each participant's SMA System should be drafted and ready to implement in their companies.

Stage 2 Assessment Audit (Applicable for SLOTS Renewal)
Site Audit (Document check, physical check & interview)

Stage 3 Maintenance Audit – Annually (Applicable for SLOTS Renewal)
Annual Audit and Rectify any Nonconformity

** Companies certified with OHSAS 18001 by SAC Accredited Certification Bodies* ***OR*** *BCA Safety Management Certification can request for waiver of this requirement.*

6 REGISTRATION REQUSITES

These Registration Requisites refer to the corresponding requirements in item 6 of the Application Form

6a *Fee Payable*

λ All applications shall be accompanied by **two cheques** for the appropriate processing fee as stated in the fee structure. The fee structure is as follows:

i **Application Fee** : $53.50 (inclusive of 7%GST)

ii **Registration Fee**
Registration Fee Payable **PER CATEGORY (REGISTRATION HEAD)** inclusive of 7% GST, shall be as follows:

For first TWO trades registered	$299.60
Per trade for each additional trade	$ 53.50

λ Cheque must be crossed and made payable to **"The Singapore Contractors Association Ltd"**. Application fee paid is not refundable. Only Registration fee will be refunded on unsuccessful applications. SCAL may adjust the fees without giving any prior notice.

6b *Company Status*

i All firms have to be registered with the Accounting and Corporate Regulatory Authority (ACRA). The ACRA printouts for local firms shall be included in the application.

ii Company status must have one of its principal activities in building construction or related activities

iii Date of registration of the company or business should correspond to the work experiences declared.

Iv There should be sufficient paid up capital and submission will be further scrutinised if it has only a $2 paid-up capital.

6c *Personnel Resources*

Applicants should satisfy SCAL that they have the necessary full-time personnel resources stationed in Singapore to undertake the work corresponding to the registration head applied for. The minimum personnel requirements are laid out in Appendix B & C. A statement of the CPF contributions made with respect to these employees should be attached with submissions. The CPF contribution will be checked to ensure it realistically reflect the manpower and management structure for the operation of a company and for the duration of declared projects.

6d *Financial Capacity*

Applicants should satisfy SCAL that they have sufficient financial resources to meet the financial commitments that would normally arise. An applicant is required to submit a copy of their latest audited financial report / other suitable accounting documents / latest 6 months bank statements that will clearly certify the financial position of the applicant for the preceding one year. Financial statements submitted by sole-proprietor or partnership firms must be duly signed by the sole-proprietor or principal partners.

6e *Track Record and Performance*

The Registration Work-Heads are listed in Appendix A. Applicants are expected generally to have executed engineering or construction works similar to those Heads, which they wish to be registered.

Subcontracts awarded directly by another contractor may be considered provided the scope and value of projects are clearly described and accompanied with the necessary contractual documents. However, the contract value of subcontract work may not be taken at face value. This will depend on the extent of involvement of the applicant in a particular project.

In addition to the requirements, applicants are expected to have a consistently good performance record. Those with poor performance history may be refused registration.

7 REGISTRATION STATUS

Registration status shall be accorded only to firms which SCAL considers as having sufficient resources, experience and technical expertise to undertake contracts of a nature and size as defined by the Registration Work-Head and the trade allocated. The requirements stipulated, as set forth shall be taken as defining only the minimum requirements expected of an applicant.

8 AUTHORITY OF SCAL

SCAL serves the right to review the registration status of the registered firms from time to time. SCAL shall de-register the firms from SLOTS registry if the firms fail to fulfill the registration requisites. SCAL is not bound to accept any application notwithstanding that the applicant may have complied with the minimum requirements as set forth in this brochure. Furthermore, the applicant is also deemed to accept that SCAL is not bound to assign any reasons for rejecting applications or de-registering a firm from the SLOTS register.

9 UPDATES OF FIRMS' PARTICULARS

A SLOTS registered contractor is required to advise SCAL immediately for any changes in its management status, address or any other pertinent particulars, which may occur from time to time. It should be noted that registration status is accorded to the firm on the basis of the firm's particulars at the time of application and SCAL reserves the right to revoke or modify the registration status in the event of any development or change in the firm's particulars which, in the opinion of SCAL, renders the firm unsuitable to be accorded the current registration status. Notification of change of firm's particulars should be in writing and accompanied by copies of the supporting documents (e.g. the certificate of the Accounting and Corporate Regulatory Authority) and addressed to the Executive Director. In addition, SCAL may periodically require registered firms to furnish pertinent particulars to the Board for the purpose of assessing the eligibility of their continued registration with SCAL register.

10 VALIDITY

The validity of any registration is for a period of twelve (12) months from the date of approval of registration. Registration will thereafter lapse automatically unless a renewal is filed and approved by SCAL.

11 RENEWAL

Renewals shall be made one month before the expiry of the validity period. Notification for renewals will be sent by SCAL to all registered contractors three months before the certificate expiry date.

It is mandatory for application of renewal of registration to include the following completed documents.

11.1 Safety Management Assessment (SMA) requirement as reflected in item 5 hereto.
11.2 Record of Attendance to any of the SCAL ACADEMY PTE LTD organised Seminar Session for each year of renewal period.
11.3 Form to Update Company Particulars
11.4 Form A - Endorsement by Main-Contractor/Owner
11.5 Statement on the CPF Contribution (CPF Form 90) of local employees for project reported in the abovementioned Form A.
11.6 Cheque payable to "The Singapore Contractors Association Ltd" for the respective registration categories and amounts.

12 OTHER SUPPORTING DOCUMENTS FOR APPLICATION

Applicant may be requested by SCAL to produce further supporting documents and this is to be produced within 7 working days, failing which the application will be rejected and considered unsuccessful.

13 OUTCOME OF APPLICATION AND FINAL APPROVAL

SCAL will notify each applicant on the outcome of the application as soon as the case has been processed. Upon compliance with all the Terms and Conditions of Registration, and the successful completion of the Safety Assessment, the applicant will be issued with a Certificate of Registration, which shall state the head, and trade of registration allocated to the applicant.

Appendix A

REGISTRATION WORK - HEADS
TERMS OF REGISTRATION

Registration Head: Architectural & Finishing Works (A&F)

Trade Ref	Trade Title	Description
AF01	Wall and Partition	External and internal bricklaying works including block works, precast panel construction and drywall installation.
AF02	Ceiling	Ceiling works including plasterboard, metal ceiling and other ceiling system suspended or non-suspended.
AF03	Curtain Wall/Cladding	Curtain wall/cladding works including support structure and related component construction.
AF04	Drain Laying/Pavement and Kerb Construction	Drain laying, pavement and kerb construction works.
AF05	Windows and Doors	Windows and doors installation including glazing works, solar control and security protection lamination film and support structure.
AF06	Joinery	Joinery works including timber structure, partition, lightweight structure and doors.
AF07	Metal Work	Metal works, ironmongery, ornamental works, grating, grills and other metal architectural works including fencing, railing installation and ironworks.
AF08	Painting and Road Marking	Painting and road marking works including signages and display fittings/fixtures.
AF09	Plastering	Plastering works and textured finishes including related coatings.
AF10	Roofing	Roofing works including support structure and related component construction.
AF11	Flooring	Wood flooring, tiling works, marble-laying works, raised floor installation and artificial, composite and natural stone finishing works.
AF12	Waterproofing	Waterproofing of basement, foundation roofs and walls.
AF13	Horticulture and Landscaping	Horticulture works indoor and outdoor including general turfing and landscaping works.
AF14	Additions, Alterations Repair and Interior Decoration	Addition alteration and repair work including works forming part of an interior decoration service contract.

Registration Head: Civil & Structural Works (C&S)

Trade Ref	Trade Title	Description
CS01	Road Works, Pipe and Cable Installation, Road Reinstatement and Maintenance	Road works, installation of underground pipe and cables and subsequent reinstatement of road and other surfaces and maintenance thereof include asphalt works.
CS02	Concrete Repair and Surface Works	Reinforcement of structures and joints through the use of cement-sand-mortar mix or the injection of slurry into joints and cracks in concrete structures and the application of spraying of cement-sand mortar onto surfaces of reinforced concrete works including grouting & repair works and gridblasting work.
CS03	Concreting	Concreting works to all structure, including foundation, pre-cast, slab blocks, paving concrete works, pavement slab and kerb construction.
CS04	Metal Scaffolding	Metal scaffolding works including erection, maintenance, removal and disposal.
CS05	Metal Formwork and Support Systems	Metal formworks, strutting and support systems including system formwork, tableform, slipform and the like.
CS06	Piling	Installation of all heavy sheet piles, driven precast reinforced and prestressed concrete piles, bored cast-in-situ piles and timber piles.
CS07	Steel Reinforcement	Reinforcement works includes, barbending, tie wire, post-tension and pre-tension of cables and steel fabrication on an off site.
CS08	Structural Steel Work	Structural Steelwork including metal frame, space frame, support structure and the like.
CS09	Timber Formwork and Support Systems	Timber formwork, strutting and support systems for structural works and architectural finishes.
CS10	Demolition	Demolition works include removal and disposal.
CS11	Soil Investigation, Stabilisation and Earthwork Services	Soil investigation and stabilisation services include excavation and backfill services.
CS12	Precast Erectors	Installation of precast elements

Registration Head: Mechanical & Electrical Works (M&E)

Trade Ref	Trade Title	Description
ME01	Air-Conditioning, Refrigeration & Ventilation Works.	Installation, testing, commissioning, maintenance and repairs of air-conditioning, refrigeration and ventilation systems. The detail trade can be indicated as follows: A - General ACMV Installation B - General Coldroom Installation C - Ductwork D - Pipe Work E - Duct Insulation F - Pipe Insulation G - Equipment Installation H - Electrical Control Wiring I - Air Grilles J - Maintenance Service K - Coldroom Panel Construction
ME02	Electrical Engineering Works.	Installation, testing, commissioning, maintenance and repair of electrical based systems such as switchgears, transformers and large generators. It also includes high and low tension overhead line installation, the electrical installations in building and marine vessels. The detail trade can be indicated as follows: A - General Electrical Engineering Installation B - Underground Cabling C - Cable Jointing D - Switchboard E - Control Board F - Maintenance Service
ME03	Fire Protection Works.	Installation, testing, commissioning, maintenance and repair of fire protection systems. The detail trade can be indicated as follows: A - Fire Alarm System B - Sprinkler System C - Fire Hydrant System D - Portable Fire Extinguisher and Hose Reel System
ME04	Plumbing, Sanitary and Gas Piping and Sewerage Works.	Installation, testing, commissioning, maintenance and repairs of plumbing and sanitary system. The detail trade can be indicated as follows: A - Gas Piping System B - Water Treatment Plant C - Pumping Facilities D - Sewerage System E - Filtration System
ME05	Lift and Escalator Installation	Installation, testing, commissioning, maintenance and repair of lift and escalator system. The detail trade can be indicated as follows: A - General Lift and Escalator Installation B - Electrical Installation C - Lift Car Fabrication D - Mechanical Installation
ME06	Building Automation, Industrial and Process Control System	Installation, testing, commissioning, maintenance and repair of building automation, industrial and process control system.
ME07	Communication and Security System	Installation, testing, commissioning, maintenance and repair of communication system and security system. The detail trade can be indicated as follows: A - Telephone System B - CCTC System C - TV System D - Cable TV System E - Control or Traffic Light System

Registration Head: Equipment and Special Services (E&S)

Trade Ref	Trade Title	Description
ES01	Construction Plant and Equipment Services	Supply and repair of construction plant and equipment services including: - crane and hoist operation - bulldozer operation - excavator operation - shovel operation - telescopic handler operation
ES02	Corrosion Protection Services	Provide corrosion protection services
ES03	Cleaning and Housekeeping Services	Provide cleaning and housekeeping services
ES04	Desilting Services	Provide desilting services
ES05	Waste Removal and Recycling Services	Provide waste removal and recycling services
ES06	Pest Control Services	Provide pest control services

REGISTRATION REQUISITES
TRACK RECORD, PAID-UP CAPITAL & PERSONNEL

Registration	Track Record	Minimum Personnel Resources Requirement (Please see Appendix C for details of technical & professional qualifications)
All trades	Company or shareholders/ Partners proprietor with minimum of 5 years experience in the respective trade.	1 holder of approved technical qualification with 3 year of relevant experience.

Appendix C

REGISTRATION REQUITES
PERSONNEL REQUIREMENTS IN DETAIL

Technical and Professional Qualifications for Construction Workheads and Construction Related Work-Heads:

For all Trades of Registration Heads	Personnel Resources Required
Civil & Structural Works (C&S) Architectural & Finishing Works (A&F) Mechanical & Electrical Works (M&E) Equipment & Special Services (E&S)	"Approved TECHNICAL Qualification" shall mean one of the following qualifications: (i) BCA Academy trade test certificates Or (ii) Other such qualifications as approved by SCAL.