

## FAQ'S Contractor Registration

### **1. What is the procedure for Registration as contractor in BBMP?**

**Ans:-** To get Registered as contractor in BBMP, Applicant has to submit the Application form by paying the prescribed application fee and other relevant documents.

Copy of application form with all Registration Terms and Conditions [link](#)

### **2. What are the categories/Classes for Registration?**

**Ans:-** Following are the categories/Classes for Registration available in BBMP.

**Civil -**            Class-I  
                         Class-II  
                         Class-III  
                         Class-IV

**Electrical -**    Class-I  
                         Class-II  
                         Class-III  
                         Class-IV

### **3. Who can apply for registration as contractor?**

**Ans:-** Any Indian citizen can apply for registration.

### **4. I am an Engineering graduate and I want to register as contractor. what are the procedures.**

**Ans:-** Engineering graduates are eligible to directly apply for class – III registration by producing the attested copy of the his/her Degree certificate along with all other relevant documents. Solvency is exempted.

### **5. I am already a contractor in BBMP, how can I upgrade/Register to higher class/category**

**Ans:-** Following are the categories/Classes for upgrade/Register

#### **For both Civil and Electrical**

Class IV to Class III

Class III to Class II

Class II to Class I

To upgrade/Register to higher classes, Contractor has to return his/her old registration passbook / Registration Certificate while registering to a higher class/category and the contractor has to fulfill the eligibility criteria as per the conditions of registration and has to produce the work done certificates and solvency certificate and all other relevant documents.

## **6. What is the procedure for Renewal?**

**Ans:-** To renew, the contractor has to submit all the required documents as prescribed in the application book. In any certain documents are not produced at the time of renewal, the renewal procedure will be processed subject to producing such documents within three months time failing which his/her renewal would automatically get cancelled.

## **7. What is the procedure if the contractors delay in applying for renewal?**

**Ans:-** If there is delay by the contractor in applying for renewal, penalty equal to registration fee will be levied. After the expiry date: 15-07-2015.

## **8. I have lost my Registration Certificate, what is the procedure to obtain duplicate Registration Certificate?**

**Ans:-** Such contractor has to produce original acknowledgement issued by the Jurisdictional Police Authority showing of filing of a complaint of loss of registration Certificate along with an application disclosing the registration number already held and the date of issue, to enable to issue a duplicate registration Certificate.

## **9. I want to cancel my registration, What is the procedure?**

**Ans:-** Registered contractor willing to cancel his/her Registration, should submit an application with a notice of 30 days, addressed to the Registering Authority with original Contractor License, Pass book, Certificate from the concerned Chief Engineer/ department certifying the completion of the work awarded to him and that, no work is pending as on the date of application for cancellation as per Section 26 (1) (k) of KMC Act 1976.

## **10. What is the minimum period required to transfer from lower class to higher class?**

**Ans:** One year from the date of registration in the lower class/category.

## **11. I am a Diploma holder and I want to register what are the procedures?**

**Ans:** Diploma holders are eligible to directly apply for class – III registration by producing the attested copy of the his/her Diploma certificate and declaring of his/her unemployment, on a Stamp Paper of Rs.50/- Attested by a Notary. He/She should submit solvency as Rs.1.00 Lakhs in original along with all other relevant documents with the application.