



Qualified Electrical Contractors Registry

C/o The Institution of Engineers, Singapore
70 Bukit Tinggi Road, Singapore 289758
Tel: 6461 1241 / 6469 5000
Email: qec@iesnet.org.sg



Application For Registration As A Qualified Electrical Contractor (QEC)

Application is to be submitted by post to address below **OR** email to: qec@iesnet.org.sg

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Payment of Registration Fees

- a. Total Fee Payable per annum: \$272.50 (inclusive of 9% GST) **OR**
Total Fee Payable for 3 years membership: \$680.50 (inclusive of 9% GST)
- b. The above is inclusive of Application Fee of \$54.50 (inclusive of 9% GST) for NEW application only

Documents required for a New Registration :

- a. Certificate and/or Extract of Particulars from the Registrar Business of Companies. (Form C/Form K/Form 9/Computer Information Printout-Business Profile)
- b. Insurance Certificate under the Workmen's Compensation Act.
- c. CPF Form 90 is required if LEW in-charge is an employee.

Documents required for Renewal of Registration

Renewal Form.



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Terms And Conditions Of Registration

1 Objectives of Qualified Electrical Contractors (QEC) Registry

- a. To establish a list of qualified electrical contractors (QEC) for the use of members and members firms of both organizations.
- b. To promote awareness of QEC that possesses minimum skills for safe and quality work.
- c. To assist QEC towards achieving better quality and standards of electrical installation.

2 Functions Of The QEC Registry

The QEC Registry is administered by **The Institution of Engineers, Singapore (IES)** and **Association of Consulting Engineers Singapore (ACES)** to serve the procurement needs of IES and ACES members.

3 Submission Of Documents

All applications should be submitted in the prescribed application form. 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.**

4 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 the QEC Registry 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.

5 Processing Time

Under normal circumstances, if the submissions are complete and in order, the applicants will be informed of the outcome about one month.

Firms are requested to apply for renewals two month before the expiry of the validity period of their registration certificates. Processing is on first-come-first-serve basis.



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6 Registration Requisites

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

6a Fee Payable

All applications shall be accompanied by cheque for the appropriate processing fee as stated in the fee structure. The fee structure for all applications is as follows:

- i Registration Fee :
Registration Fee Payable per year shall be \$200.00 per annum or \$600 (3 years membership) subject to GST
- ii Application Fee: \$50.00 subject to GST.

Payment by bank transfer upon approval of application.

Application fee paid is not refundable. Only Registration fee will be refunded on unsuccessful applications. The QEC Registry may adjust the fees without giving any prior notice.

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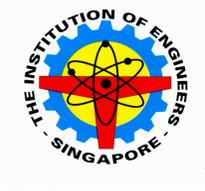
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6b Company Status

- All firms have to be registered with the Registry of Companies and Businesses. The RCB printouts for local firms shall be included in the application.
- Company status must have one of its principal activities in electrical engineering or related activities.
- Date of registration of the company or business should correspond to the work experiences declared.



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6c Personnel Resources

- Applicants should satisfy the QEC Registry that they have the necessary full-time personnel resources stationed in Singapore to undertake the work corresponding to the registration.. 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 the QEC Registry 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 or other suitable accounting documents that will clearly certify the financial position of the applicant for the preceding one year. The sole-proprietor or principal partners must duly sign financial statements submitted by sole-proprietor or partnership firms.

6e Track Record and Performance

- Applicants are expected generally to have executed electrical engineering works.
- 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 the QEC Registry considers as having sufficient resources, experience and technical expertise to undertake contracts. The requirements stipulated, as set forth shall be taken as defining only the minimum requirements expected of an applicant.



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8 Authority of QEC Registry

The QEC Registry reserves the right to review the registration status of the registered firms from time to time.

The QEC Registry shall de-register the firms from the register if the firms fail to fulfil the registration requisites.

The QEC Registry 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 the QEC Registry is not bound to assign any reasons for rejecting applications or de-registering a firm from the QEC register.

9 Updates Of Firms' Particulars

A QEC registered contractor is required to advise the QEC Registry 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 the QEC Registry 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 the QEC Registry, 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 Registry of Companies and Businesses) and addressed to the Chairman, QEC Registry. In addition, the QEC Registry may periodically require registered firms to furnish pertinent particulars to the Board for the purpose of assessing the eligibility of their continued registration with QEC register.

10 Certificate of Registration

The Certificate of Registration is the property of the QEC Registry and must be surrendered to the QEC Registry whenever the registered firm is debarred or when the firm's registration is terminated for any reason.

11 Validity

The validity of any registration is for a minimum period of one (1) year or (3) years from the date of approval of registration. Registration will thereafter lapse automatically unless a renewal is filed and approved by the QEC Registry.



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12 **Renewal**

Renewals shall be made two months before the expiry of the validity period.

Application of renewal of registration shall include the following completed documents.

- Renewal Form
- Payment by bank transfer upon approval of application.

The Registry reserves the rights not to renew the registration without stating any reasons.

13 **Other Supporting Documents For Application**

Applicant may be requested by the QEC Registry 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.