



Construction Development Board

**CONSTRUCTION DEVELOPMENT BOARD**  
**Architect Registration Form – ARC02**  
*(Bhutanese Firm)*

**R B I A**  
ROYAL BHUTANESE INSTITUTE OF  
**ARCHITECTS**

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*Please write in block letters*

1. Name of Applicant: \_\_\_\_\_  
\_\_\_\_\_
  2. RBIA Membership No. : BA-\_\_\_\_\_
  3. Name of Firm: \_\_\_\_\_
  4. Permanent Address in Bhutan: \_\_\_\_\_  
\_\_\_\_\_
- Office Telephone \_\_\_\_\_  
Office Fax No. \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICIAL USE ONLY**

**Checklist**

- Check physical office premises
- Past Experiences, Human Resources, Equipment and facilities etc.

**Review Recommendations:**

**RBIA:**

Application is  Recommended for approval  Not Recommended  
Remarks \_\_\_\_\_

\_\_\_\_\_  
President, Royal Bhutanese Institute of Architects

**CDB:**

Application is  Recommended for approval  Not Recommended  
Remarks \_\_\_\_\_

\_\_\_\_\_  
Executive Director, Construction Development Board

**Chairman, Construction Development Board**

Application is  Approved  Not Approved

**Signature and Seal:** \_\_\_\_\_

*Note: Please attach Attachment A to the application*

**CONSTRUCTION DEVELOPMENT BOARD**  
**CONSULTANTS REGISTRATION FORM**  
**(ATTACHMENT A)**

**SECTION I GENERAL INFORMATION**

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1 Date of application: \_\_\_\_\_

2 Type of application (*please check*):

<input type="checkbox"/>	New registration
<input type="checkbox"/>	Re-registration

3 Current CDB registration number: \_\_\_\_\_  
(For re-registration)

4 RBIA Membership No. \_\_\_\_\_

5 Name of the firm: M/s \_\_\_\_\_

6 Name of owner, partners and/or others with controlling interest:

Name	Designation	ID #	Nationality	Sex

7 Registered address of applicant/firm:

Address 1:		
Address 2:		
City:	Country:	Post Code:

8 Correspondence address (if different from above):

Address 1:		
Address 2:		
City:	Country:	Post Code:

9 Telephone No. : \_\_\_\_\_

10 Fax No. : \_\_\_\_\_

11 Mail address: \_\_\_\_\_

**SECTION II: HUMAN RESOURCES**

**12 Number of Key Personnel:**

	Designation	Permanent		Temporary (Hired in past 2 years if any)		Remarks
		Bhutanese	Non-Bhutanese	Bhutanese	Non-Bhutanese	
<b>KEY PERSONNEL</b>						
	<b>Total key personnel</b>					
	Others (excl. labourers)					
<b>Total personnel</b>						

*Please attach the Curriculum Vitae (CV) of each key personnel in detail with their own signatures in the sample format of Attachment A, include any competency/credential certificates.*

**SECTION III: PAST EXPERIENCE**

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Description of Project	Client	Contract Value(Nu)	Start Date	Actual or Estimated Completion Date

- Note:**
1. Not only the technical nature of the project but also the stage of project implementation such as feasibility study stage, preliminary design, detailed engineering design, or supervision of construction should also be clearly described.
  2. If subcontract works, the contract value shall be the value of the subcontract and the start date shall be for the subcontract works.
  3. If space insufficient, include separate sheets.

## DECLARATION

1. I/We declare and confirm that:-
  - a. The information submitted herein concerning the Applicant/Firm's personnel, plant & equipment and past experience pertains solely to the Applicant/Firm and that such information does not relate to or arise from any other Applicant/Firm registered or to be registered at the CDB in which I/We have any interest and/or controlling interest by way of either direct or indirect ownership.
  - b. All information and attachments submitted in this application are true and correct.
  - c. I/We are aware that any false information provided herein will result in the rejection of my application and suspension of any registrations granted.
  - d. I/We shall not make refund claims of expenditure incurred in processing this application
  
2. I/We enclose herewith money receipt of MoW&HS for Nu. \_\_\_\_\_ \_ for processing fee.

\_\_\_\_\_  
(Signature of Owner(s))

Name(s) in full \_\_\_\_\_  
I/D No(s) \_\_\_\_\_  
In the capacity of \_\_\_\_\_  
Date \_\_\_\_\_

# CURRICULUM VITAE

(C V)

Name: \_\_\_\_\_

Position in the company: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Education: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Languages: \_\_\_\_\_  
Citizenship Id No. \_\_\_\_\_

Date		Employer	Position in the firm	Achievements (All past details only)
From	To			

Reference (Tel.no): 1.  
2.

\_\_\_\_\_  
(Name and Signature)