

## **General Registration Requirement and Procedure for Contractors**

### **A. Local Contractors**

All local contractors shall be registered in any type of construction befitting their category but must fulfill the following.

1. Renewed business license for the fiscal year.
2. Value Added Tax (VAT) registration certificate.
3. Title certificate for vehicles & construction equipments.
4. The application forms for registration shall be filled and signed by the contractor or his agent. When the application is made by the agent, photocopy of the letter that states his/her power of attorney shall be submitted.
5. Service charge.

### **Manpower Requirement for Registration**

1. All professionals hired by the contractor shall submit their original professional certificates given by MWUD. The certificate has to be valid for the fiscal year.
2. The professional employees ought to submit a release from their former employer.
3. The contractor shall submit the employment agreement between the employer (contractor) and employee (professional) in accordance with the Ministry of Labour and Social Affairs format.

### **Vehicle & Equipment Requirement**

1. Renewed and valid title certificate of vehicles and heavy duty construction equipments shall be submitted.
2. The applicant shall submit purchasing receipt for mixer and hand compactor.

N.B. The Applicant must present the original and photocopy of the documents required. The original document will be returned to the applicant after countercheck.

**የአገር ውስጥ ሥራ ተቋራጮች በኮንስትራክሽን አገልግሎት ሰጪነት**

**ለመመዘገብ ማሟላት የሚገባቸው መስፈርቶች**

የአገር ውስጥ ሥራ ተቋራጮች በመስፈርቱ መሠረት ማሟላት በሚችሉት ደረጃ የሚከተሉትን በማቅረብ መመዘገብ ይችላሉ።

1. ለበጀት ዓመቱ የታደሰ የአገልግሎት ንግድ ፈቃድ፤
2. የቫት ተመዝጋቢነት የምስክር ወረቀት፤
3. የተሽከርካሪዎችና የኮንስትራክሽን መሣሪያዎች የባለቤትነት መታወቂያ ደብተር
4. ፎርም መሙላት፤ /ፎርም በተቋራጩ ወይም በወኪሉ ሊሞላ ይችላል። ፎርም በወኪሉ ከተሞላ የውክልናውን ደብዳቤ አብሮ መያያዝ አለበት።/
5. የአገልግሎት ክፍያ፤

**ለቅጥር ባለሙያዎች መሟላት የሚገባቸው መስፈርቶች**

በሥራ ተቋራጩ ለሚቀጠሩ ባለሙያዎች

1. ከሥራና ከተማ ልማት የተሰጣቸውን የታደሰ የባለሙያ ሠርተፊኬት፤
2. ባለሙያው ቀድሞ ሲሠራበት ከነበረው ድርጅት የተሰጠው የሥራ መልቀቂያ ደብዳቤ፤
3. በማኅበራዊና ሲቪል ጉዳይ ፎርማት መሠረት የተዘጋጀ ባለሙያ የቅጥር ውል መቅረብ ይኖርበታል፤

**የተሽከርካሪና የኮንስትራክሽን መሣሪያዎች አቅርቦት መስፈርቶች**

1. ለዘመኑ የታደሰ ህጋዊ የባለቤትነት ማረጋገጫ ደብተር፤
2. ሚክሰርና የእጅ መጠቀሚያ መሣሪያዎች የተገዙበት ደረሰኝ፤

ማሳሰቢያ፡ አመልካቾች ከላይ እንዲያሟሉ የተጠየቁትን ዶኩመንቶች አራጁናልና ኮፒ ይዘው መቅረብ ይኖርባቸዋል። አራጁናል ዶኩመንቱ ከኮፒው ጋር ከተገናዘበ በኋላ ለአመልካቹ ተመላሽ ይሆናል።

## **B. Foreign Contractors**

Manpower, construction equipment, and vehicle requirement laid for local contractors is also applicable to foreign contractors.

1. All foreign contractors shall be registered only as class I general contractors.
2. The contractors have to obtain residence visa and work permit from the Ministry of Foreign Affairs and Ministry of Labour and Social Affairs respectively.
3. The contractors are required to hold investment license from the Ethiopian Investment Authority prior to the occasion of applying for registration with Ministry of Works Urban Development.
4. The application forms shall be filled and signed by the contractor or the agent. When the application is made by the agent, photocopy of the letter that states his/her power of attorney shall be submitted.

### **Manpower Requirement for Registration**

All foreign professionals who undertake construction activities in Ethiopia shall register with the Ministry of Works & Urban Development in accordance with the Ethiopian professional registration guideline. Thus, all foreign professional are obliged to present the original and photocopy of:

1. Certified copy of educational credentials, and authenticated degree or diploma.
2. Testimonials of work experience.
3. Work & residence permits from the Ministry of Labour and Social Affairs or Ethiopian Investment Authority and Ministry of Foreign Affairs.
4. Two passport size photographs.
5. The contractor/company shall submit the employment agreement between employer (contractor) and employee (professional) in accordance with the Ministry of Labour and Social affairs format.

**Vehicle & Equipment Requirement**

3. Renewed and valid title certificate of vehicles and heavy duty construction equipments shall be submitted.
4. The applicant shall submit purchasing receipt for mixer and hand compactor.

N.B. The Applicant must present the original and photocopy of the documents required. The original document will be returned to the applicant after countercheck.