

ENGINEERS REGISTRATION BOARD

APPLICATION FOR STICKER AND SITE INSTRUCTIONS BOOK

Checklist for Information & Documents Accompanying the Application

Project Name_____

Location_____

Engineering Consulting Firm_____

S/No	Particulars	Please tick
1	Brief description on the Project. Include project type, nature, size and project progress stage.	
2	Copy of Building Permit.	
3	Copy Commencement notice.	
4	Agreement (design/supervision) between client and Engineering Consulting Firm showing fee schedule, scope of works and signatures of parties to the contract	
5	Submit Cost of project as per "QS" official stamped estimates.	
6	Name of Main Contractor, Class of Registration	
7	Name of Sub-Contractors (<i>Electr, Mech, etc.</i>)	
8	Evidence of engagement of the Site Engineer from the Contractor (PEng. Stamp/letter of assignment)	
9	Evidence of the Pre-contract agreement indicating design engineer OR Note of approval of the design by Supervising Consultant (where applicable)	
10	Submit design calculations and drawings approved/Stamped by Local Government Authority Council	
11	Evidence of engagement of project engineer for the Engineering Consulting Firm. (<i>Please note that instructions are issued by Consulting Engineer or designated Professional Engineer</i>)	
12	List of drawings adopted for supervision (<i>where applicable</i>)	