

(b) Details of Staff

I. Professional Staff

Points under professional staff is not essential for C9 & C8 grades. But it is essential to obtain 2.0 points under professional staff for C7 grade. If any of the partners of the company are falling in to this category, you may prove it by submitting copies of educational certificates. If not you have to obtain the service from a consultant. If so such service agreement, qualifications, and the letter of consent from the consultant should be submitted. The maximum points which could be allocated to a consultant is limited to 2.0 and he should fall in to the category of Engineering Assistant or a higher category as given on Annexure I of (page 25 – 29) of the Guideline for Registration, Grading and Monitoring of Construction Contractors (CIDA/ID/10-M).

Instead You may obtain the service of the Engineer attached to the branch NCASL office.

II. Supervisory Staff

Contractor can obtain 1.0 point under this area, if he has work experience for a minimum of 5 years, or if he has successfully followed the special course for small scale contractors organized by CIDA. For additional points contractor should have permanent supervisory staff working for him. Qualifications required for such supervisory staff is given in Annexure I of the Guideline (CIDA/ID/10-M) under the Technical Assistant category and below.

Experience :

- (a) Contractor must submit the copies of the relevant pages of the CIDA Record Book (from pg. 34 to pg. 82) with the endorsements from client organizations to prove the work experience. (This is essential for Grade C6 only)

Following information could be forwarded.

1. Details of registration from different state organizations
2. Contractor's record books issued by different state sector organizations
3. Agreements and work completion letters

Other Details

The owner of the company must always be present to obtain the CIDA Record Book (When obtaining the first Record Book only). The CIDA Record Book can be obtained from the Development Division, on any week day before 3.00 p.m.

Inquiries :

Coordinator	District	Contact No:
J M D D Jayamaha	Anuradhapura	0766746259
Abdul Shukoor Isthihaq	Ampara	0772 988112
Kanthavel Arulnithy	Batticaloa	0773863362 / 0113680011
P. Hansika Liyanage	Kurunegala	0703597627
A.A.D.C. Jeewanthi	Kaluthara	0717169556 / 0113680019
K.A Nirmala	Kegalle	071-8651756
S.A.M.U. Sandamali	Matale	0705959243
I.M Seneviratne	Galle	0713469250 / 0113680016
A.V.G.G.Wijesinghe	Colombo	0714449055 / 0113680002
P. Pratheepan	Trincomalee	0113680026 / 0772271338
K.A.Gayan Kumara	Matara	0113680005 / 0707258291
T. Suthan Sugendra	Jaffna	0113680029 / 0774745573
Thiruarul Thinesh	Mullaithivu	0113680028 / 0772847368
Jafeer Sifa Farvin	Puttalam	0777283668
P.G.N.Maduwanthi	Kandy	070-4997488

Contact us:

Head Office

☎ Tele:

0112699801 , 0112695965 , 0112686092

Information Centre

☎ Tele:

0112699801 Ext - 104

☎ Fax:

2686089

✉ Email:

cidadevelopment@gmail.com

🌐 Web:

www.cida.gov.lk



Instructions for Registration as a Construction Contractor under
National Registration and Grading System of CIDA

For Grades From C7 to C9

2025 July



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CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY
"Savsiripaya" 123, Wijerama Mawatha, Colombo 07.

How to obtain the CIDA Registration

1. Your business has to be registered at the Registrar of Business or at the Divisional Secretary's Office and the registration certificate should be obtained. Nature of business should be mentioned as "All Construction Works". "Community Based Organizations" shall produce a valid statutory document issued for its registration by a relevant authority. (Registration under the voluntary social Services (Registration and supervision) Act No 31 of 1980)

2. The application for the 'National Registration and Grading of Construction Contractors' could be purchased from the 'Information Centre' of CIDA at a price of Rs.150.00 + VAT. If not, it can be received by post by making relevant payment as follows;

a) by sending a bank draft to the name of 'Chairman – Construction Industry Development Authority' (to the full value of books & postage fee) payment should cover the full cost of this)

Or

b) by direct payment to the Account No. 77454975 of CIDA, at Torrington Branch, Bank of Ceylon and sending the deposit slip and a letter to Director (Development) – CIDA by registered post.
Price of the Guideline – Rs. 950.00 + VAT, Price of the Application – Rs.150.00+ VAT, Registered post fee - for one document Rs. 85/-, both documents Rs.95/- (your

3. You are requested to submit the duly perfected application form together with the true copy certified photo copies of the Business Registration Certificate, National Identity Card, documents to prove the construction work experience & Financial ability to the Information Centre – CIDA. All photo copies submitted must be authenticated by a Notary Public or an Attorney-at-law. Also, the applicant must complete the Affidavit attached to the Part II of the application form.

4. The highest value of the contract which can be obtained by you is decided by

Grade C9 - up to Rs. 4.0 million

Grade C8 - from Rs. 4.0 million to Rs. 10.0 million

Grade C7 - from Rs. 10.0 million to Rs. 20.0 million

5. The grading of the contractors are carried out as per the 'Gazette' and 'Guideline for Registration, Grading & Monitoring of Construction Contractors'.

As such each grade is required to fulfil the minimum point requirement given in the guideline. Details of minimum point requirement are given below.

Grade	Minimum Point Requirement						NCASL & Membership	Total Points Required	Registration Fee Rs.	Application Processing Fee Rs.
	Financial Capacity		Professional Staff	Supervisory Staff	Work Experience					
					Last 5 Years	Largest Project				
		R.s.	Points	Points	Points	Points				
C9	0.32	1.0	-	1.0	-	-	-	2.0	6,000+Vat	500+Vat
C8	0.8	2.0	-	1.0	-	-	0.5	3.5	8,000+Vat	500+Vat
C7	1.6	2.5	2.0	1.0	-	-	0.5	6.0	15,000+Vat	500+Vat

6. You may submit following documents in order to obtain the points mentioned in the chart given before.

(a) Financial Ability

i. The minimum financial ability required for each grade is given below.

C9 - Rs. 320,000/=

C8 - Rs. 800,000/=

C7 - Rs. 1,600,000/=

Additional points will be allowed for higher financial abilities.

ii. Financial Ability can be fulfilled as follows;

- Savings Accounts – Average balance for last 3 (three) months is considered here. A copy of the savings account book to be submitted together with the application form.
- Current Account - As the average value of the highest and lowest balance to be calculated, the statements for last 6 (six) months to be submitted.
- Fixed Deposits - The minimum deposit period should be 6 (six) months. A copy of the certificate should be submitted.
- Permanent Over Drafts (P.O.D) granted to the contractor.
- Wealth Certificates issued by the Divisional Secretary are considered only for Grades C9 to C7. However, only a half of the financial requirement can be fulfilled from such wealth certificates. The balance half should be fulfilled from any other financial source. (Only 50% of the value of the wealth certificates are considered in allocating points)

Grade	Value of the Wealth Certificate in Rs.	Other Finances Rs.
C9	320,000/=	160,000/=
C8	800,000/=	400,000/=
C7	1,600,000/=	800,000/=