

(B) PROFESSIONAL STAFF

- Points under professional staff is essential only 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.

(C) 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, in-house supervisory staff. Qualifications required for such supervisory staff is given in Annexure I of the Guideline (CIDA/ID/10-M) under the section "Technical Assistant category and below".

The owner of the company must be present to obtain the first CIDA Record Book. The CIDA Record Book can be collected from the Development Division of CIDA head office, on any working day before 3.00 p.m.

INQUIRIES

Coordinator	District	Contact No
J M D D Jayamaha	Anuradhapura	076 6 746 259
Abdul Shukoor Isthihaq	Ampara	077 2 988 112
Kanthavel Arulnithy	Batticaloa	077 3 863 362 / 011 3 680 011
P Hansika Liyanage	Kurunegala	070 3 597 627
K A Nirmala Sudarshani	Kegalle	071 8 651 756
S A M U Sandamali	Matale	070 5 959 243
I M Seneviratne	Galle	071 3 469 250 / 011 3 680 016
P Pratheepan	Trincomalee	077 2 271 338 / 011 3 680 026
K A Gayan Kumara	Matara	070 7 258 291 / 011 3 680 005
T Suthan Sugendra	Jaffna	077 4 745 573 / 011 3 680 029
Thiruarul Thinesh	Mullaithivu	077 2 847 368 / 011 3 680 028
Jafeer Sifa Farvin	Puttalam	077 7 283 668
P G N Maduwanthi	Kandy	070 4 997 488

CONTACT US**CIDA Head Office**

123, SAWSIRIPAYA, Wijerama Mawatha, Colombo 07

Tel: 011 2 69 9801, 011 2 695 965, 011 2 686 092

Information Centre

Tel: 011 2 699 801 - 104 Fax: 011 2 686 089

Email: cidadevelopment@gmail.com Web: www.cida.gov.lk



INSTRUCTIONS FOR REGISTRATION AS A CONSTRUCTION CONTRACTOR

under the National Registration
and Grading System of CIDA

May 2026

GRADES

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வீடமைப்பு, நிர்மாணிப்பு, மற்றும் நீர் வழங்கல் அமைச்சு
MINISTRY OF HOUSING, CONSTRUCTION, AND WATER SUPPLY



CIDA

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நிர்மாணக் கைத்தொழில் அபிவிருத்தி அதிகாரசபை
CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY



CIDA REGISTRATION PROCESS

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. Or, 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 **Bank of Ceylon - Torrington Branch** 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 payment should cover the full cost of this)

3 You are requested to submit the duly perfected application form together with the **certified photo copies of the Business Registration Certificate, National Identity Card, and 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 the grade received by you. The highest values of each grade is given below.

Grade C7 - from Rs. 10.0 million to Rs. 20.0 million
Grade C8 - from Rs. 4.0 million to Rs. 10.0 million
Grade C9 - up to Rs. 4.0 million

5

The grading of the contractors are carried out as per the Gazette No: 2430/13 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 MANDATORY POINTS REQUIRED						ADDITIONAL POINTS	TOTAL POINTS REQUIRED	REGISTRATION FEE (LKR)	PROCESSING FEE (LKR)
	FINANCIAL ABILITY		PROFESSIONAL STAFF		SUPERVISORY STAFF (OWNER)		MEMBERSHIP OF NCASL			
	LKR MILLION	POINTS	No. of PERSONS	POINTS	No. of PERSONS	POINTS	POINTS			
C9	0.32	1.0	-	-	01	1.0	-	2.0	6,000+VAT	500+VAT
C8	0.80	2.0	-	-	01	1.0	0.5	3.5	8,000+VAT	500+VAT
C7	1.60	2.5	01	2.0	01	1.0	0.5	6.0	15,000+VAT	500+VAT

(A) FINANCIAL ABILITY

- Additional points will be allowed for higher financial abilities.
- 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 (POD)** granted to the applicant.
 - Wealth Certificates issued by the Divisional Secretary** - Only a half of the financial requirement of C7 to C9 applicants can be fulfilled from such wealth certificates. The balance half should be fulfilled from any other financial source from the list mentioned above .
(*Only 50% of the value of the wealth certificates are considered in allocating points)

GRADE	VALUE OF THE WEALTH CERTIFICATE (LKR)	OTHER FINANCES (LKR)
C9	320,000.00	160,000.00
C8	800,000.00	400,000.00
C7	1,600,000.00	800,000.00