

# **TRINIDAD AND TOBAGO ELECTRICITY COMMISSION**



## **APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)**

### **LIST OF DOCUMENTS TO BE SUBMITTED FOR PRE-QUALIFICATION**

- Completed Application Form.
- Reference from Bank, Credit Union etc. in the Company's name indicating the Company's Credit Rating Facility.
- Company's Profile.
- Audited Financial Statements from a reputable audit/accounting firm registered with (ICATT), for the most recent three (3) years (usually forwarded for financial assessment).
- A signed and dated copy of the company's Safety Policy for ensuring individuals adheres to the safety procedures and measures implemented by the company. A copy of the company's Risk Assessment and Risk Matrix for the Work Classes applied for. Any additional Safety Certificates e.g. STOW and Company's Management System.
- Copies of TAX/BIR, NIS and VAT Registration and Clearance Certificates.
- Certificates of Registration, Articles/Memorandum of Association, Articles of Incorporation. Copy of your company's last Annual Return or Notice of Directors, Notice of Secretary and Notice of Address.
- Resumes and Certificates (Professional) for All Accountable and Alternate Employee(s) responsible for each Work Class applied for. Details must be given on the employees' academic qualification and work experience. References for employees will be considered for Work Classes that do not require academic qualification.
- A list of tools and equipment in relation to Work Classes applied for.
- A copy of your Company's Organizational Chart.