

Registration procedures before the National Contractors' Registry



On August 9, 2016, **Administrative Ruling DG/2016/A-0013** was published in **Official Gazette N° 40962**, establishing the registration procedures before the National Contractors' Registry (RNC).

Administrative Ruling DG/2016/A-0013 became effective on July 1, 2016.

Individuals seeking to register at the RNC must:

1. Access the [RNC website](#).
2. Provide the required information by following the instructions in the User Manual for Contractors.

Once registration is completed, a certificate will be displayed immediately.

3. The applicant must then provide the required paperwork within ten (10) business days following registration. If the applicant fails to fulfill this requirement on time, registration will become void.

The RNC will review the documentation provided within ten (10) business days. Only twice shall the applicant be allowed to fix possible errors in said documentation, if any.

If there is any doubt regarding the authenticity of the documentation provided, the registration process will be suspended and an administrative procedure shall be opened.

Individuals who are registered at the RNC must notify of any changes affecting their qualification and representation. Until said changes are notified, the individual shall not be allowed to take part in any public hiring process.

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