



COUNCIL OF REGISTERED BUILDERS OF NIGERIA

CORBON

Established in 1989

COUNCIL OF REGISTERED BUILDERS OF NIGERIA

(ESTABLISHED BY BUILDERS REGISTRATION ACT CAP.B13 LFN 2004)

NATIONAL SECRETARIAT:

Plot 1199 Cadastral Zone BO, Behind Gilmor Engineering Yard,
Adjacent TSTV Office, Jahi District, Abuja.

Tel:- 09 2919 032, +234 806 824 9612

E-mail: info@corbon.gov.ng **Website:** www.corbon.gov.ng



APPLICATION FORM FOR REGISTRATION AS A BUILDER

Candidates's Name:

(Surname First)

(Others)

Telephone Number:

E-mail Address:



CONTACT DETAILS:

HEAD OFFICE

National Secretariat: Plot 1199, Cadastral Zone BO, Behind Gilmor Engineering Yard, Adjacent TSTV, Jahi District, Abuja.

ZONAL OFFICES

- **South West**: Eric Moore Towers Complex, Bode Thomas Road, opposite Kitchen republic, Adeniran Ogunsanya B/Stop, Surulere, Lagos State.
- **North West**: Room 523, 5th floor, Federal Secretariat Complex, Katsina road, Kano, Kano State.
- **North Central**: FF. Room 1, 1st floor, Block B west, Federal Secretariat, Jonah Jang Crescent, Makurdi.
- **North East**: Room 221, 2nd floor, Federal Secretariat Complex, Yola road, Jimeta-Yola, Adamawa State.
- **South South**: Room 207, 2nd floor, Federal Secretariat Complex, Abak road, Uyo, Akwa Ibom State.
- **South East**: 1st floor, Block 02, State Ministry of Environment & Urban Development, Centenary city, Ogoja expressway, Abakaliki, Ebonyi State.

Phone: Fixed line - 09 2919 032; +234 8113 897 370; Mobile - +234 8068249612; +234 8035986586;

www.corbon.gov.ng

Email: corbonigeria@yahoo.com; registration@corbon.gov.ng; info@corbon.gov.ng

Applicants are advised to read the '**INSTRUCTIONS TO APPLICANTS**', before commencing the filling of the form and must return same to any of the above addresses (**Postal and online submissions are not allowed**).

INSTRUCTIONS TO APPLICANTS

The following are the MINIMUM requirements for Registration.

- A. The application form and processing fee for Nigerians is Ten thousand naira (N10,000.00) and Thirty five thousand naira (N35,000.00) respectively.
- B. The application form and processing fee for Temporary Registration by foreigners is sixty five thousand naira (N65,000.00) only.

Payment shall be made ON-LINE via the REMITA Platform:-

- a) Log on to www.remita.net and
 - b) Click on " Pay a Federal Government Agency"
 - c) Then fill the displayed page to generate your RRR (Remita Retrieval Reference) Number
 - d) Follow the links to make your payment online. OR
 - e) Visit any bank branch with your RRR number to make payment
-
- B. Evidence of payment can be sent by post, hand delivery or e-mail to info@corbon.gov.ng. The photocopy of the receipt of purchase of application form and bank tellers for payment of processing fee must be attached to this form
 - C. Attach all photocopies of academic certificates (WASCE, NECO, GCEO/L, OND, HND, B.Sc., M.Sc., etc).
 - D. All Applicants shall be Corporate Members of NIOB (MNIOB) or other approved qualifications.
 - E. Attach all photocopies of professional certificates-(e.g. MNIOB, etc)
 - F. Attach all photocopies of Seminars, Workshops, etc. of CORBON, NIOB, and other organized accredited events attended in the past ten years (Minimum of 2 CORBON and 3 NIOB MCPDs are required)
 - G. Two sponsors, who must be Registered Builders with a minimum of three (3) years CORBON post Registration experience and financially up to date, shall endorse your application form as indicated on page 5. Sponsors shall not endorse more than three (3) applications in a year.
 - H. You shall obtain a CERTIFICATE OF EXPERIENCE from your Head of Department/Chief Executive Officer. Where the **HOD** is not a Registered Builder, the CERTIFICATE must be endorsed by a Registered Builder/any Professional from the built-environment, who can attest to your experience.
 - I. Attach a copy each of Quality Management Plan, Health and Safety Management Plan, and Construction Programme of a project you must have interacted with.
 - J. Attach a letter of recommendation from a Nigerian Institute of Building (NIOB) State Chapter.
 - K. You shall swear to a DECLARATION on the application form as reflected on page 7.

APPLICATION FORM FOR REGISTRATION AS A BUILDER

CATEGORIES: (Full, Temporary and Provisional) Underline where not applicable
To be completed by persons applying for Registration under Builders Registration, etc.
Decree 45 of 1989/Act Cap B 13 LFN 2004

Affix your 2
recent passport
photograph with
your name
& signature at the back

1.0 PERSONAL DETAILS

1.1 SURNAME: _____

1.2 OTHER NAMES: _____

1.3 TITLE (MR., MRS., etc.): _____

1.4 QUALIFICATIONS: _____

1.5 PERMANENT ADDRESS: _____

1.6 POSTAL ADDRESS: _____

1.7 E-MAIL ADDRESS: _____

1.8 TEL. Nos.: _____

1.9 EMPLOYER: _____

1.10 DESIGNATION: _____

1.11 DATE OF BIRTH: _____

1.12 NATIONALITY: _____

1.13 STATE OF ORIGIN: _____

1.14 LOCAL GOVERNMENT AREA: _____

2.0 ACADEMIC RECORDS

(Information entered is to be substantiated by documentary evidences)

INSTITUTIONS ATTENDED	QUALIFICATIONS	DATES
2.1 Secondary School		
2.2 College of Technology/Polytechnic		
2.3 University		

3.0 PROFESSIONAL QUALIFICATIONS

(Information entered is to be supported with copies of credentials)

EXAMINATION/AWARDING INSTITUTIONS	QUALIFICATIONS	DATES

4.0 PRACTICAL EXPERIENCE (S)

(FULL DETAILS OF WORKS CARRIED OUT)

PERIOD	NAME AND ADDRESSES OF EMPLOYERS	RANK IN WHICH EMPLOYED	NATURE OF WORKS UNDERTAKEN

PERIOD	NAME AND ADDRESSES OF EMPLOYERS	RANK IN WHICH EMPLOYED	NATURE OF WORKS UNDERTAKEN



COUNCIL OF REGISTERED BUILDERS OF NIGERIA

CORBON

Established in 1989

Have you attached **ALL** the documents stated as the MINIMUM requirements for Registration on Pages 2 (sub items A – J) ?

Tick as appropriate. YES

NO

5.0 SPONSORS:

Two sponsors who must have a current practice license with a minimum of THREE YEARS CORBON post Registration experience and liable for any false information contained herein.

5.1 PARTICULARS OF SPONSORS

FIRST SPONSOR

Full Names: _____

Address: _____

CORBON Registration No.: _____ Year of Registration _____

RECOMMENDATION

I _____ have known the Applicant

Mr./Mrs./Miss/Dr/Prof _____ for the period of _____

And I have read his/her complete application form for registration as a BUILDER.
It is my candid believes that the Applicant is practically and academically proficient for registration as a Builder in the Federal Republic of Nigeria. I have countersigned copies of his/her Certificates and passport photographs.

SPONSOR'S
CORBON Seal

Signature: _____ Date: _____

Note: A sponsor shall not endorse more than 3 applications in a year.

5.2 SECOND SPONSOR

Full Names: _____

Address: _____

CORBON Registration No.: _____ Year of Registration _____

RECOMMENDATION

I _____ have known the Applicant

Mr./Mrs./Miss/Dr/Prof _____ for the period of _____

And I have read his/her complete application form for registration as a BUILDER.
It is my candid believes that the Applicant is practically and academically proficient for registration as a Builder in the Federal Republic of Nigeria. I have countersigned copies of his/her Certificates and passport photographs.

SPONSOR'S
CORBON Seal

Signature: _____ Date: _____

6.0 SWORN DECLARATION

- 6.1 That I, the undersigned _____ hereby apply to have my name entered in the Register of the COUNCIL OF REGISTERED BUILDERS OF NIGERIA as Fully/Provisionally/Temporarily Registered Builder (underline application category).
- 6.2 That I am presently employed as _____
- 6.3 That I shall continually and actively participate in Professional Development Programmes, Workshops, Seminars, etc, organized by CORBON and NIOB. Moreover, I shall also be an active member of NIOB Chapter in the State I am domiciled, if registered.
- 6.4 That I have not been convicted of any criminal offence either in Nigeria or in any Foreign Country.
- 6.5 That I shall always pay my CORBON Annual Practice Fee and/or other monies determined by Council before 31st March of each year, if registered.
- 6.6 That I hereby solemnly and sincerely declare that the foregoing statements are true in every respect and that I have read the Builders Registration Act and the Code of Conduct and understand that, if registered, I shall be bound thereby and by any amendment thereto, so long as my name remains in the COBRON Register of persons authorised to practice Building profession in Nigeria.
- 6.7 That if registered, I shall be liable for any professional misconduct and could be prosecuted suspended or out rightly deregistered, for offences adjudged by the Council to have contravened any relevant laws of the Federal Republic of Nigeria.
- 6.8 And that I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Law of 1973.

Declared at _____
By _____

CORBON
Established 1989
Signature of Applicant

Before me _____

(Commissioner of Oaths, Magistrate)

Stamp or Seal of Court

This _____ day of _____

NOTE: Changes in CORBON Addresses do not in any way invalidate the Application Form

ACTION	DATE	INITIALS
Application form received		
2. Remittance fees received		
3. Application form acknowledged		
4. Application submitted to Registrar		
5. Recommendation to the Council		
6. Interview of Applicant		
7. Approval/Rejection by the Council		

CATEGORY OF REGISTRATION APPROVED.....

COUNCIL OF REGISTERED BUILDERS OF NIGERIA

REGISTRAR'S SIGNATURE

DATE.....

8. Notification by Applicant		
9. Registration Number		
10. Registration Certificate issued		
11. Registration Stamp issued		
12. Published in the Gazette		
13. Seal issued		