



CONTRACTORS LICENSE BOARD

Guahan Inetnon Manlisenasiyen Kontratista

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Requirements for Joint Venture

Attached are the application forms for to obtain a Contractors License for Joint Venture. The following information is being provided to assist you in processing your application.

- If the Joint Venture for the classification in which one of its members thereof is licensed, all sections of the application must be completed and clearances from the Government of Guam Agencies,
- If both parties to the Joint Venture hold a current license the Joint Venture must be registered with the Department of Revenue and Taxation and must be stamped from the Agency.

You are required to submit the following documents, in addition to the attached application, in order for our Agency to process your license

- _____ ***Joint Venture Agreement stamped by Revenue and Taxation**
- _____ ***Proof of Workers Compensation Insurance for Joint Venture**
- _____ ***Copies of Passport of Citizenship card for all the Qualifier's**
- _____ ***Copies of Passport of Citizenship card or Driver's License for the RME**
- _____ ***Copy of letter of RME's Test Result or RME's Current License**
- _____ ***Letter from Banking Institution (Proof of Solvency) for the Joint Venture or President/Qualifier's Name**
- _____ ***Letter from Banking Institution (Proof of Solvency) of the RME (Responsible Management Employee)**
- _____ ***Financial Statement / Balance Sheet (CPA) for the Joint Venture or President Pursuant to Section 4308, title 6, Guam Code Annotated, I declare under the penalty of perjury under the Laws that the foregoing is true and correct**)**
- _____ ***Financial Statement / Balance Sheet (CPA) for the RME (Responsible Management Employee) – *Pursuant to Section 4308, title 6, Guam Code Annotated, I declare under the penalty of perjury under the Laws that the foregoing is true and correct**)**
- _____ ***Department of Revenue and Taxation (4) Stamps (Barrigada)**
- _____ ***Department of Labor (5) Stamps (GCIC Building)**
- _____ ***Department of Land Management (ITC Building)**
- _____ ***Department of Public Works (DPW Compound/Permit Center)**
- _____ ***Department of Public Health (Only for H2 Barracks)**
- _____ ***Peals Board (ITC Bldg, 5th Floor) If you have a classification "A"**

Upon submission of the application & all required documents and clearances, our office will process the application within Public Law 30-11. §70115. Either issue a license to the applicant or else notify the applicant in writing by registered mail of the Board's decision not to grant the license and specifically notify applicant of the right to have a hearing within fifteen (15) days from the receipt of the board's decision. The hearing shall be conducted in accordance with §70117.

If you have any question, please feel free to contact our Licensing Section



APPLICATION FOR CONTRACTORS LICENSE AS A JOINT VENTURE



Application Fee: \$50.00. If approved License Fee: \$400.00

Read the Instruction Page attached before completing this application

PLEASE PRINT or TYPE LEGIBLY.

1. Full Name of New Business	2. Business Email Address
3a. Business Mailing Address	
3b. Business Street Address	
4. Business Telephone Numbers (Include Fax & Cellular Nos.)	
5. Classification(s) Requested	

6. We the licensees listed below, hereby make application for a Joint Venture Pursuant to the Provisions of 21 GCA Chapter 70 for Contractors License Board.

Entity 1) Full Name of Business As it Appears On The Records of Business License Branch (Revenue and Taxation)		CLB License Number
Print Qualifiers Name	Signature	Social Security Number
Print Name of Owner, Partner or Officer	Signature	Social Security Number
Entity 2) Full Name of Business As it Appears On The Records of Business License Branch (Revenue and Taxation)		CLB License Number
Print Qualifiers Name	Signature	Social Security Number
Print Name of Owner, Partner or Officer	Signature	Social Security Number
Entity 3) Full Name of Business As it Appears On The Records of Business License Branch (Revenue and Taxation)		CLB License Number
Print Qualifiers Name	Signature	Social Security Number
Print Name of Owner, Partner or Officer	Signature	Social Security Number



All Joint Venture must qualify or hire an individual as it's the Responsible Management Employee (RME). The following section pertains to the individual who will serve as the Joint Venture's RME.



RME Application Fee: \$50.00

Name of Responsible Management Employee (RME)	License Number	Telephone Number (Home/Cell)
Home Address of RME (House No., Street, City & State)	Date of Birth	Social Security Number
Classifications		Email Address

We, the Joint Venture Qualifiers of _____,
Hereby appoint the above individual as the RME of our company.

Qualifier's Name Date Qualifier's Name Date

Qualifier's Name Date

I, the undersigned, declare under penalty of perjury under the laws of Guam that the foregoing is true and correct (6GCA & 4308). In addition, I accept the appointment of RME for the Joint Venture listed above.

Print Name of RME

Signature of RME

AGENCY CLEARANCE FORM

Company Name	Social Security or Employment Identification Number (EIN)
Name of Owner or RME	GRT Number:

YOU MUST OBTAIN EACH DEPARTMENT AND SECTION LISTED BELOW. IF STAMPS ARE INCOMPLETE, THE APPLICATION PROCESS MAY BE DELAYED.

DEPARTMENT OF REVENUE AND TAXATION (4 STAMPS)

BUSINESS LICENSE SECTION

GRT SECTION

INCOME TAX SECTION

COLLECTION

DEPARTMENT OF LABOR (5 STAMPS)

OSHA ON-SITE

BUREAU OF LABOR STATISTICS

WAGE & HOUR

WORKER'S COMPENSATION

DEPARTMENT OF LABOR (ALIEN LABOR PROCESSING & CERT. DIV. (ALPCD))

DEPT. OF LAND MANAGMENT
(PERMIT CENTER or ITC BLDG.)

DEPT. OF PUB WORK
(PERMIT CENTER)

DEPT. OF PUBLIC HEALTH
(ONLY FOR H-2 BARRACKS)

PEALS BOARD
(If you have "A" Class)
(Bank of Guam/ Tumon)

ZONE CLEARANCE FOR CONTRACTORS LICENSE

(To be attached to contractor's license application)

THIS FORM MUST BE COMPLETED IN ORDER TO OBTAIN A CLEARANCE FROM THE DEPARTMENT OF LAND MANAGEMENT. IF YOU ARE LEASING, RENTING OR USING A LOCATION FOR OFFICE, BARRACKS, EQUIPMENT AND STORAGE YARD OR STORAGE OF CONSTRUCTION MATERIALS, PLEASE ATTACH ALL OF THE REQUIRED DOCUMENTS AS SHOWN ON BACK OF THIS FORM.

COMPANY NAME: _____

1. OFFICE LOCATION:

Lot No:	Block Number:
Tract No:	Municipality:

2. BARRACKS:

Number of Alien Employees: _____ if more the five (5), where are they being housed?

Lot No:	Block Number:
Tract No:	Municipality:

3. EQUIPMENT AND STORAGE YARD:

Do you have any heavy equipment? () Yes () No

If yes, where are they parked or stored when not in use:

Lot No:	Block Number:
Tract No:	Municipality:

4. STORAGE OF CONSTRUCITON MATERIALS:

Lot No:	Block Number:
Tract No:	Municipality:

I certify that the above information is true and correct.

Name (Print)

Name (Signature)

Date

BANK LETTERHEAD

This information is CONFIDENTIAL and furnish
as a matter of business courtesy in reply to your inquiry.
No responsibility is assumed by the BANK OF GUAM
or its officer.

DATE: _____

CONTRACTORS LICENSE BOARD

The information check below is in reply to your recent inquiry regarding

*****JOHN DOE*****

And is given in confidence without liability on the part of this bank. It is based solely on our direct
experience with the customer.

_____ Enclosed signature compares favorably.

_____ Has maintained an account since	<u>January 1, 2009</u>
_____ Year to Date	<u>\$15,000.00</u>
_____ Present Balance	<u>\$10,000.00</u>
_____ Account Number (s)	<u>Savings ACCT # 0102-111111</u>

_____ Account has been satisfactory.

_____ Credit relations have been satisfactory.

_____ Unable to locate record of credit relations

_____ Account recently opened. Not yet identified.

_____ Please give full name, address, and line of business as we have similar names.

_____ Please give the name or address of the branch where the subject is known: otherwise, we
are unable to locate this name. We shall be pleased to recheck it for you upon receipt of this
specific reference.

REMARKS: NONE

I, John Doe
Authorized the Bank of Hawaii
To release information

Thomas Morrison
Operation Officer
Agana Branch

PROOF OF FINANCIAL SOLVENCY. (BANK LETTER OF CREDIT ATTESTING TO
SOLVENCY OR FINANCIAL STATEMENT FROM THE BANK)

**** SAMPLE ****

JOHN DOE

Financial Statement As of September 01, 2015

ASSETS

Current Assets

Checking/Savings

Cash in Bank 10,000.00

Cash on Hand 800.00

Total Current Assets \$18,800.00

Other Assets

Tools 3,000.00

Back hoe John Deer (2) 7,500.00

Total Other Assets \$10,500.00

TOTAL ASSETS **\$29,300.00**

LIABILITY

Liabilities

GGEFCU – Auto (Rav 4) 8,000

PFCU – Auto (Tacoma) 5,000

PFCU - Loan 500

Total Liabilities \$13,500.00

TOTAL LIABILITIES & EQUITY **\$15,800.00**

MUST STATE ON DOCUMENT: **Pursuant to Section 4308, Title 6, Guam Code Annotated, I declare under the penalty of perjury under the Laws that the foregoing is true and correct.**

Name: _____

Date: _____

Signature: _____

Title: _____



Office Location Map

Company Name: _____

RME Name: _____

Company License #: _____ RME License #: _____

Business/Office Address: _____

Mobile #: _____ EmailAddress: _____

PLEASE DRAW A MAP BELOW & SHOW LANDMARKS WITHIN THE VICINITY



PROFESSIONAL ENGINEERS, ARCHITECTS & LAND SURVEYORS

DECLARATION AND ACKNOWLEDGMENT

The "Class A - General Engineering Contractor" license is issued under the authority of the Contractors Licensing Board ("CLB") in accordance with Chapter 70 (Contractors) of Title 21 (Real Property) of the Guam Code Annotated (21 GCA §§ 70101, *et seq.*). The intent of the law establishing the categories or classes of different licenses issued by the CLB was to differentiate the types of construction for which contractors may qualify. The words "General Engineering" as used in the Class A license issued by the CLB, are intended to denote that type of construction commonly referred to as "horizontal construction," and are not intended to authorize any engineering activity which is licensed and regulated by the Guam Board of Registration for Professional Engineers, Architects and Land Surveyors (PEALS Board).

The PEALS Board maintains strict rules regarding the use of the term "Engineering" and the practice of offering "engineering services." Unless a person or company is licensed and registered with the PEALS Board, offering or advertising engineering services or general engineering is a violation of the law. This includes, without limitation, use of these words on business cards, newspaper or magazine articles and advertisements, and phone listings. Specifically, 22 GCA § 32102 states (emphasis added):

§ 32102. GENERAL PROVISIONS

In order to safeguard life, health, and property, and to promote the public welfare, the practice of engineering, architecture and land surveying in Guam is hereby declared to be subject to regulation in the public interest. It shall be unlawful for any person to practice, or to offer to practice, engineering, architecture or land surveying in Guam as defined in the provisions of this Title, or to use in connection with his name or otherwise assume, or advertise any title or description tending to convey the impression that he is an engineer, an architect or land surveyor, unless such person has been duly registered or exempted under the provisions of this Title. The practice of engineering, architecture and land surveying shall be deemed a privilege granted by the territory through the Guam Board of Registration for Professional Engineers, Architects and Land Surveyors, based on the qualifications of the individual as evidenced by his certificate of registration, which shall not be transferable.

I, _____, as the Responsible Managing Employee of _____ (name of firm/company), by my signature below, hereby acknowledge that the issuance of a Class A - General Engineering Contractor license does not authorize me or the above-named company to engage in, offer, advertise or otherwise perform engineering as a regulated and licensed by the PEALS Board in accordance with the Professional Engineers, Architects and Land Surveyors Law (22 GCA §§ 32101, *et seq.*). I further acknowledge that doing so constitutes a violation of the law, subject to all applicable penalties and prosecution authorized by law.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF GUAM THAT THE FOREGOING IS TRUE AND CORRECT.

Acknowledged by: _____

Signature: _____

RME Name: _____

Date: _____