

Application For Contractor Registration - Grade 1

INSTRUCTIONS

When completing the application form:

- Print clearly, use black ink, and complete all sections relevant to your enterprise.
- Please submit the entire form to the cidb.
- Photocopy any pages that do not have sufficient space or add a page for additional information.
- Applications without relevant supporting documentation will not be processed. See **Checklist**.
- **For more information or assistance, please see our contact details on page 3.**

CONDITIONS OF REGISTRATION

The contractor must:

- pay the relevant administration fee(s), for each class of works applying for;
- notify the cidb of any change of particulars relating to an existing registration;
- be free from any restrictions to tender;
- comply with the **Code of Conduct for All Parties Engaged in Construction Procurement**, as published by the cidb in the Government Gazette no. 25656 of 2003.
(Also available at: www.cidb.org.za)
- renew registration every three years for requalification of grades.

Section A Type of Application Please indicate with an "X"

New Application Change of Particulars
 Three Year Renewal cidb registration number: _____ Addition of a Class of Works

Section B About your Enterprise

Name of Enterprise: _____

Trading as: _____

Type of Enterprise Please indicate with an "X"

Public Company Private Company Close Corporation
 Sole Proprietor Partnership Section 21 Company Other (Please specify): _____

Date Enterprise Registered: _____ Date operations started: _____

Company/ CC Registration Number: _____

Physical Address: _____ Postal Address: _____

_____ Code: _____ _____ Code: _____

Province _____ Province _____

Contact Person

Title: _____ Initials: _____ Surname: _____

Designation: _____ email: _____

Telephone: (____) _____ Fax: (____) _____ Cell: _____

Bank Details

Bank Name: _____ Branch Name: _____ Branch Code: _____

Account Holder's Name: _____ Account Number: _____

Account Type: Please indicate with an "X" Current Savings Cheque Other: specify _____

Principals and Ownership/Interest

Complete details for each principal in the Enterprise and attach copy of Identity Document for each. (See Section F: Checklist).

A principal is a partner in a partnership, a sole proprietor, a director in a company or a member of a close corporation.

Note: Use separate list if necessary.

Initials and Surname	Identity Number	RSA Citizen		Black		Gender		% of work time devoted to this enterprise	% of shares or interest held	% voting rights
		Y	N	Y	N	M	F			

B-BBEE Status: _____ "OPTIONAL"

Date of Certification: DD/MM/YYYY

Expiry Date: DD/MM/YYYY

1 Attach copy of an originally certified B-BBEE Profile or B-BBEE Certificate

Section C Registration as a Potentially Emerging Enterprise

(Please complete this section in order to be considered for potentially emerging enterprise status)

"Emerging enterprise" means an enterprise which is owned, managed and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.

Management Decisions and Control

State the names of previously disadvantaged principals responsible for day to day decisions and indicate with an "X" which activities they are responsible for.

Name	Payment Authorization & Cheque signing	Signing & co-signing for loans	Acquisition of lines of credit	Sureties	Major purchases or acquisitions	Signing contracts	Supervision of personnel

Section D For Registration in Electrical Engineering

(Applicable to contractors applying for EB Class of Works only)

Do you possess a valid electrical contractor's certificate issued by the Electrical Contracting Board of South Africa?

YES NO

Attach certified copy of Electrical Contractor's Certificate, issued in the name of the enterprise. (See Section F: Checklist)

Registration Number: _____ Expiry Date: _____

Section E Fees Payable **Note:** Contractors must pay for each class of works applying for.

Code	Class of Construction Works	Fees Payable	Please Mark
GB	General Building	R 450.00	<input type="checkbox"/>
CE	Civil Engineering	R 450.00	<input type="checkbox"/>
EB	Electrical Engineering Works - Building	R 450.00	<input type="checkbox"/>
EP	Electrical Engineering Works - Infrastructure	R 450.00	<input type="checkbox"/>
ME	Mechanical Engineering	R 450.00	<input type="checkbox"/>
SB	Asphalt works (supply & lay)	R 450.00	<input type="checkbox"/>
SC	Building Excavations, shaft sinking, lateral earth support	R 450.00	<input type="checkbox"/>
SD	Corrosion protection(cathodic, anodic & electrolytic)	R 450.00	<input type="checkbox"/>
SE	Demolition and blasting	R 450.00	<input type="checkbox"/>
SF	Fire prevention & protection systems	R 450.00	<input type="checkbox"/>
SG	Glazing, curtain walls & shop fronts	R 450.00	<input type="checkbox"/>
SH	Landscaping, irrigation & horticultural works	R 450.00	<input type="checkbox"/>
SI	Lifts, escalators & travellers (installation, commissioning & maintenance)	R 450.00	<input type="checkbox"/>
SJ	Piling & specialised foundations for buildings & structures	R 450.00	<input type="checkbox"/>
SK	Road markings & signage	R 450.00	<input type="checkbox"/>
SL	Structural steelwork fabrication & erection	R 450.00	<input type="checkbox"/>
SM	Timber buildings & structures	R 450.00	<input type="checkbox"/>
SN	Waterproofing of basements, roofs & walls using specialist systems	R 450.00	<input type="checkbox"/>
SO	Water supply & drainage for buildings (wet services, Plumbing)	R 450.00	<input type="checkbox"/>
SQ	Steel Security Fencing or Precast Concrete	R 450.00	<input type="checkbox"/>

Total fees payable:

R _____

How are you paying?

Cash Deposit *

Credit / Debit Card

Electronic Funds Transfer

cidb Account Details

Bank: Standard Bank

Branch : Menlyn

Account Type : Current Account

Account Number: 03 224 3464

Branch Code: 01-23-45-15

Account Name: Construction Industry Development Board NO.2

* Please note that the cidb does not accept cash payments. Cash deposits may be transferred into the abovementioned cidb account.

Section F Checklist for Supporting Documentation

Please provide the following supporting documentation

	Supplied by Contractor	Received (OFFICE USE ONLY)
• For Company/ Close Corporation: Certificate of Incorporation & most recent name change. Company: Shareholder certificates	<input type="checkbox"/>	<input type="checkbox"/>
• For Trusts: a copy of the trust deed	<input type="checkbox"/>	<input type="checkbox"/>
• Attach certified copies of Identity documents for a maximum of 20 principals. Use separate list, if necessary	<input type="checkbox"/>	<input type="checkbox"/>
• Attach certified copy of Electrical Contractor's Certificate issued in the name of the enterprise (for electrical class of works only)	<input type="checkbox"/>	<input type="checkbox"/>
• Attach proof of payment of fees	<input type="checkbox"/>	<input type="checkbox"/>
• Attach original valid Tax Clearance Certificate	<input type="checkbox"/>	<input type="checkbox"/>

Note: Registration is valid for a period of three years. Please notify the cidb of any change of your particulars. Incomplete applications result in delays in processing. Applications without relevant supporting documentation will not be processed.

Section G Declaration by Contractor

Please tick the box if you consent to the sharing of financial information supplied to the cidb with an approved and authorised financial services provider

In support of facilitating access to finance for contractor growth and development, I hereby authorise the cidb to disclose financial information to an approved and authorised financial services provider upon request for such.

I, the undersigned, hereby:

• declare that:

- I am duly authorised to sign this application on behalf of the enterprise;
- The information furnished, as well as all documentation submitted in support of this application, is true and correct in every respect; and have been lawfully obtained; (Please attach a valid, original Tax Clearance Certificate.)
- The enterprise will abide by the **Code of Conduct for All Parties Engaged in Construction Procurement**, as published by the cidb in the Government Gazette no. 25656 of 2003. (Also available at: www.cidb.org.za);
- Neither the name of the enterprise or the name of any partner, member, director, manager or person, who wholly or partly exercises, or may exercise, control over the enterprise, appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- No partner, member, director, manager or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- I will provide to the cidb any additional information that may be required with regards to this application.

• understand that:

- Registration is subject to the conditions referred to on **the front cover** of this form;
- Incomplete applications result in delays in processing.
- Applications without relevant supporting documentation will not be processed.
- The administration fee payable per class of works applied for is non-refundable.
- The cidb will grade my enterprise based on the information provided.
- False information provided or a false declaration is a punishable offence in terms of the cidb ACT, Regulations and other applicable laws.

• authorise:

- The cidb to verify the information supplied in this form;
- The cidb to publicly display my contractor grading designation.

Enterprise Name: _____

Signature: _____ Date: DD/MM/YYYY

Designation: _____ Print Name: _____

Please complete SECTION F: Checklist above

cidb Construction Contact Centre's (CCC's)

Western Cape 140 Long Street Cnr Long & Dorp Street Cape Town Tel: 0861 927 222 Fax: 086 674 0293	KwaZulu Natal Department of Public Works 428 Blink Bonnie Road Mayville Tel: 0861 596 222 Fax: 086 856 6024	Eastern Cape Department of Public Works Qhasana Building Independence Avenue Bisho Tel: 0861 222 327 Fax: 086 674 2908	Gauteng Blocks N & R SABS Campus 2 Dr Lategan Road Groenkloof, Pretoria Tel: 0861 428 222 Fax: 086 680 8569	North West Department of Public Works Old Parliament Building Modiri Molema Road, Gate House Mmabatho Tel: (018) 387 2150 / 2435 Fax: 086 743 3193
Limpopo Department of Public Works 1st Floor, Works Tower Building 43 Church Street Polokwane Tel: 0861 222 765 Fax: 086 678 9184	Mpumalanga Corner Samora Machel & Paul Kruger Street Nelcity Building, Office G15 Nelspruit Tel: 0861 678 222 Fax: 086 685 6733	Free State Medford Building St. Andrews Street Ground Floor Bloemfontein Tel: 0861 377 222 Fax: 086 552 8692	Northern Cape Regional Department of Transport, Roads and Public Works 45 Schmidtdrift Road Kimberley Tel: 0861 222 627 Fax: 086 690 6295	CIDB HELP LINE: 0860 103 353 CIDB FRAUD HOTLINE: 0800 112 432