



Checklist for contractor registration

Thank you for your interest in being registered as a contractor on the cidb Register of Contractors. To ensure successful registration and avoid delays please ensure that you furnish the cidb with all the necessary information and supporting documents when you apply.

For your application to comply the cidb requires the following accompanying documents and information:
Information that must be submitted by all contractors regardless of the grade you are applying for:

For all grades

Y/N

1. **Certified copies of all the principal member's IDs**
2. **Company registration certificate:**
CK1 or CK2 for close corporation, **OR** (CM1) certificate of incorporation for (PTY) company
And
(CM 9) certificate of name change if your company name has changed since your last registration
CM 29 and shares certificates for (PTY) company
3. **Original and valid tax clearance certificate**
Always ensure that the company name and registration number on the tax clearance corresponds with the company name on your cidb application
4. **Proof of payment of the administration fee**
See table 1 for fees payable for the grade you are applying for
5. **Proof of payment of the annual fee**
See Table 1 for fees payable for the grade you are applying for
6. **A signed declaration**
Declaration is on the back page of the cidb application form

Items 1, 2, 3, 4, 5 and 6 are the only documents required for a contractor to be registered in Grade 1.

Please ensure that the banking details on your deposit or transfer slip are correct. This will help us to trace your deposit to your application. If you are an already registered contractor please use your CRS number as reference. New contractors must use the name of the company for reference.

Copies must be certified by a commissioner of oaths for example, police station or post office.

Registering Above Grade 1

To register above Grade 1 all contractors must provide the cidb with a track record of work previously done.

7. **For Grade 2 applications the following documents are required**
Letter of project award signed by the client
Copy of certificate of completion or final payment certificate **OR** Audited financial statement if your client was a private company
Full financial statement certified by an accounting officer for close corporation
Financial statements compiled by a bookkeeper for a sole proprietor
Financial statements compiled by a bookkeeper for a partnership
8. **To register for Grade 3 and above contractors must submit:**
Letter of project award signed by the client
Copy of certificate of completion
Copy of the latest payment certificate indicating the contract value of project completed
Audited financial statement if your client was a private company
Full financial statement certified by an accounting officer for close corporation
Financial statements compiled by a bookkeeper for a sole proprietor
Financial statements compiled by a bookkeeper for a partnership

9. **Contractors applying for Electrical Engineering must submit:** Y/N
- Certified copy of Electrical Contractor License (Wireman License)
- Wireman License must be in the name of company applying
- The requirement for Wireman License does not apply to contractors dealing with high voltage electricity infrastructure works (e.g Eskom), Intercom and PABX systems
10. **Contractors applying for **Grade 6** and above must submit:** Y/N
- Certificates of registration with a built environment council in South Africa
- See Table 2 for professionals required in the grade you are applying for

Upgrades

11. **To upgrade to **Grade 2** contractors must submit** Y/N
- Proof of payment of fees to upgrade PLUS
- Letter of project award signed by the client
- Copy of certificate of completion or final payment certificate **OR** Audited financial statement if your client was a private company
- Full financial statement certified by an accounting officer for close corporation
- Financial statements compiled by a bookkeeper for a sole proprietor
Financial statements compiled by a bookkeeper for a partnership
12. **To upgrade to **Grade 3, 4, 5, 6, 7, 8 or 9** contractors must submit:** Y/N
- Proof of payment of fees to upgrade (pay only the difference between annual fees of the highest current grade and the grade applied for)
- Letter of project award signed by the client
- Copy of certificate of completion
- Copy of the latest payment certificate indicating the contract value of project completed
- Audited financial statement if your client was a private company
Full financial statement certified by an accounting officer for close corporation
- Financial statements compiled by a bookkeeper for a sole proprietor
Financial statements compiled by a bookkeeper for a partnership
13. **To use the track record of a joint venture contractors must submit:** Y/N
- A joint venture agreement
14. **To use track record obtained as a sub-contractor contractors must submit:** Y/N
- A sub-contractor agreement or letter of award
- Completion certificate from the main contractor to the sub-contractor **OR** Completion certificate for the main contractor

Please Note:

The cidb cannot accept a photocopy of a certified document under any circumstances.

All fees must be paid directly into the cidb's bank account. The cidb officials do not under any circumstances receive cash for applications.

All applications for registration are verified and assessed by a panel of assessors. Offering the cidb or Construction Contact Centre staff a bribe for registration is a criminal offence.

Principal members are all members, directors, trustees and shareholders that own the company.

Table 1: Administration and annual fees payable

Contractor Grading designation	Administration/Renewal fees in respect of each grade applied for	Annual fees payable in respect of the highest contractor grading application
1	R 250	R 200
2	R 250	R 250
3	R 750	R 300
4	R 750	R 800
5	R 750	R 1 500
6	R 750	R 3 000
7	R 750	R 8 000
8	R 750	R 25 000
9	R 750	R 40 000

Table 2: Minimum number of qualified persons per class of work

Minimum number of full-time equivalent qualified persons required for registration in a class of construction works					
Designation	General Building (GB)	Civil Engineering (CE)	Electrical Engineering (EE)	Mechanical Engineering (ME)	Specialist Works
1	-	-	-	-	-
2	-	-	-	-	-
3	-	-	-	-	-
4	-	-	-	-	-
5	-	-	-	-	-
6	-	-	1	1	1
7	1	1	2	2	2
8	2	2	3	3	3
9	3	3	4	4	4

Table 3: Tender range values

Contractor Grading designation	Range of tender values	
	Greater than	Less than or equal to
1	R 0	R 200 000
2	R 200 000	R 500 000
3	R 500 000	R 1 500 000
4	R 1 500 000	R 3 000 000
5	R 3 000 000	R 5 000 000
6	R 5 000 000	R 10 000 000
7	R 10 000 000	R 30 000 000
8	R 30 000 000	R 100 000 000
9	R 100 000 000	No limit