

Application Form

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); and
- renew registration every three years for requalification of grades.

Section A

Type of application (please indicate with an "x")

cidb Registration Number (for registered contractors): _____

- New Application for registration Addition of a class of works
 Upgrade of class of work status 3 year renewal

Section B

About your Enterprise

SECTION B(i): Enterprise Particulars and Banking Details

Name of Enterprise: _____

Trading as: _____

Account name:	_____	Account number:	_____
Bank:	_____	Bank code:	_____
Branch:	_____	Account Type:	_____

Type of Enterprise (please indicate with an "x")

- Public Company Private Company Close Corporation
 Sole Proprietor Partnership Section 21 Company
 Cooperatives Other: _____

Date enterprise registered: _____

Enterprise registration number: _____

Physical Address: _____ Postal Address: _____

_____ Code: _____ _____ Code: _____

Province: _____ Province: _____

Contact Person

Title: _____ Initials: _____ Surname: _____

Designation: _____ Email: _____

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

SECTION B(ii): 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 enterprise	% of shares or interest held	% voting rights
		Y	N	Y	N	M	F			

SECTION B(iii): Tax Clearance Certificate

Tax Clearance Certificate Number: _____

Approved date: _____ Expiry date: _____

Section C

Registration as a Potentially Emerging Enterprise

Please complete section C(i) below 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.

SECTION C(i): Management Decisions and Control

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

Name	Manage assets	Authority to manage daily operations of the Enterprise	Authority to determine management of company policies	Financial Authority

SECTION C(ii): B-BBEE Status "OPTIONAL"

B- BBEE STATUS: _____ Date of Certification: Expiry Date:
 (Attach proof of B-BBEE Certification.)

Section D

Requirement for Registration in Electrical Engineering

(Applicable to contractors applying for EB Class of Works)

Attach an originally certified and signed copy of the Electrical Contractor's certificate issued in the name of the enterprise applying for registration with the cidb (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	R450,00	
CE	Civil Engineering	R450,00	
EB	Electrical Engineering Works - Building	R450,00	
EP	Electrical Engineering Works - Infrastructure	R450,00	
ME	Mechanical Engineering	R450,00	
SB	Asphalt works (supply and lay)	R450,00	
SC	Building Excavations, shaft sinking, lateral earth support	R450,00	
SD	Corrosion protection (cathodic, anodic and electrolytic)	R450,00	
SE	Demolition and blasting	R450,00	
SF	Fire prevention and protection systems	R450,00	
SG	Glazing, curtain walls and shop fronts	R450,00	
SH	Landscaping, irrigation and horticulture works	R450,00	
SI	Lifts, escalators and travellers (installation, commissioning and maintenance)	R450,00	
SJ	Piling and specialised foundations for building and structures	R450,00	
SK	Road markings and signage	R450,00	
SL	Structural steelwork fabrication and erection	R450,00	
SM	Timber buildings and structures	R450,00	
SN	Waterproofing of basements, roofs and walls using specialist systems	R450,00	
SO	Water supply and drainage for buildings (wet services, plumbing)	R450,00	
SQ	Steel security fencing or precast concrete	R450,00	
Total fees payable:			

How are you paying: Cash deposit * Credit/Debit card Electronic funds transfer

cidb account details: Standard Bank Current Account, **Branch:** Menlyn, **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 above-mentioned cidb account.

Section F

Provide the following supporting documentation only for those sections you had to complete.

	Supplied by contractor		Received (office use only)	
	Yes	No	Yes	No
SECTION B(i): Enterprise Particulars				
Close Corporation (latest CK1/CK2)				
Company:				
• Certificate of Incorporation (CM1)/CoR 14.3				
• List of all active directors (CM29)/CoR 39				
• Share certificates (must be originally certified by Commissioner of Oaths). The validity period of certification is three months.				
• All name change certificates (CM9) (if applicable)				
Partnership (partnership agreement)				
Trust (a copy of the trust deed or JM21)				
Co-operatives – CR 10 (Certificate of Incorporation). A list of all directors in a table format with their names, surnames, ID numbers, addresses and signed by all				
SECTION B(ii): Principals and Ownership/Interest				
Attach originally certified copies of Identity Documents. The validity period for certification is 3 months. (Must be certified by Commissioner of Oaths). For external Companies, originally notarised copy of passport.				
SECTION B(iii): Tax Clearance Certificate				
Attach valid and original Tax Clearance Certificate				
SECTION D: Requirements for Registration in Electrical Engineering for EB class of works				
Attach originally certified and signed copy of the enterprise's valid Electrical Contractor's Certificate *NB: (The validity period for certification is 3 months) (Must be certified by Commissioner of Oaths)				
SECTION E: Payment of Fees				
Attach proof of payment (please use your company name or CRS number as the reference number when making payment)				
SECTION G: Declaration				
Ensure that the declaration is signed				

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;
- 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:

Designation: _____ Print Name: _____



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