

3 YEAR RENEWAL FORM

Application for Contractor Registration Grade 2 to 9

Instructions

- Print clearly, use black ink on this 3 year renewal form
- Kindly use CRS number as reference when making payment.
- Please ensure that your application is accompanied by all supporting documents including proof of payment, copy of a Tax Compliance Status (TCS) Pin and Electrical Contractor's Certificate if applying for EB Class of Works.
- Email the entire form to your nearest provincial office (check email address on the last page)

Conditions for registration

The contractor must:

- Apply for the grading designation(s) previously held;
- Confirm particulars provided in this form annually,
- Pay the relevant administration fee(s), as well as the stipulated annual fee;
- 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.
- Annually provide a Tax Compliance Status (TCS) Pin, upon expiry of the previous certificate; and
- Renew registration every three years for requalification of grade(s).

Section A

cidb Registration Number: _____

Section B

About your Enterprise

SECTION B (i): Enterprise Particulars

Name of Enterprise: _____

Trading as: _____

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

- | | | |
|------------------------------------------|------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Public Company | <input type="checkbox"/> Private Company | <input type="checkbox"/> Close Corporation |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership | <input type="checkbox"/> Section 21 Company |
| <input type="checkbox"/> Other: _____ | | |

Date enterprise registered: _____ Date operations started: _____

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. 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 or Tax Compliance Status (TCS) Pin

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	Daily operations of the Enterprise	Management of the Enterprise	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

Determining Financial Capability

SECTION D (i): Validation of Accountant

Designated Accounting Officer: _____
 Practice Number: _____ Accounting Body: _____
 Registered Address: _____

Section E

Application for a Contractor Designation

Current / Previous Grading Designation			Grading Designation Renewed				
No	Grading Designation	Class of Works	No	Grading Designation	Class of Works	Fees Payable	
1.			1.			R	
2.			2.			R	
3.			3.			R	
4.			4.			R	
5.			5.			R	
6.			6.			R	
						Total Admin Fee	R
						Plus Annual Fee	R
						Total Due	R

Note: The administrator fee is payable for each class of works applied for and non-refundable

Payment

By Electronic Transfer or Bank Deposit. Our Bank details are as follows:

Account name:	Construction Industry Development Board NO.2	Account number:	03 224 3464
Bank:	Standard Bank	Bank code:	01-23-45-15
Branch:	Menlyn	Account Type:	Current Account

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

		Supplied by contractor		Received (office use only)	
		Yes	No	Yes	No
Enterprise Particulars					
Close Corporation (latest CK1/CK2)					
COMPANY:	Certificate of Incorporation (CMI)/CoR 14.3				
	List of all active directors (CM29)/CoR 39				
	Share certificates				
	All name change certificates (CM9) (if applicable)				
Partnership (Partnership agreement)					
Trust (a copy of a 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.					
Principals and Ownership / Interest					
Attach copies of identity documents. For external companies, originally notarised copy of passport					
Tax Clearance Certificate					
Attach a copy of the company's Tax Compliance Status (TCS) Pin					
Requirements for registration in Electrical Engineering for EB class of works					
Attach a copy of the enterprises' valid Electrical Contractors Certificate					
Attach proof of payment (please use your company name or CRS number as the reference number) when making payment.					
For class of works applied attach copies of: <ul style="list-style-type: none"> • Letter of award on a letterhead of the client • Certificate of Completion • Final payment certificate indicating the project value 					
Attach a complete set of financial statements (compliant with IRFS for SME's) for the 2 financial years immediately preceding the application					
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.

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 authorize 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: _____