



Construction Industry Development Board

DEVELOPMENT THROUGH PARTNERSHIP

Please make sure that projects that are awarded to your company from 01 April 2021 are registered on the Register of Projects.

Note: Any projects not registered on the ROP will not be considered for the grading assessment.

**CHANGE OF PARTICULARS /
ANNUAL UPDATE APPLICATION FORM**

NOTIFICATION OF CHANGE OF PARTICULARS / ANNUAL UPDATE

SECTION A: TYPE OF CHANGE REQUEST

Please tick the applicable selection to indicate the type of amendment that is being requested.

Note

Identification in accordance with the cidb regulations is essential.

Annual Update	Proof of Payment of Annual Fees
Change of Enterprise name	Updated Company Registration Document
Change of Address / Contact Information	Confirmation of the updated details on a letterhead of the Enterprise
Change of Banking Details	Copy of cancelled cheque OR Confirmation of the banking details on a letterhead of the Enterprise
Change of Ownership	Updated Company Registration Document

SECTION B i. PARTICULARS OF THE ENTERPRISE (COMPULSORY)

CRS Number _____ Type of Enterprise _____

Legal Name of Enterprise _____

Company Registration number or Sole traders' ID number

SECTION B ii. CONTACT INFORMATION

Name of Contact Person _____ Designation _____

Email Address _____ Cell Number

Is this the same Contact Person as is currently indicated on the cidb Database? Yes No

If 'no' then this may be amended with the approval of a principal member.

Principal Member's Name _____

Principal Members' contact number

FOR OFFICE USE ONLY

Provincial Offices

Name _____ Date _____

Signature _____

Registrations Capturer

Name _____ Date _____

Signature _____

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SECTION C: CHANGE OF COMPANY NAME

Current legal name of enterprise _____
 Current Trading Name of Enterprise _____
 New Legal Name of Enterprise _____

SECTION D: COMPANY ADDRESS INFORMATION

Head Office _____ Head Office _____
 Physical Address _____ Postal Address _____
 Code _____ Code _____
 Province _____ Province _____
 Telephone Number _____ Facsimile Number _____

SECTION E: PRINCIPAL AND OWNERSHIP / INTEREST

Please provide an updated list of all active principal members of the Enterprise. Please indicate that you are “BLACK” if you are either Indian or Coloured.
 (This information is used to determine the Previously disadvantaged status of the Enterprise.)

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

Attach updated company registration document and any new principals Identity documents.

SECTION F: ENTERPRISE BANKING DETAILS

Account Holder _____ Branch Code _____
 Bank Name _____ Account Type _____
 Branch Name _____ Account Number _____

Attach updated company registration document and any new principals Identity documents.

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SECTION G: DECLARATION BY CONTRACTOR

I, the undersigned, hereby: **declare that:**

- I am duly authorised to sign this application on behalf of the enterprise;
- The information furnished in support of this application, is true and correct in every respect;
- I will provide the cidb with any additional information that may be required;

authorise:

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

Enterprise Name _____ Designation _____

Print Name _____ Date _____

Signature _____

FRAUD ALERT

Dear Contractor please be alert of fraudsters posing as cidb agents, as the cidb does not have agents. Contractors are advised to pay only the stipulated fee indicated on the forms.