

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

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

Application Form

Application for Contractor Registration

Grade 2 to 9

Instructions:

The next eight pages are intended as a guide. There are a total of six pages at the back of this form to be completed. When completing the application form:

- Print clearly, use black ink, and complete only the relevant parts, as described in Table Ai & Aii.
- Please submit the entire form to the cidb, even if you are not required to complete all sections.
- 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 find our contact details at the back of this form.

Conditions for registration:

The contractor must:

- 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 within 30 days;
- Not engage in any collusive practices fronting or be in breach of any provision of the cidb Code of Conduct;
- 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);
- Annually provide a valid, original tax clearance certificate, upon expiry of the previous certificate; and
- Renew registration every three years for requalification of grades.

Table A

Use the following tables to guide you on which sections to complete (please refer to tables A(i) & A(ii) for guidance).

Table A(i)

Type of applications	What sections should you complete
New registrations	All sections
Upgrades OR Additional classes of works	Sections: A, B, D, E, F, G, H & I

Table A(ii)

Section		Please submit the required documents for each	Contractors applying for the following grades		
			2	3 - 4	5 - 9
	Checklist	<ul style="list-style-type: none"> Checklist on page 1 	✓	✓	✓
A	Type of application	<ul style="list-style-type: none"> Application form 	✓	✓	✓
B	About your enterprise	<ul style="list-style-type: none"> Company registration documents Originally certified identity documents Tax clearance certificate 	✓	✓	✓
C	Potentially emerging	<ul style="list-style-type: none"> Copies of certified share certificates Copy of Trust Deed if owned by a Trust 	✓	✓	✓
D	Determining financial capability	<ul style="list-style-type: none"> Financial statements for the two years immediately preceding the application Proof of financial sponsorship (if applicable) SARS VAT 201 Forms with corresponding VAT Statement of Account OR stamped business bank statements for verification of turnover for the period in question (NOT compulsory for audited financial statements) 	✗	✓	✓
D(i)	Best annual turnover		✗	✓	✓
D(ii)	Available capital		✗	✓	✓
E(i)	Track record / Largest Contract	<ul style="list-style-type: none"> Track record: award, completion and final payment 	✓	✓	✓
E(ii)	Transfer of records	<ul style="list-style-type: none"> Proof of change of enterprise - <i>if applying for a track record to be transferred from one entity to another. Refer to Regulations 11(4), (4A) and (4B).</i> 	✓	✓	✓
F	Electrical Engineering EB	<ul style="list-style-type: none"> Certified Electrical Contractors Certificate - <i>if applying for EB</i> 	✓	✓	✓
G	Contractor grading designation	<ul style="list-style-type: none"> Section G on page -10 	✓	✓	✓
H	Contractor grading designation fees payable	<ul style="list-style-type: none"> Proof of payment 	✓	✓	✓
I	Declaration	<ul style="list-style-type: none"> Signed application form 	✓	✓	✓

Table B
Classes of Construction Works

Definition	Basic Works Types	Examples
Civil Engineering (CE)		
Construction works primarily concerned with materials such as steel, concrete, earth and rock and their application in the development, extension, installation, maintenance, removal, renovation, alteration, or dismantling of building and engineering infrastructure.	Water, sewerage, roads, railways, harbours and transport, urban development and municipal services.	<ul style="list-style-type: none"> Structures such as cooling tower, bridge culvert, dam, grand stand, road, railway, reservoir, runway, swimming pool, silo or tunnel. The results of operations such as dredging, earthworks and geotechnical processes. Township services, water treatment and supply, sewerage works, sanitation, soil conservation works, irrigation works, storm-water and drainage works, coastal works, ports, harbours, airports and pipelines.
Electrical Engineering Works – Building (EB)		
Construction works that are primarily concerned with the installation, extension, modification or repair of electrical installations in or on any premises used for the transmission of electricity from a point of control to a point of consumption, including any article forming part of such an installation.	All electrical equipment forming an integral and permanent part of buildings and/or structures, including any wiring, cable jointing and laying and electrical overhead line construction.	<ul style="list-style-type: none"> Electrical installations in buildings. Electrical reticulations within a plot of land (erf) or building site. Standby plant and uninterrupted power supply. Verification and certification of electrical installations on premises.
Electrical Engineering Works – Infrastructure (EP)		
Construction works that are primarily concerned with development, extension, installation, removal, renovation, alteration or dismantling of engineering infrastructure: a) relating to the generation, transmission and distribution of electricity; or b) Which cannot be classified as EB.	Electrical power generation, transmission, control and distribution equipment and systems.	<ul style="list-style-type: none"> Power generation. Street and area lighting. Substations and protection systems. Township reticulations. Transmission lines.
General Building Works (GB)		
Construction works that: a) are primarily concerned with the development, extension, installation, renewal, renovation, alteration, or dismantling of a permanent shelter for its occupants or contents; or b) cannot be categorised in terms of the definitions provided for civil engineering works, electrical engineering works, mechanical engineering works, or specialist works.	Building and ancillary works other than those categorised as: <ul style="list-style-type: none"> Civil engineering works; Electrical engineering works; Mechanical engineering works; Specialist works. 	<ul style="list-style-type: none"> Buildings for domestic, industrial, institutional or commercial occupancies. Car ports. Stores. Walls.
Mechanical Engineering Works (ME)		
Construction works that are primarily concerned with the development, extension, installation, removal, alteration, renewal of engineering infrastructure for gas transmission and distribution, solid waste disposal, heating, ventilation and cooling, chemical works, metallurgical works, manufacturing, food processing and materials handling	<ul style="list-style-type: none"> Machine systems including those relating to the environment of building interiors Gas transmission and distribution systems Pipelines Materials handling, lifting machinery, heating, ventilation and cooling, pumps Continuous process systems, chemical works, metallurgical works, manufacturing, food processing such as that in concentrator machinery and apparatus, oil and gas wells, smelters, cyanide plants, acid plants, metallurgical machinery, equipment and apparatus, and works necessary for the beneficiation of metals, minerals, rocks, petroleum and organic substances or other chemical processes 	<ul style="list-style-type: none"> Air-conditioning and mechanical ventilation Boiler installations and steam distribution Central heating Centralised hot water generation Compressed air, gas and vacuum installations Conveyor and materials handling installations Continuous process systems involving chemical works, metallurgical works, oil and gas wells, acid plants, metallurgical machinery, equipment and apparatus, and works necessary for the beneficiation of metals, minerals, rocks, petroleum and organic substance and other chemical processes Dust and sawdust extraction Kitchen equipment Laundry equipment Refrigeration and cold rooms Waste handling systems (including compactors)

Specialist Works

SB	The extension, installation, repair, maintenance or renewal, or removal of asphalt.	SJ	The development, installation, removal, or dismantling, as relevant, of piles and other specialised foundations for buildings and structures.
SC	The development, extension, installation, removal and dismantling, as relevant, associated with building excavations, shaft sinking and lateral earth support.	SK	The installation, renewal, removal, alteration or dismantling, as relevant, of road markings and signage.
SD	The development, extension, installation, repair, renewal, removal or alteration of corrosion protection systems (cathodic, anodic and electrolytic).	SL	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of structural steelwork and scaffolding.
SE	Demolition of buildings and engineering infrastructure and blasting.	SM	Timber buildings and structures.
SF	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of fire prevention and protection infrastructure (drencher and sprinkler systems and fire installation).	SN	The extension, installation, repair, maintenance, renewal, removal, renovation or alteration, as relevant, of the waterproofing of basements, roofs and walls using specialist systems.
SG	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of glazing, curtain walls and shop fronts.	SO	The development, extension, installation, renewal, removal, alteration, or dismantling or demolition of water installations and soil and waste water drainage associated with buildings (wet services and plumbing).
SH	The development, extension, installation, maintenance, renewal, removal, alteration or dismantling, as relevant, of landscaping, irrigation and horticultural works.	SQ	The development, extension, installation, repairs, dismantling of precast walls, installation of wire perimeter fencing, diamond perimeter fencing, palisade steel fencing with posts and stay at intervals.
SI	The development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration or dismantling of lifts, escalators, travellers and hoisting machinery.		

Note: For the Electrical Engineering (EB) class of construction works the applicant must submit an originally certified and signed electrical contractor's certificate issued in the name of the enterprise, by the Department of Labour.

How contractor grading designations are determined

- Your **contractor grading designation** is determined by your **financial capability** and your **works capability**.
- Your **financial capability** relates to your financial history (turnover), and the amount of working capital you can muster to sustain a contract, i.e. **available capital**. Available capital is the sum of retained income, shareholders or members loans and form of acceptable financial sponsorship.
- Your **works capability** is determined by the largest contract you have undertaken and completed in your class of construction works (completed during the 5 years immediately preceding the application).
- Your **contractor grading designation** will be used by Government (national, provincial, municipal and state-owned enterprises) to qualify your tender to be considered for a particular construction works contract. For example: if you are registered as a 5CE, you will be considered for public sector civil engineering works contracts of a value not exceeding R10 million. You may register for different classes of works, for example, you may be registered as a 5CE and as an 8ME. This means that you will also be considered for public sector mechanical engineering works contracts of a value not exceeding R200 million.
- The records of one entity may be transferred to that of another entity and treated as if it were the same for the purposes of assessment where:**
 - the first contractor being a sole proprietor, partnership or trust who establishes a Company or Close Corporation in terms of the Companies Act, 2008 or the Close Corporations Act, 1984;
 - a change of name of a company;
 - the reconstruction of a company;
 - the amalgamation of companies;
 - the takeover of a company;
 - the conversion of a company to a close corporation in terms of section 27 of the Close Corporations Act, 1984; or
 - a change in membership or members' interests of a close corporation.
- When appointing an accountant to compile financial statements for your company, please ensure that the accountant is registered with the relevant accounting body. Some of the registration bodies include:**
 - SAICA - The South African Institute of Chartered Accountants – www.saica.co.za
 - IRBA - Independent Regulatory Board of Auditors – www.irba.co.za

- ICSA - The South African Institute of Chartered Secretaries and Administrators – www.icsa.co.za
- ACCA - The Association of Chartered Certified Accountants – www.acca.org.za
- CIMA - Chartered Institute of Management Accountants – www.cimaglobal.com
- SAIPA - South African Institute of Professional Accountants – www.saipa.co.za
- IACSA - Institute of Administration and Commerce – www.iacsa.co.za
- SAIBA - South African Institute for Business Accountants – www.saiba.org.za

Determining Financial Capability

The financial capability requirements will be determined from the below, depending on the contractor grading designation being applied for:

- Best annual turnover from the two financial years immediately preceding the application.
- The available capital for the current year as determined on your financial statements.
- Financial sponsorships that you are able to mobilise should your available capital be insufficient.

Table C Determining Works Capability

The specific requirements that you need to satisfy in respect of the contractor grading designation applied are:

Designation	Financial and Works Requirement
Grade 2	Must have completed a contract with the value of not less than R130 000.
Grade 3	Must have completed a contract with the value of not less than R450 000 and either have best turnover not less than R1 000 000 or have available capital not less than R100 000.
Grade 4	Must have completed a contract with the value of not less than R900 000 and either have best turnover not less than R2 000 000 or have available capital not less than R200 000.
Grade 5 and higher	Must have works and financial capability not less than that tabulated in Table C(i) below, for the contractor grading designation applied for.

Table C(i) Determining Financial Capability

Designation	Upper limit of tender value range	Best annual turnover	Largest contract	Available capital
2	R1 000 000	–	R130 000	–
3	R3 000 000	R1 000 000	R450 000	R100 000
4	R6 000 000	R2 000 000	R900 000	R200 000
5	R10 000 000	R3 250 000	R1 500 000	R650 000
6	R20 000 000	R6 500 000	R3 000 000	R1 300 000
7	R60 000 000	R20 000 000	R9 000 000	R4 000 000
8	R200 000 000	R65 000 000	R30 000 000	R13 000 000
9	No limit	R200 000 000	R90 000 000	R40 000 000

*NB: A complete set of financial statements is required for grading designation 3 to 9 accompanied by SARS VAT 201 forms with a corresponding VAT Statement of Account OR stamped business bank statements for the period in question for verification of turnover as stated on the financial statements (NOT compulsory for audited financial statements).

Management Financial Statements are not acceptable, however interim Financial Statements SARS VAT 201 forms with corresponding VAT Statement of Account OR Stamped Business Bank Statements for verification of turnover for the period in question (NOT compulsory for audited financial statements).

The available capital is calculated by adding any financial sponsorships to the sum of the net asset value (NAV) of a contractor as indicated in the contractor's financial statements, subject to the contribution made by financial sponsorships to available capital being limited to the values provided in Table D(ii) (NAV & Sponsorship).

A financial sponsorship must be a collectable financial guarantee by one person to another, (the beneficiary)

- for amount or value determined;
- to support operations of the contractor concerned in order to complete projects;
- available to the beneficiary;
- if applicable, in a form acceptable to any financial institution in South Africa as defined in the Financial Services Board Act, 97 of 1990; and
- if not provided by a financial institution, to an amount which does not exceed 15% of the sponsor's net asset value as determined from the sponsor's latest financial statement.

*NB: Sureties and guarantees are not acceptable forms of sponsorship.

Table C(ii)

Determining the Maximum Contribution of Sponsorship to Available Capital (AC)

Sponsor Type	Maximum contribution of sponsorship to available capital	
	Designation	Amount
cidb registered contractor (with excess available capital) or Company with more than 50% shareholding in applicant (may sponsor up to 100% of the required AC)	3	R100 000
	4	R200 000
	5	R650 000
	6	R1 300 000
	7	R4 000 000
	8	R13 000 000
Company with more than 25% or more shareholding in applicant (may sponsor up to 75% of the required AC)	9	R40 000 000
	3	R75 000
	4	R150 000
	5	R487 500
	6	R975 000
	7	R3 000 000
Company with less than 25% shareholding in applicant (may sponsor up to 50% of the required AC)	8	R9 750 000
	9	R30 000 000
	3	R50 000
	4	R100 000
	5	R325 000
	6	R650 000
	7	R2 000 000
	8	R6 500 000
	9	R20 000 000

Table D

Largest contract executed in the last five years

Designation	Works capability	
	Maximum value of contract that a contractor is considered capable of performing	Largest contract completed, during the 5 years immediately preceding the application, in the class of construction works applied for
2	R1 000 000	R130 000
3	R3 000 000	R450 000
4	R6 000 000	R900 000
5	R10 000 000	R1 500 000
6	R20 000 000	R3 000 000
7	R60 000 000	R9 000 000
8	R200 000 000	R30 000 000
9	No limit	R90 000 000

Important notes when submitting Track Record / Largest Contract

- **Letter of Award:** An award letter must be on a letterhead of the client, must be addressed to the contractor who

was awarded the contract and must include the tender/service order number and the contract amount. The award letter must be signed and dated by an official from the client.

- **Subcontracting work** must be accompanied by a sub-contract agreement.
- **Joint Venture** work must be accompanied by the Joint Venture agreement.

Please note that track record consisting of substantial provision of labour or plant Hire will not be accepted as Track Record / Largest Contract for cidb registration.

- **Certificate of Completion:** The Certificate of Completion must be on a letterhead of the client, must be addressed to the contractor who was awarded the contract and must include the tender/service order number and the contract amount. The Letter of Completion must be signed and dated by an official from the client.
- **Certificate of Payment:** The Final Payment Certificate must indicate the contract value and must be on a letterhead of the client. It must be addressed to the contractor using the track record and must include the tender/service order number. It should include all part payments made and must read as Final Payment Certificate. The Final Payment Certificate must be signed and dated by an official from the client. For public sector track record the payment stubs from the financial systems used by the public sector client (e.g. BAS) will be accepted, if only one payment was made.

Note: If track record was from a private sector client, the contractor’s supporting bank statements must be provided reflecting the payments received from the client into the company account. The bank statements must correlate with the initial value of the project award and must be stamped by the bank.

Potentially Emerging Enterprises

A registered, potentially emerging contractor may be awarded a contract at one level higher than the enterprise’s registered contractor grading designation, if the client or employer:

- Is satisfied that such a contractor has the potential to develop and qualify to be registered in that higher grade; and
- Ensures that financial, management or other support is provided - in the context of a contractor development programme – to enable the contractor to successfully execute that contract.

Joint Ventures

- A joint venture is a grouping of two or more contractors who jointly undertake to perform a construction works contract.
- Any enterprise that tenders or enters a contract for construction works with the public sector must be registered.
- Joint ventures do not have to register. Each partner of the joint venture must be separately registered and the lead partner must have a contractor grading designation not lower than one level below the required grading designation in the class of construction works under consideration.
- The contractor grading designation for a once-off joint venture is assessed by the client, based on:
 - the sum of the best annual turnover of all the members of the joint venture;
 - the sum of the available capital of all the members of the joint venture;
- The cidb has developed a calculator to enable assessment of joint ventures. This calculator is available on the cidb website at www.cidb.org.za.

Notwithstanding any calculation, the following partnerships amongst registered contractors are deemed to satisfy the contractor grading requirements for a joint venture in the following designations:

Table E
Joint Venture Combinations

Joint Venture combinations to achieve a higher combined grade (deemed to satisfy joint venture arrangements)	Grade achieved by the Joint Venture
Three Grade 2 contractors	3
Three Grade 3 contractors	4
Two Grade 4 contractors or One Grade 4 and Two Grade 3 contractors	5
Two Grade 5 contractors or One Grade 5 and Two Grade 4 contractors	6
Two Grade 6 contractors or One Grade 6 and Two Grade 5 contractors	7
Three Grade 7 contractors	8
Three Grade 8 contractors	9

*NB: For other Joint Venture Combinations, refer to the Joint Venture Calculator on the cidb website.

Contractor Registration Fees

Table F

Fees for different types of applications

Fees payable	New applications	Update to an existing registration		Three yearly renewals
		Annual confirmation of particulars	Amendment to category of registration	
Administration fee (non refundable)	Payable for each class of works	Not payable	Payable for each class of works being upgraded or added	Payable for each class of works
Annual fee	Payable for highest grading designation only	Payable for highest grading designation only	Pro-rata annual fee: difference payable for higher grading designation	Payable for highest grading designation only

Table G

Calculating Fees Payable

Contractor Grading Designation	Upper limit of tender value range designation	Administration/Renewal fee in respect of each grade applied for	Annual fees payable in respect of the highest contractor grading designation
2	R1 000 000	R450	R250
3	R3 000 000	R750	R350
4	R6 000 000	R750	R900
5	R10 000 000	R750	R1 750
6	R20 000 000	R750	R3 500
7	R60 000 000	R750	R9 000
8	R200 000 000	R750	R29 000
9	No limit	R750	R55 000

Example: Calculating Fees

A contractor applies for 2GB and 8CE. The contractor will be required to pay the following fees:

Table H

Example – Calculating Fees Payable

Tender value range	Class of construction works	Admin fee payable
2	GB	R450
8	CE	R750
Sub-total		R1 200
Plus annual fee (determined by highest tender value range applied for)		R29 000
Total due (total admin plus annual fee)		R30 200

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

***Note:** Please use your enterprise name as the reference when making payment. Contractors already registered with the cidb, should please use their cidb registration number (CRS number) as the reference.

Please note that the cidb does not accept cash payments and cheques over the counter.

Checklist

Use the checklist to make sure that you are submitting all the required supporting information. If you are not required to complete a specific section of the form, you are also not required to submit the required supporting documentation.

What to do with your completed application

- Double check that you have filled in all the required information correctly.
- Use the checklist on page 1 to make sure that you have attached all the required supporting documentation.
- Make a photocopy of the application to keep for your own records.
- Deliver your completed application, along with proof of payment and supporting documentation to the applicable addresses on the last page.

Checklist for supporting documentation

Provide the following supporting documentation only for those sections you had to complete. (See Table A(i) & A(ii) on Guidance page a for guidance on required sections to be completed).

	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 certified by Commissioner of Oaths)				
• 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 copies of passports				
SECTION B(iii): Tax Clearance Certificate				
Attach valid Tax Clearance Certificate				
SECTION D: Financial Requirements				
Attach a complete set of financial statements (compliant with IFRS / IFRS for SME's) for the 2 financial years immediately preceding the application.				
• Public/Private company - as per the provision of Companies Ac No. 71 of 2008 as amended				
• Trust – as per the provision of Companies Ac No. 71 of 2008 as amended				
• Close Corporation – as per the provision of Companies Ac No. 71 of 2008 as amended				
• Partnership – as per the provision of Companies Ac No. 71 of 2008 as amended				
• Sole Traders – compiled by a bookkeeper or Accounting Officer				
• Co-operatives – as per the provision of Cooperatives Act No. 14 of 2005 as amended				
SECTION D(i): Validation of Accounting Officer / Auditor				
Complete the registration details of the Accounting Officer who signed off the financial statements				
SECTION D(ii): Best Annual Turnover				
• Attach SARS VAT 201 forms and VAT Statement of Account OR stamped business bank statements for verification of turnover for the period in question (not compulsory for audited financials).				
SECTION D (iii): Available Capital and Sponsorship				
• Available capital is the sum of retained income, shareholders or members loans and any form of acceptable financial sponsorship				
Description and proof of financial sponsorship(s)				
• Registered financial institution sponsorship OR				
• Letter of sponsorship undertaking in the form of a member's resolution from a Close Corporation OR a Board Resolution from the				
• If sponsor is a not a financial institution, please attach the sponsor's latest financial statements (compliant with IFRS)				
SECTION E: Track Record / Largest Contract				
For each class of works applied for, attach copies of:				
• Letter of award on a letterhead of the client and addressed to contractor, signed and dated				
• Certificate of completion; and				
• Final payment certificate indicating the contract value. Maintenance contractors may provide latest payment certificate indicating the value of work done to date				
• Signed Joint Venture agreement (if applicable);				
• Signed sub-contract agreement and corresponding bank statements (stamped) may be requested.				
• Private Sector Contract – Purchase Orders or Contract Agreement, stamped business bank statements and corresponding tax invoices				
• Projects with more than one Class of Work – Submit a breakdown showing the value of each class of work applied for. The breakdown must be on the client or consultant's official letterhead and must be signed.				
SECTION E(iv): Transfer of Records				
Attach particulars of change as per Regulation 11 (4)				
Attach assessment committee approval for transfer of records.				
SECTION F : Requirements for Registration in Electrical Engineering for EB class of works				
Attach a copy of the enterprise's valid Electrical Contractor Certificate				
SECTION H: Payment of Fees				
Attach proof of payment (please use your enterprise registration number or CIDB Registration Number (CRS number) as the reference number when making payment)				
SECTION I: Declaration				
Ensure that the declaration is signed				

NB: Please ensure that all documents submitted are in English. All documents not in English must be translated. Foreign documents must be translated by accredited translator and originally notarised.

Section A

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

cidb Registration Number/CRS Number (for registered contractors): _____

CSD Registration Number: _____

- | | |
|-----------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> New Application for registration | <input type="checkbox"/> Addition of a class of works |
| <input type="checkbox"/> Upgrade of class of work status | <input type="checkbox"/> 3 year renewal |

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: _____

***NB:** Application will be deemed non-compliant if financial statements were not compiled by the designated Accounting Officer.

SECTION D(ii): Best Annual Turnover

Attach financial statements for the 2 financial years immediately preceding the application and, if applicable, the description and proof of financial sponsorship. (See checklist)

From Annual Financial Statements:

Total Assets (as per the latest Financial Statements) R _____

Total Liabilities (as per the latest Financial Statements) R _____

Net Asset Value (the sum of total equity, retained income and shareholder's or member's loans): R _____

Financial Value of sponsorship(s) if any: R _____

Indicate the nature of your relationship with the sponsor(s): _____

Section E

Track Record

Provide contract details of the largest construction works contract completed during the 5 years immediately preceding the application. Attach copies of Letter of Award, Certificate of Completion and final Payment Certificate indicating the contract value. If applicable; contractors undertaking ongoing maintenance projects should submit copies of the Letter of Award and the latest progress payment certificate indicating the value of works completed to date (See Checklist.)

Make copies of SECTION E for each class of construction works applied for.

SECTION E(i): Particulars of Employer who commissioned the Works

Provide the following information on the Employer for whom the contract was performed.

Employer: _____

Employer's Contact Person: Title: _____ Initials: _____ Surname: _____

Telephone: (_____) _____ Cell: _____

SECTION E(ii): Particulars of Contract Administrator

Person responsible for administering the contract on behalf of the employer, e.g.: Principal Agent, Consulting Engineer, Architect, Project Manager, Construction Manager, etc.

Title: _____ Initials: _____ Surname: _____

Organisation: _____

Telephone: (_____) _____ Fax: (_____) _____

Cell: _____ Email: _____

SECTION E(iii): Contract Information

Contract Title: _____ Employer's Contract No: _____

Description of Contract: _____

Indicate the class of works to which the track record is applicable. Please indicate with an "X"

<input type="checkbox"/> General Building	<input type="checkbox"/> Electrical Engineering Infrastructure (EP)	<input type="checkbox"/> Civil Engineering
<input type="checkbox"/> Mechanical Engineering	<input type="checkbox"/> Electrical Engineering Building (EB)	<input type="checkbox"/> Specialist Works

Specify which class of specialist works: _____

Were you involved as: Main Contractor Sub Contractor Joint Venture Partner

Total value of your share of the contract, including VAT: R _____

Please indicate % share of Joint Venture _____ (Please attach the Joint Venture Agreement)

Contract Award Date: _____ Practical Completion Date: _____

Province: _____ Municipality: _____

***Note:** If sub-contractor: Attach Sub-contract Agreement and proof of payment in the form of stamped business bank statement copies reflecting receipts of payment(s) for the particular contract.

SECTION E(iv): Transfer of Track Record

The track record of one entity may be transferred to that of another entity, (Refer to Guidance page “d”).

Attach particulars of change as per Regulation 11 (4)

Attach assessment committee approval for transfer of records.

SECTION F

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.

Registration Number: _____ Expiry Date: _____

Section G

Application for Contractor Grading Designation and Fees Payable

Indicate the contractor grading designation(s) that you are applying for. The cidb will register you in the contractor grading designation(s) that you qualify for, based on the information provided to the cidb.

(Please see guidance pages for information and an example of how to determine the fees you must pay.)

Contractor grading designation applied for		
Tender value range applied for e.g. 3	Class of construction works applied for e.g. CE	Admin fee payable (non-refundable) Payable for each class of works applied for, including when existing classes of works are updated (determined by the tender value range applied for).
Total admin fee (Add all admin fees payable to get sub-total)		
Plus Annual Fee (Determined by the highest tender value range applied for)		
Total Due (Total admin plus annual fee)		

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

Section H

Method of Payment

How are you paying?

Electronic Funds Transfer Speed Point Direct Deposit

Attach proof of payment (see Checklist).

- Note:**
- The administration fee is payable for each class of works applied for and is non-refundable.
 - Contractors already registered with cidb, should please use their cidb registration number (CRS number) as the reference.
 - Cash and Cheque payments will not be accepted over the counter and via post/courier.

Section I

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; cash and cheque payments will not be accepted over the counter and via post/courier;
- 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;
- Non-compliant applications will be cancelled after 60 days;
- Once an application is deemed non-compliant, upon receipt of all outstanding documents, the turnaround time will start to count from day one (1);
- 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.
- Declarations that are not signed will result in the application being deemed non-compliant.

• authorise:

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

Enterprise Name: _____

Signature: _____ Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Designation: _____ Print Name: _____

Gauteng

Blocks N & R, SABS Campus, 2
Dr Lategan Road Groenkloof,
Pretoria

Tel: 0861 428 222
cidbgp@cidb.org.za

Western Cape

No 4 Dorp Street, Cnr Long &
Dorp Street, Cape Town

Tel: 0861 100 2432
cidbwc@cidb.org.za

Eastern Cape

Dept of Public Works, Qhasana
Building, Independence Avenue;

Tel: 0861 222 327
cidbec@cidb.org.za

Northern Cape

Regional Department of
Transport, Roads and Public
Works, 45 Schmidtdrift Road,
Kimberly

Tel: 0861 222 327
cidbnc@cidb.org.za

Free State

Fedsure Building, 62 St Andrews
Street, Bloemfontein

Tel: 0861 377 222
cidbfs@cidb.org.za

KwaZulu-Natal

Department of Public Works
Office Precinct, 428 Blink Bonnie
Road, Mayville

Tel: 0861 100 2432
cidbkzn@cidb.org.za

Limpopo

Department of Public Works, 1st
Floor, Works Tower Building, 43
Church Street, Polokwane

Tel: 0861 222 765
cidblp@cidb.org.za

Mpumalanga

Corner Samora Machel & Paul
Kruger Street, Nelcity Building –
Office G15-E, Nelspruit

Tel: 0861 678 222
cidbmp@cidb.org.za

North West

Dept. of Public Works, Old
Parliament Building, Modiri
Molema Road, Gate House,
Mmabatho

Tel: 018 387 2150 / 2435
cidbnw@cidb.org.za

cidb Contact Centre:
086 100 2432

Anonymous Fraud Hotline:
0800 112 432

www.cidb.org.za



FRAUD ALERT!!!

Be aware of fraudsters posing as cidb agents.
The cidb does not use agents, and contractors
are advised to only pay the fees stipulated in
this form.