Construction Industry Development Board

DEVELOPMENT THROUGH PARTNERSHIP

APPLICATION FORM

FRAUD ALERT
Dear Contractor,
Please note that the cidb does not have agents. Beware of fraudsters posing as cidb agents. cidb help desk services are free and available at all provincial offices.

Application for Contractor Registration

Grade 2 to 9

1. Instructions:

The next three pages are intended as a guide. When completing the application form:

a. Print clearly, use black ink, and complete only the relevant parts, as described in Table A.
b. Please submit the entire form to the cidb, even if you are not required to complete all sections.
c. Photocopy any pages that do not have sufficient space or add a page for additional information.
d. Applications without relevant supporting documentation will not be processed. See checklist.
e. For more information or assistance, please see our contact details on cidb Provincial Offices page.

2. Conditions for registration:

a. Confirm particulars provided in this form annually.
b. Pay the relevant administration fee(s), as well as the stipulated annual fee.
c. Notify the cidb of any change of particulars relating to an existing registration within 30 days.
d. Do not engage in any collusive practices, fronting or be in breach of any provision of the Code of Conduct.
e. Comply with the CID Regulations and Code of Conduct for All Parties Engaged in Construction Procurement, as published by the cidb in the Government Gazette no. 25656 of 2003
f. Annually provide proof of tax compliance, upon expiry of the previous certificate
g. Any contractor found guilty of being in breach of the cidb Act or CID Regulations will be dealt with in accordance with Section 19 of the CIDB Act 38 of 2000
h. Neither the name of the enterprise nor the name of any partner, member, director, manager, or person, 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 12 of 2004

TABLE A

CHECKLIST FOR SUPPORTING DOCUMENTATION

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

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 corresponding supporting documentation.

		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 a 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 a Commissioner of Oaths). For external companies, originally notarized/attested copies of passports					
SECTION B(iii): Tax Clearance Certificate					
Attach valid proof of tax compliance					
SECTION D: Financial Requirements					
Attach a complete set of financial statements (compliant with IFRS / IFRS for SMEs) for the 2 financial years immediately preceding the application.					
• Public/Private company – as per the provision of Companies Act 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 an 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 **(the bank stamp must not be older than 3 months)** • For verification of turnover for the period in question (not compulsory for audited financial statements)					
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)					
• Sponsorship from a registered financial institution OR					
• Letter of sponsorship undertaking in the form of a Members' Resolution OR a Board Resolution from the sponsoring company					
• If the Grades sponsor is a not a financial institution, please attach the sponsor's latest financial statements (compliant with IFRS)					

	Supplied by contractor		Received *(office use only)*	
	Yes	**No**	**Yes**	**No**
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 the 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 stamped business bank statements 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 works – Submit a breakdown showing the value of each class of works applied for. The breakdown must be on the client or consultant's official letterhead and must be signed.				
SECTION F: 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. The certification must not be older than 3 months. *NB: Must be certified by a Commissioner of Oaths				
SECTION G: Selection of Grad(s) and Fees Calculation				
Indicate the contractor grading designation(s) that you are applying for				
SECTION H: Payment of Fees				
Attach proof of payment (*Note:* Please use your enterprise name as the reference when making payment. Contractors already registered with the cidb, should use their cidb registration number (CRS number) as the reference.)				
SECTION I: Power of Attorney				
Ensure that certified ID of appointed Company Representative is attached				
SECTION J: Commissioner of Oaths				
Ensure that the application is commissioned in the case of appointment with the company representative				
SECTION K: 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.**

TABLE B: FEES FOR DIFFERENT TYPES OF APPLICATIONS

Fees payable	New applications	Update to an existing registration		Three-year renewal
		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 work 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 C: CALCULATION OF FEES PAYABLE

Contractor Grading Designation	Upper limit of tender value range	Administration fee in respect of each class of construction works applied for	Annual fees payable in respect of the highest contractor grading designation
2	R 1 000 000	R450	R250
3	R 3 000 000	R750	R350
4	R 6 000 000	R750	R900
5	R 10 000 000	R750	R1 750
6	R 20 000 000	R750	R3 500
7	R 60 000 000	R750	R9 000
8	R 200 000 000	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 D: EXAMPLE – CALCULATING FEES PAYABLE

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

TABLE E: CIDB BANK ACCOUNT NUMBER

By Electronic Funds 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 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.

SECTION A
TYPE OF APPLICATION (please indicate with an "x")

cidb Registration Number (for registered contractors): _____

CSD Registration Number: _____

☐ New Application for registration
☐ Three-year renewal with grading changes
☐ Upgrade of class(es) of works
☐ Additional Class of Works

SECTION B
ABOUT YOUR ENTERPRISE

SECTION B(I): ENTERPRISE PARTICULARS

Name of Enterprise: _____

Trading as: _____

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

☐ Public Company ☐ Private Company ☐ Close Corporation
☐ Sole Proprietor ☐ Partnership ☐ Section 21 Company

Other: _____

Date enterprise registered: ☐☐☐☐☐☐☐☐ Date operations started: ☐☐☐☐☐☐☐☐

Enterprise registration number: _____

Physical Address: _____

_____

_____

Code: _____

Province: _____

Postal Address: _____

Code: _____

Province: _____

Contact Person

The contact person may be a director or Company Representative appointed to act on behalf of the company through a signed company resolution letter or valid power of attorney. All actions taken by the appointed person shall be binding on the company (Attach copy of certified ID and signed company resolution letter for the nominated representative or power of attorney)

Title: _____ Initials: _____ Surname: _____

Designation: _____ ID NO: _____

Email: (_____) _____ Cell: _____

SECTION B(II): PRINCIPALS AND OWNERSHIP/INTEREST

Complete details for each principal in Enterprise and attach a certified 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		Military Veteran		Disability		% of work time devoted to enterprise	% of shares or interest held	% of voting rights
		Y	N	Y	N	M	F	Y	N	Y	N			

SECTION B(III): PROOF OF TAX COMPLIANCE

Tax Clearance Certificate Number:_____

Approved Date:_____ Expiry Date:_____

SECTION C

REGISTRATION AS A POTENTIALLY EMERGING ENTERPRISE

Please complete section C(ii Representative) below 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 LEVEL

B-BBEE LEVEL: _____

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 are not compiled by the Designated Accounting Officer***

SECTION D(II): BEST ANNUAL TURNOVER

Attach financial statements for the two financial years immediately preceding the application (see Checklist).

Financial Year End: ☐☐☐☐☐☐☐☐ Total Turnover excl. VAT:_____

Previous Financial Year: ☐☐☐☐☐☐☐☐ Total Turnover excl. VAT: _____

SECTION D(III): AVAILABLE CAPITAL

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 fulfilled.

Employer: _____

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

Telephone: (_____)_____ Cell:_____

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".(NHBRC)

☐ General Building ☐ Electrical Engineering Infrastructure (EP) ☐ Civil Engineering

☐ Mechanical Engineering ☐ Electrical Engineering Building (EB) ☐ Specialist Works

Specify which class of specialist works: _____

Were you involved as: ☐ Main Contractor ☐ Subcontractor ☐ 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 statements reflecting payment(s) for the particular contract.

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 work applied for and is non-refundable.

SECTION H: METHOD OF PAYMENT

What is the method of payment?

Electronic Funds Transfer ☐ Speed Point ☐ Direct Deposit ☐

Attach proof of payment (see Checklist).

Note:

- Please use your enterprise name as the reference when making payment. Contractors already registered with the cidb, should 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: POWER OF ATTORNEY

The Company Representative is hereby given the authority to act on behalf of the contractor, and exercise all rights that the contractor has in relation to his / her registration held with cidb, including but not limited to the following:

- submission of all types of applications (new registration, upgrade, addition and 3-year renewal) and supporting documents
- confirmation of particulars
- signing all necessary documents to give effect to any of the above

Name of the Appointed Company Representative		Date appointed to Act on Behalf of the Company	
Representative's Signature		Date	
Name of the Director/ Shareholder		Signature	
Name of Witness		Signature	

SECTION J: COMMISSIONER OF OATHS

I certify that the deponent/s acknowledges that he/she knows and understands the contents of this affidavit, which affidavit was sworn before me and signed in my presence at _____on this _____ day of _____ 20___, in accordance with the provision of Regulation R1258 dated 21 July 1972, as amended by Government Notice R1648 dated 19 August 1977 and Government Notice R1428 dated 11 July 1980 and Government Notice R774 dated 23 April 1982 having duly been complied with.

_____

COMMISSIONER OF OATHS

NOTE TO COMMISSIONER
Kindly date each page and initial all pages.
Do not stamp over.

SECTION K: VOLUNTARY SHARING PERSONAL INFORMATION WITH INDUSTRY STAKEHOLDERS

In furtherance of cidb's mandate to promote and develop the construction industry, cidb may, with your consent or where otherwise permitted by applicable law, use the contact information provided during registration to communicate information relating to contractor development initiatives. Such initiatives may include training programmes, industry roadshows, stakeholder engagements, funding opportunities, capacity-building initiatives and other opportunities offered by the cidb or facilitated in collaboration with public sector entities and approved industry stakeholders.

Participation in these communications is voluntary. Contractors may elect to receive such communications and may update or withdraw their communication preferences at any time without affecting their registration status or access to cidb services.

Where a specific opportunity is facilitated by an approved public sector entity or industry stakeholder, contractors will be given the option to opt in or opt out of that opportunity. Any opt-in is limited to that specific opportunity and does not constitute blanket consent for future opportunities. Where a contractor opts in, the cidb may share the contractor's contact details with the relevant entity solely for the purpose of facilitating participation. Contractors may withdraw or amend their consent at any time.

SECTION K(I): COMMUNICATION PREFERENCE

Please indicate your preference below:

I consent to my contact information being shared with parties contracted by the cidb, to conduct research studies into development needs of contractors and industry to improve services. Y | N

☐ **Yes**, I consent to receiving communications regarding contractor development initiatives and related opportunities offered by the cidb and its approved stakeholders.

☐ **No**, I do not wish to receive such communications.

SECTION L: 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, as well as all documentation submitted in support of this application, is true and correct in every respect; and has 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 12 of 2004.
- I will provide the cidb with any additional information that may be required with regard to this application.

By signing this form, we understand and confirm that:

a) We have given cidb accurate information.
b) The contractor has the necessary soundness of mind and legal capacity to perform the same deeds that the Company Representative is authorised to perform in terms of this power of attorney.
c) This company resolution or power of attorney will remain in force until it is cancelled or revoked, in writing
d) Registration is subject to the conditions referred to on the front cover of this application form.

e) Incomplete applications result in delays in processing.
f) I am liable and responsible for any information submitted for registration by the Company Representative on my behalf
g) Non-compliant applications will be cancelled after 60 days.
h) Once an application is deemed non-compliant, the 21 working days turnaround time will start counting from day one (1) upon receipt of all outstanding documents.
i) The administration fee payable per class of works applied for is non-refundable.
j) The cidb will grade my enterprise based on the information provided.
k) False information provided or a false declaration is a punishable offence in terms of the cidb Act, Regulations and other applicable laws.
l) Declarations that are not signed will result in the application being deemed non-compliant.
m) I authorise the cidb to publicly display my contractor grading designation.
n) I authorise the cidb to verify the information supplied in this application form and supporting documents.

Enterprise Name: _____

Signature: _____

Date: ☐☐☐☐☐☐☐☐

Designation: _____

Print Name: _____

cidb PROVINCIAL OFFICES AND CONTACT DETAILS

Western Cape	**KwaZulu-Natal**
No 4 Dorp Street Cnr Long & Dorp Street, Cape Town ***cidbwc@cidb.org.za***	La Lucia Ridge Office Estate, Suite 6 Rydall Vale Office Park 6 Rydall Vale Crescent La Lucia ***cidbkzn@cidb.org.za***
Limpopo	**Mpumalanga**
Department of Public Works 1st Floor, Works Tower Building 43 Church Street, Polokwane ***cidblp@cidb.org.za***	41 Marloth Street Nelspruit Mpumalanga ***cidbmp@cidb.org.za***
Eastern Cape	**Free State**
Dept of Public Works Cidb offices Shop 8, Qhasana Building Independence Avenue; Bisho ***cidbec@cidb.org.za***	No. 06 CP Hoogenhout Street, Genius Luci Office Park (building No. 3), Langenhoven Park, Bloemfontein, Free State ***cidbfs@cidb.org.za***
Gauteng	**Northern Cape**
No 1 Gordon Hood Road, Centurion ***cidbgp@cidb.org.za***	Regional Department of Transport, Roads and Public Works, 45 Schmidtdrift Road; Kimberley ***cidbnc@cidb.org.za***
North West	**Head Office**
Department of Public Works Old Parliament Building Modiri Molema Road, Gate House ***cidbnw@cidb.org.za***	1 Gordon Hood Road Centurion Pretoria cidb Contact Number: 086 100 2432 Anonymous Fraud Line: 0800 11 24 32 Email**: cidb@cidb.org.za** URL: www.cidb.org.za

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