

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")

- New Application
 Addition of a Class of Works
 Three year renewal: cidb Registration Number: _____

Section B

About your Enterprise

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: _____
Company/CC registration number: _____

Physical Address: _____ Postal Address: _____

Code: _____ Code: _____
Province: _____ Province: _____

Contact Person

Title: _____ Initials: _____ Surname: _____
Designation: _____ Email: _____
Telephone: (____) _____ Fax: (____) _____ Cell: _____

Bank details

Bank name: _____ Branch name: _____ Branch code: _____
Account holder's name: _____ Account number: _____
Account type: (please indicate with an "x") Current Savings Cheque Other: _____

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			

B-BBEE Status (optional): _____ Date of Certification:

D	D	M	M	Y	Y	Y	Y		

 Expiry date:

D	D	M	M	Y	Y	Y	Y		

Attach copy of an originally certified B-BBEE Profile or B-BBEE Certificate.

Section C

Registration as a Potentially Emerging Enterprise

(Please complete this section 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.

Management Decisions and Control

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

Name	Payment authorisation and cheque signing	Signing and co-signing for loans	Acquisition of lines of credit	Sureties	Major purchases or acquisitions	Signing contracts	Supervision of personnel

Section D

For Registration in Electrical Engineering

(Applicable to contractors applying for EB Class of Works only).

Do you possess a valid electrical contractor's certificate issued by the Electrical Contracting Board of South Africa?

Yes No

Attach certified copy of Electrical Contractor's Certificate, issued in the name of the enterprise (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 abovementioned cidb account.

Section F

Checklist for Supporting Documentation (Please provide the following supporting documentation)

	Supplied by Contractor	Received (OFFICE USE ONLY)
• For Company/Close Corporation: Certificate of Incorporation and most recent name change. Company: Shareholder certificates.	<input type="checkbox"/>	<input type="checkbox"/>
• For Trusts: a copy of the trust deed/JM21	<input type="checkbox"/>	<input type="checkbox"/>
• Attach originally certified copies of the Identity Documents (signed by a Commissioner of Oaths) for a maximum of 20 principals (use a separate list, if necessary). Certification of validity of not more than three months.	<input type="checkbox"/>	<input type="checkbox"/>
• Attach certified copy of Electrical Contractor's Certificate issued in the name of the enterprise (for EB electrical class of works only).	<input type="checkbox"/>	<input type="checkbox"/>
• Attach proof of payment of fees.	<input type="checkbox"/>	<input type="checkbox"/>
• Attach original valid Tax Clearance Certificate.	<input type="checkbox"/>	<input type="checkbox"/>

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; (Please attach a valid, original Tax Clearance Certificate.)
- 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: _____

Pretoria Head Office
+27 12 482 7200/+27 86 100 cidb

Eastern Cape Provincial Office
Bisho • 0861 222 327

KwaZulu-Natal Provincial Office
Durban • 0861 596 222

North West Provincial Office
Mahikeng • 0861 243 222

Gauteng Provincial Office
Pretoria • 0861 428 222

Northern Cape Provincial Office
Kimberley • 053 861 9631

Limpopo Provincial Office
Polokwane • 0861 222 765

Anonymous Fraud Line
0800 112 432
Call Centre: 0860 103 353
email: cidb@cidb.org.za
www.cidb.org.za

Western Cape Provincial Office
Cape Town • 0861 927 222

Free State Provincial Office
Bloemfontein • 0861 377 222

Mpumalanga Provincial Office
Nelspruit (Mbombela) • 0861 678 222