

JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FORM – CICF 5



Kingdom of Swaziland
Construction Industry Council
Established by Act No. 14 of 2013

IMPORTANT NOTICE

- IT IS VERY IMPORTANT THAT YOU READ THE PROCEDURES, RULES, TERMS AND CONDITIONS FOR REGISTRATION INCLUDED IN THIS DOCUMENT BEFORE ATTEMPTING TO FILL IN THE REGISTRATION FORM.
- INCOMPLETE FORMS WILL NOT BE CONSIDERED AND THUS DELAY THE REGISTRATION PROCESS.
- IT IS IMPORTANT THAT ALL THE DOCUMENTATION REQUESTED FOR SUBMISSION ON REGISTRATION ACCOMPANY THIS DOCUMENT UPON SUBMISSION.

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JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FORM – CICF 5

LETTER OF APPLICATION

The Chief Executive Officer
Construction Industry Council
P.O. Box 5020
Mbabane
RHUS OFFICE PARK
KAL GRANT STREET
MBABANE
Swaziland

Dear Sir/Madam

Being duly authorized to represent and act on behalf of.....(*name of Joint Venture*) in my capacity as the Lead Partner of same and having reviewed and fully understood all the information requested, do hereby apply to be considered for a Joint Venture with the Construction Industry Council as a Consultancy Practice.

I do consent and duly authorize the Construction Industry Council and/or its authorized agents to conduct any enquiries or investigations to verify the truthfulness of the statements, documents and the general information submitted in connection to this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects of the application.

This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide information deemed necessary and as would be requested by yourselves (Construction Industry Council or your Agents) to verify statements and information provided in this application, such as the resources, experience and compliance of the Applicant.

I also understand that should the findings of such an exercise indicate dishonesty on our part, our application shall not be considered and as such our Joint Venture would not be registered.

Signed: Date:

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PROCEDURE, RULES, TERMS & CONDITIONS FOR REGISTRATION

1) Procedure for registration: The Joint Venture shall submit an application in the **prescribed proforma to the** Construction Industry Council (CIC) together with necessary documents in support of the application. The CIC will take action to verify the credentials and antecedents of the Joint Venture and issue *a “Joint Venture Registration Certificate”* to the Joint Venture in the eligible Category and for the *work discipline applied for*.

(a) Work Discipline

The registration of Joint Venture Consultancy Practices shall be done for the following work discipline:

- i. Civil Engineering/Structural Engineering (CE/SE);

Level of registration:

- *Professional Engineering only*

- ii. Architecture (ARC);

Level of Registration:

- *Professional Architecture*
- *Professional Senior Architectural Technologist*
- *Professional Architectural Technologist*
- *Professional Architectural Draughtsmanship*
- *Candidate Architecture*
- *Candidate Senior Architectural Technologist*
- *Candidate Architectural Technologist*
- *Candidate Architectural Draughtsmanship*

- iii. Quantity Surveying (QS);

Level of registration:

- *Professional Quantity Surveying only*

- iv. Electrical Engineering (EE),

Level of Registration:

- *Professional Engineering only*

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- v. Mechanical Engineering (ME); and
Level of Registration:
Professional Engineering only
- vi. Allied Professionals (i.e. Project Managers, Interior Designers, Environmentalists, Property Evaluators, Town Planner Land Surveyors, etc.).
Level of Registration:
 - *Professional level only*

(b) Types of Joint Ventures

- Swazi joint venture” means a joint venture in which 60% or more of the shares in the joint venture are held by Swazis.
- Foreign joint venture” means a joint venture in which less than 60% of the shares in the joint venture are held by a Swazi citizen or company.

(c) Fees and Tender Value Ranges

Swazi Joint Venture Consultancy Practices shall pay a registration fee of E4 250 and an annual subscription fee of E4 250 including administration an administration fee of E750. Joint Venture Foreign Consultancy Practices shall pay E10 000 upon registering with the CIC and E10 000 as an annual renewal fee including an administration fee of E1 500.

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BANKING DETAILS

NAME OF BANK: SWAZI BANK
NAME OF ACCOUNT: CONSTRUCTION INDUSTRY COUNCIL
TYPE OF ACCOUNT: CALL ACCOUNT
ACCOUNT NO.: 7703 685 7201
BRANCH CODE: 770009
BRANCH NAME: MBABANE

OR

NAME OF BANK: NEDBANK
NAME OF ACCOUNT: CONSTRUCTION INDUSTRY COUNCIL
TYPE OF ACCOUNT: CURRENT/CHEQUE
ACCOUNT NO.: 11990051277
BRANCH CODE: 360164 BRANCH NAME:
MBABANE SWIFT CODE: NESWSZMX

IMPORTANT NOTICE

1. USE JOINT VENTURE COMPANY NAME AS REFERENCE.
2. BANK DEPOSIT SLIP OR EFT RECEIPT SHALL BE PRODUCED AS PROOF OF PAYMENT.

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2) Rules and instructions for registration:

- a) The Registration of Joint Ventures shall be done at the Construction Industry Council (CIC) Offices.
- b) A joint venture certificate will be issued to two or more registered Consultancy Practices whose CIC certificates are actively renewed, and are in good standing.
- c) The companies applying for the joint ventures must attach certified copies of their current CIC certificates
- d) The joint venture certificate shall be renewed annually.
- e) Attach a separate sheet where space on the form is limited, for additional information.
- f) The late renewal of construction firms within a financial year, after the set deadline shall carry a penalty of 10% of the annual renewal fees.
- g) In the event a construction firm does not return for renewal in the set financial year, the full administration fees, subscription fees and 10% penalty of the annual renewal fees shall be required.
- h) The CIC shall not be held liable for any delay in processing the Application in case of incompleteness or inaccuracy of information.

3) Additional Information and documentation required for registration

- a) Valid Joint Venture Agreement (highly important)
- b) Power of Attorney/Board Resolution of Authorized Signature

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SECTION A - Type of Application

i) New Application for Registration

ii) Annual Registration Renewal

SECTION B - Business Details

Name of Joint Venture: _____

Type of Joint Venture: Swazi/Swazi

Swazi/Foreign

Foreign/Foreign

Telephone No.: _____

Fax No.: _____

Email Address: _____

Physical Address: _____

Authorized Contact Person:

Mr. /Mrs. /Ms.: _____

First Name: _____

Surname: _____

Designation: _____

Tel. No.: _____

Fax No.: _____

Mobile No.: _____

Email Address: _____

Business Registration:

Date of Incorporation/Registration: _____

Tax Identity No.: _____

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JV Work Discipline Applying for: Civil Engineering Architecture
 Quantity Surveying Electrical Engineering Mechanical Engineering
 Allied Professional *(Please Specify)* _____

SECTION C – Details of Project

Particulars of Joint Venture Parties

Name of Applicant	Country of Origin	Contact Details	CIC Registration No.	% Shareholding

(Copy of Joint Venture Agreement Shall be submitted)

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Sub-Consultants/Specialists to be employed on the Project

Name of Sub-Consultants/Specialists	Country of Origin	CIC Registration No.	Description of Works to be undertaken	Contract Value of Works (E)

(State the CIC Reference of each Sub-contractor)

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Checklist for Supporting Documentation for Information required for Registration/Annual Renewal.

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Certified copies of individual company CIC Registration Certificates				
• Valid Joint Venture Agreement (highly important).				
• Power of Attorney/Board Resolution of Authorized Signature.				

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DECLARATION

I/We declare that all the particulars and information provided in this application are complete, correct and true and we agree that in the event that any of the particulars or information provided is found to be untrue or fraudulent, my/our registration as a contractor with the Construction Industry Council may be revoked.

I/We also declare that all the documentation that was submitted to the Council for registration is correct and true.

I/We agree that in the event of revocation of registration, any registration fees paid to the Construction Industry Council shall be forfeited.

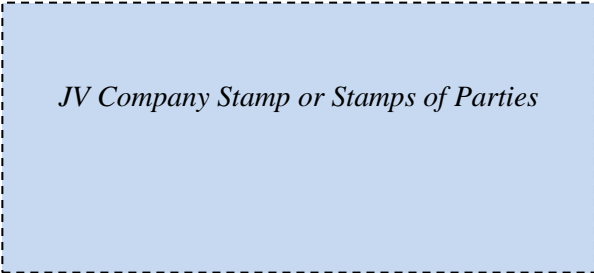
I/We declare that in the event that the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorisation may be revised.

Declared at.....this day of20..... by the following, who are duly authorised to sign.

Name (Print) Signature Title/Designation

Witnessed by:

Name (Print) Signature Title/Designation



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For Official Use:

Date of Receipt of Application:

d	d	m	M	y	y	y	y
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<i>CIC Stamp</i>

Registration Certificate No:.....

Details Verified: Yes No

Approved: : Yes No

Signature of Approving Officer:.....