

# MANUFACTURERS AND SUPPLIERS REGISTRATION FORM – CICF 7



**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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# MANUFACTURERS AND SUPPLIERS REGISTRATION FORM – CICF 7

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## 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.....(herein under referred to as “the Applicant”), in my capacity as the CEO/Managing Director Other:..... and having reviewed fully all the information requested, do hereby apply to be considered for registration with the Construction Industry Council as a Supplier/Manufacturer (underline appropriate).

I do consent and duly authorize the Construction Industry Council and/or its authorized agents to conduct ant 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 my part, my application would not be considered and as such my company would not be registered and categorised.

Signed: ..... Date: .....

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## PROCEDURE, RULES, TERMS AND CONDITIONS FOR REGISTRATION

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

2) **Categories for registration and Fee Schedules:**

**Fee Schedules for Registration**

Category	Estimated Annual Turnover (E)	Estimated Maximum Annual Turnover (E)	Registration Fees (E)		Subscription/Annual Fees (E)	
			Local Company	Foreign Company	Local Company	Foreign Company
1	10 000 001	Unlimited	10 000	20 000	6 000	12 000
2	7 500 001	10 000 000	7 500	15 000	5 000	10 000
3	5 000 001	7 500 000	5 500	12 000	4 000	8 000
4	2 500 001	5 000 000	3 000	6 000	3 000	6 000
5	1 000 001	2 500 000	1 000	2 000	2 000	4 000
6	500 001	1 000 000	700	1 400	700	1 400
7	1	500 000	500	1 000	500	1 000

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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 COMPANY NAME AS REFERENCE.**
- 2. BANK DEPOSIT SLIP OR EFT RECEIPT SHALL BE PRODUCED AS PROOF OF PAYMENT.**
- 3. CHEQUE PAYMENTS: NO REGISTRATION CERTIFICATE WILL BE ISSUED UNTILL THE CHEQUE HAS BEEN CLEARED AT THE BANK.**

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### 4) *Processing Time*

Applications for registration shall be open from the 16<sup>th</sup> January to the 14<sup>th</sup> April of each and every year. Thereafter registration certificates shall be issued and a list of registered Manufacturers and Suppliers shall be published at the end of March of every year. After this process, registration certificates shall be issued and a list of further registered manufactures and suppliers shall be published at the end of September of each year. Late registration shall attract a penalty of 10% of the annual subscription fees.

### 5) *Rules for Registration*

- a) Manufacturers are to register with the Association of Manufacturers and Suppliers of Building Materials (BMSA) before registering the CIC.
- b) In order to fulfill the eligibility for categorization, manufacturers and suppliers shall submit the following documents upon registration:
  - i. Certified copy of company registration (foreign companies).
  - ii. Certified copies of share certificates (all companies with more than one director).
  - iii. Certified copies of identity documents of shareholders (All companies).
  - iv. Certified Copy of Trading License.
  - v. Form J.
  - vi. Form C.
  - vii. Building Material and Suppliers Association (BMSA) Registration Certificate.
  - viii. Audited Financial Statements (recent three years).

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*(Please Position Association Stamp on Text Box Below)*

## SECTION A - Type of Application

i) New Application for Registration

ii) Registration Renewal

Association Name: \_\_\_\_\_

Name of Authorised Officer: \_\_\_\_\_

Signature of Authorised Officer: \_\_\_\_\_

## SECTION B - Business Details

Business Name \_\_\_\_\_

Trading Style: \_\_\_\_\_

Type of Business:

Sole Proprietorship

Partnership

Foreign Company

Subsidiary Company

Public Company

Private Company

Other:  (please specify) \_\_\_\_\_

Date of Registration of Company: \_\_\_\_\_

Place of Registration of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Tax Registration Number: \_\_\_\_\_ Physical Address in Swaziland: \_\_\_\_\_

Company Head Office Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Work Discipline Applying for:    Supplier                       Manufacturer

Business Representative: Name: \_\_\_\_\_ Position: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Directorship and Share Dividends

Name of Director(s)/Partners	Nationality	ID/Passport No.	Country of Residence	Cellphone No.	% Shares

**Section C - Technical Data** (*manufacturers and suppliers*)

State Details of Materials and/or Equipment Manufactured and/or Supplied:

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## MANUFACTURERS AND SUPPLIERS REGISTRATION FORM – CICF 7

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State any Attainment or Compliance to any Regional and/or International Standards. *(Manufacturers and Suppliers)*

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**Section D - List of Previous Projects/Clients**

Name of Client	Service Provided	Date/Period	Contract Value



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## Section E - Determining Financial Capability

Annual Turnover (*attach financial statements for the 3 years immediately preceding the application and, if applicable, the description and proof of financial sponsorship*).

Financial Year 1 end Total Turnover: \_\_\_\_\_

Financial Year 2 end Total Turnover: \_\_\_\_\_

Financial Year 3 end Total Turnover: \_\_\_\_\_

### Company's Banks

Bank Name	Branch Name	Branch Code	Account Holder Name	Account Number	Account Type	Telephone No.

**\*NB: Application will be deemed non-compliant if financial statements are not compiled by a qualified accounting officer or auditing firm.**

## Checklist for Supporting Documentation

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Provide the following documentation for all sections completed

	Supplied by contractor		Received (official use only)	
	Yes	No	Yes	No
<b>Business Particulars</b>				
• Certified copy of company registration ( <i>foreign companies</i> ).				
• Certified copies of share certificates ( <i>all companies with more than one director</i> ).				
• Certified copy Trading License				
• Form J				
• Form C				
• BMSA Registration Certificate				
<b>Financial Requirements</b>				
• Audited financial statements and balance sheet for the three years immediately preceding the application.				
<b>Identification</b>				
• Certified copies of identity documents of shareholders ( <i>All companies</i> ).				

DECLARATION

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CICF1A

# MANUFACTURERS AND SUPPLIERS REGISTRATION FORM – CICF 7

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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 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 true and correct. .

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

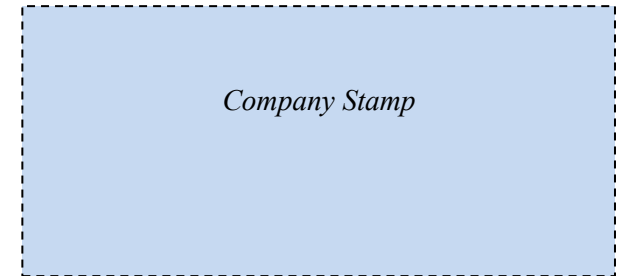
I/We declare that in the event that the nature of my/our business changes or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorisation may be revised.

Declared at.....this ..... day of .....20..... by the following, who are duly authorised to sign.

\_\_\_\_\_  
Name (Print)                      Signature                      Title/Designation

Witnessed by:

\_\_\_\_\_  
Name (Print)                      Signature                      Title/Designation



**MANUFACTURERS AND SUPPLIERS REGISTRATION FORM – CICF 7**

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*For Official Use:*

Date of Receipt of Application:

d	d	m	M	y	y	y	Y
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Registration Certificate No:.....Details Verified: Yes

No

Approved: : Yes  No

Signature of Approving Officer: .....

<i>CIC Stamp</i>