

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1



Kingdom of Eswatini
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.

LIGWALAGWALA HOUSE, PLOT 427
J.S.M. MATSEBULA STREET
QUEENSGATE
P.O. Box 5020
Mbabane
Eswatini
Tel: +268 404 9848/ 8481/ 1497
Email: info@cic.co.sz
Website: www.cic.co.sz

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

LETTER OF APPLICATION

The Chief Executive Officer
Construction Industry Council
P.O. Box 5020
Ligwalagwala House, Plot 427
J.S.M. Matsebula Street
Queensgate
Mbabane
Eswatini

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 of same and having reviewed and fully all the information requested, do hereby apply to be considered for registration and categorization/annual renewal with the Construction Industry Council for Building, Civil, Electrical, Mechanical, Specialist Contractor Works (delete as 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 categorized.

Signed:

Date:

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Instructions:

- Print clearly, use black ink, and complete only the relevant parts.
- Please submit the entire form to the CIC.
- Photocopy any pages that do not have sufficient space or add a page for additional information.
- Applications without relevant supporting information will not be processed. See checklist.
- For more information or assistance, please see our contact details on the cover page.

Conditions for Registration:

- Confirm particulars provided in this form annually.
- Pay the relevant registration fee(s), as well as the stipulated subscription fee.
- Notify the CIC of any change of particulars relating to an existing registration.
- Renew your CIC registration by paying an annual fee.

Categories:

- General Building Works (B);
- General Civil Works (C);
- General Electrical Works (E);
- General Mechanical Works (M);

How the Contractor Categorization and Grading process is determine:

The contractor categorization and grading process is determined by the following factors: **Best Annual Turnover**, **Largest Contract** and **Available Capital**.

- **Best Annual Turnover** as determined by the best turnover over a period of (3) three years.
- **Largest Contract** is determined by the largest contract undertaken and completed for **Projects done** in your class of construction works (completed during the (3) three years immediately preceding the application).
- **Available Capital** is the sum of total equity and retained income or any form of surety from recognised financial institutions over a period of (3) three years.
- Your grading will be used by project owners to qualify your tender to be considered for a particular construction works contract. For example, if you are registered as a grade **B2**, you will be considered for general building works of a value to a maximum of E25 million.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Determining Grading Criterion

There shall be an annual grading of all construction firms as follows:

Weighted averages are given to the grading factors of Best Annual Turnover – **10**, Largest Contract – **70** and Available Capital – **20**

The formula for the categorization and grading criterion will be calculated as the '*point allocated to the relevant graded factor multiplied by the weighted average*'. The totals acquired by multiplying the *point allocated to the relevant graded factor with the weighted average* of each graded factor will then be added together to acquire the determining score rating.

Illustration A – Classification of categories to score rating (Building Works Contractors)

Determining Score Rating	Grade	Maximum Tender Value Range (E)
501 - 600	B1	No Limit
401 - 500	B2	25 000 000
301 - 400	B3	10 000 000
201 - 300	B4	5 000 000
101- 200	B5	2 000 000
0 - 100	B6	500 000

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Example to illustrate grading calculation (Building Works Contractors)

Best Annual Turnover (E) Weight of 10	<i>Points Allocation</i>	Largest Contract (E) Weight of 70	<i>Points Allocation</i>	Available Capital (E) Weight of 20	<i>Points Allocation</i>
60 000 000	6	24 000 000	6	12 000 000	6
12 500 000	5	5 000 000	5	2 500 000	5
5 000 000	4	2 000 000	4	500 000	4
2 500 000	3	1 000 000	3	250 000	3
1 000 000	2	400 000	2	100 000	2
1	1	1	1	1	1
0	0	0	0	0	0

NB – Points range from 1 – 6 and zero (0) is allocated where there is no figure in a relevant grading factor.

Example of Company to be graded

COMPANY NAME	BEST ANNUAL TURNOVER	LARGEST CONTRACT	AVAILABLE CAPITAL
ABC Construction	9,945,050.00	7,260,431.00	1,280,186.00

Grading Calculation

Company	best annual turnover at 10	largest contract at 70	available capital at 20	grading score	Category
ABC Construction	4 x 10 = 40	5 x 70 = 350	4 x 20 = 80	40 + 350 + 80 = 470	B2

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Illustration B – Classification of categories to score rating (Civil Works Contractors)

Determining Score Rating	Grade	Maximum Tender Value Range (E)
501 - 600	C1	No Limit
401 - 500	C2	50 000 000
301 - 400	C3	30 000 000
201 - 300	C4	15 000 000
101 - 200	C5	5 000 000
0 - 100	C6	1 000 000

Example to illustrate grading calculation

Best annual Turnover (E) Weight of 10	<i>Points Allocation</i>	Largest Contract (E) Weight of 70	<i>Points Allocation</i>	Available Capital (E) Weight of 20	<i>Points Allocation</i>
100 000 000	6	40 000 000	6	20 000 000	6
25 000 000	5	10 000 000	5	5 000 000	5
15 000 000	4	6 000 000	4	1 500 000	4
7 500 000	3	3 000 000	3	750 000	3
2 500 000	2	1 000 000	2	250 000	2
1	1	1	1	1	1
0	0	0	0	0	0

NB – Points range from 1 – 6 and zero (0) is allocated where there is no figure in a relevant grading factor.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Illustration C – Classification of categories to score rating (Electrical Works Contractors)

Determining Score Rating	Grade	Maximum Tender Value Range (E)
301 - 400	E1	No Limit
201 - 300	E2	5 000 000
101- 200	E3	3 000 000
0 - 100	E4	1000 000

Example to illustrate grading calculation

Best annual Turnover (E) Weight of 10	<i>Points Allocation</i>	Largest Contract (E) Weight of 70	<i>Points Allocation</i>	Available Capital (E) Weight of 20	<i>Points Allocation</i>
5 000 000	4	2 000 000	4	1 000 000	4
2 500 000	3	1 000 000	3	500 000	3
1 500 000	2	600 000	2	300 000	2
1	1	1	1	1	1

NB – Points range from 1 – 4 and zero (0) is allocated where there is no figure in a relevant grading factor.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Illustration D – Classification of categories to score rating (Mechanical Works Contractors)

Determining Score Rating	Grade	Maximum Tender Value Range (E)
301 - 400	M1	No Limit
201 - 300	M2	5 000 000
101- 200	M3	3 000 000
0 - 100	M4	1 000 000

Example to illustrate grading calculation

Best annual Turnover (E) Weight of 10	<i>Points Allocation</i>	Largest Contract (E) Weight of 70	<i>Points Allocation</i>	Available Capital (E) Weight of 20	<i>Points Allocation</i>
5 000 000	4	2 000 000	4	1 000 000	4
2 500 000	3	1 000 000	3	500 000	3
1 500 000	2	600 000	2	300 000	2
1	1	1	1	1	1

NB – Points range from 1 – 4 and zero (0) is allocated where there is no figure in a relevant grading factor.

*NB 1: The determining amounts for grading are derived as a percentage (%) of the upper limit of the tender value range. The percentages determined as follows;

- **Best Annual Turnover** – is calculated as 50% of the upper limit of the tender Value Range. e.g. B1 upper limit range is E120 000 000 then the best annual turnover is =/ < E60 000 000.
- **Largest Contract** – is calculated as 20% of the upper limit of the tender value range e.g. B1 Upper limit range is 120 000 000 then the largest contract is =/ < E24 000 000.
- **Available Capital** – is calculated as 10% of the upper limit of the tender value range e.g. B1 upper limit tender value range is 120 000 000 then the largest available Capital is =/ < E12 000 000.

*NB 2: A complete set of financial statements and balance sheet is required for grading categorise B3 to B5; C3 to C5; E3; and M3 accompanied by stamped business bank statements for the period in question for verification of turnover as stated in the financial statements (not compulsory for audited financial statements). Audited financial statements will be required for the higher categories B1, B2; C1, C2; E1, E2; M1, M2.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

*NB 3: Surety from Financial Institutions showing the amount that the contractor may qualify for, that will form part of available capital.

The specific requirements that a contractor needs to satisfy in respect of the grading and categorization process are as follows:

***NB 1: Important notes when submitting track record:**

NB 1.1 Certificates of Completion – the Certificates of Completion for **Projects done, under the following conditions:**

- a) *projects done in Eswatini Only – this condition applies where-upon a Foreign Construction Company has done construction works in Eswatini and intends to acquire the status of being recognized as a Swazi Company in accordance with the requirements of the CIC Act No.14 of 2013, whereby a majority shareholding of 60% or more will now be held by Swazi Citizens;*
- b) *projects done in Eswatini and/or Beyond the Swazi borders – this condition applies to Construction Companies which are strictly wholly owned by Swazi Citizens and Headquartered from Eswatini or Swazi Construction Companies who have a majority shareholding that is in accordance with the CIC Act No. 14 of 2013 (i.e. 60% or more of shares held by Swazi Citizens) and are Headquartered from Eswatini.*
- c) *The Certificates 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 contract amount.*

NB 1.2 Final Certificate of Payment – the Final Payment Certificate for **Projects done, encompassing the conditions mentioned in NB 1.1 above. In addition, the final certificates of payment** must indicate the contract value and must be on a letterhead of the client. It must be addressed to the contractor and must include all part payments made.

NB 1.3 Certificates of Completion and Final Payment Certificates for Subcontracting Work must be accompanied by a Sub-Contracting Agreement for **Projects done, encompassing the conditions mentioned in NB 1.1 above.**

NB 1.4 Penultimate Certificates.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Registration of Foreign Contractors

Foreign Construction Firms shall have the letter **F** at the end of their registration category, for example BF (building), CF (civil), EF (electrical) and MF (mechanical).

Fees and Tender Value Ranges

The following fees will apply to the tender value ranges for each eligible category per construction firm. Construction firms registering for the first time shall pay a registration fee together with a subscription fee including administration fees. Registered construction firms shall pay an annual subscription fee yearly including the administration fees.

Building Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
BF	Foreign Firms	1500	30 000	30 000
B1	No Limit	750	11 500	11 500
B2	25 Million	650	7 700	7 700
B3	10 Million	450	3 900	3 900
B4	5 Million	450	2 300	2 300
B5	2 Million	450	1 600	1 600
B6	0.5 Million	450	800	800

NB: Foreign Contractors may only tender for contracts above E120 million or only where a specialized skill is involved.

Civil Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
CF	Foreign Firms	3 000	60 000	60 000
C1	No Limit	1 500	23 000	23 000
C2	50 Million	1 300	15 300	15 300
C3	30 Million	900	7 700	7 700
C4	15 Million	900	4 600	4 600
C5	5 Million	900	3 100	3 100
C6	1 Million	900	1 600	1 600

NB: Foreign Contractors may only tender for contracts above E200 million or only where a specialized skill is involved.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Electrical Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
EF	Foreign Firms	1 500	20 000	20 000
E1	No Limit	750	7 700	7 700
E2	5 Million	650	5 700	5 700
E3	3 Million	450	2 300	2 300
E4	1 Million	450	1 600	1 600

NB: Foreign Contractors may only tender for contracts above E40 million or only where a specialized skill is involved.

Mechanical Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
MF	Foreign Firms	1 500	20 000	20 000
M1	No Limit	750	7 700	7 700
M2	5 Million	650	5 700	5 700
M3	3 Million	450	2 300	2 300
M4	1 Million	450	1 600	1 600

NB: Foreign Contractors may only tender for contracts above E40 million or only where a specialized skill is involved.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

BANKING DETAILS

Bank Name	ESWATINI BANK	NEDBANK	STANDARD BANK	FIRST NATIONAL BANK
Account Holder	CONSTRUCTION INDUSTRY COUNCIL	CONSTRUCTION INDUSTRY COUNCIL	CONSTRUCTION INDUSTRY COUNCIL	CONSTRUCTION INDUSTRY COUNCIL
Type of Account	Current	Current	Current	Current
Account Number	77400749798	11990051277	9110004761777	62846712273
Branch Code	770009	360164	663164	281264
Swift Code	SDSBSZMB	NESWSZMX	SBICSZMXXX	FIRNSZMX

IMPORTANT NOTICE

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

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Rules for Registration

The Registration of construction firms and specialists shall be done at the Construction Industry Council (CIC) offices.

- a) ***Building, Civil, Electrical, Mechanical and Specialist Works*** to be registered shall lodge an application with the CIC in form ***CICF1***.
- b) The CIC will register each contractor in the category in which they qualify for, based on the information provided.
- c) A contractor may be registered in more than one class of works but may only hold one category in relation to a particular works discipline.
- d) In the case of any changes in the Partners/Directors, the construction firm shall be required to report to the CIC within one month of the date of such change.
- e) Change of Shareholding and Mergers shall only be approved by the Council on the authorization by the Eswatini Competition Commission.
- f) The name, address and other particulars of the Firm/Company should exactly match with those mentioned in all the License/Registrations/Certificates issued by various authorities. It is construction firm's responsibility to keep all the Licenses/Registrations/Certificates issued by various authorities up to date. A construction firm should produce all the renewed Licenses/Registrations/Certificates to the CIC well before their expiry.
- g) A construction firm shall not be registered in the event that the required documentation is incomplete. In this instance, a construction firm will be allowed two (2) weeks to correct or submit the required documentation; thereafter a penalty of 10% will be imposed.
- h) Construction firms should be registered with Ministry responsible for company registration either as a limited liability company, partnership or sole proprietorship.
- i) It is mandatory for a construction firm to have a Technical Director as a requirement for registration. The Technical director shall be a share-holder, partner or sole-proprietor with certain minimum technical qualifications in the requisite field of application. For purposes of verification, the contractor will have to submit the necessary academic and professional certificates, Memorandum and Articles of Association in the case of limited liability companies.
- j) Construction firms will be required to have operational facilities.
- k) A construction firm that wishes to change grades is free to apply to the Council, and the Council shall grade the construction firm to determine eligibility at the prescribed registration intervals.
- l) Unfair competition practices within the construction industry will be investigated and penalized accordingly.
- m) No holding company shall be registered in the same class of works and/or category wherein a subsidiary is already registered and no subsidiary company shall be registered in the same class of works and/or category wherein its holding company is registered.
- n) Subsidiary Companies shall not be graded and categorized with the grading information of a holding or sister company.
- o) Compliance in terms of the registration of all projects undertaken and being up to date with the remitting of construction levies shall be a pre-requisite for annual registration.
- p) The Council shall have no authority to issue a certificate of renewal of registration to a contractor who has not paid the appropriate amount of levy in the previous financial year.
- q) In the event that a construction firm is not satisfied with their new category as decided by Council in the grading process, the construction firm will be allowed to appeal to the Minister responsible for Public Works.
- r) 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**.
- s) 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.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Information required for new application for registration/additional work discipline

The following information must be provided:

- a) Certified copy of company registration (*all companies*).(*Certificate of Incorporation*)
- b) Certified copies of share certificates (*all companies with more than one director*).
- c) Proof of registration with the Eswatini Contractors Association.
- d) Certified Form C and From J (*Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by -Swazi citizens*).
- e) Requirements of a Contractor to be registered and be recognized as a Swazi Company shall be in line with the Companies Act of 2009 of Eswatini and CIC Act No 14 of 2013 as follows:
- f) Certified copy of current trading license. Must be relevant to scope of work (*Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by Swazi citizens*).
- g) Certified copies of identity documents of shareholders (*All companies*).
- h) Financial statements and balance sheet for the three years immediately preceding the application as follows:
 - i) Audited financial statements for Grades 1 and 2
 - ii) Financial Statements for Grades 3 to 5.
- i) Certificate or letter of completion of projects done within the previous 3 years – the Certificate or letter 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 contract amount. The letter of award must be signed and dated by an official from the client. Subcontracting work must be accompanied by a Sub-Contract Agreement.

NB: For works done through a joint venture initiative the following shall be submitted:

 - A joint venture agreement of the works done and completed.
 - Completion certificates of the joint venture works.
 - Letter from project manager to provide proof that the parties involved in the joint venture participated fully in their components of the responsibilities.
 - Letter from client to provide proof that the parties involved in the joint venture participated fully in their components of the responsibilities
- j) Final Certificate of Payment – the Certificate must indicate the contract value and must be on a letterhead of the client. It must be addressed to the contractor and must include all part payments made or Penultimate Certificate
- k) Academic qualifications and curriculum vitae of technical staff or technical person in charge.
- l) Proof of payment of prescribed fee.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Information required for annual renewal

Upon the expiry of a certificate of registration in terms of the Act, a registered contractor may apply for renewal.

An application for renewal of registration shall be accompanied by -

- a) Certified Form J and Form C (if any change of directors).
- b) Certified copy of current trading license or company documents. must be relevant to scope of work
- c) Certified copies of ID documents of shareholders (if any change of directors).
- d) Latest audited financial statements (Grade 1 and 2), financial statements (grade 3-5).
- e) Certificate or letter of completion of projects done over 3 years.

NB: For works done through a joint venture initiative the following shall be submitted:

- A joint venture agreement of the works done and completed.
 - Completion certificates of the joint venture works.
 - Letter from project manager to provide proof that the parties involved in the joint venture participated fully in their components of the responsibilities.
 - Letter from client to provide proof that the parties involved in the joint venture participated fully in their components of the responsibilities.
- f) proof of registration with relevant association
 - g) **Construction Firms applying for registration in categories B6, C6, E4, and M4 who have not undertaken any construction works in the construction industry are not required to submit any financial statements and certificates or letters of completion of projects.**

In the event of foreign construction firms, the following shall be required:

- Certified copies of company registration documents.
- Proof of compliance with the provisions of section 41 of the CIC Act No. 14 of 2013.
- Proof of compliance with tax laws.
- Certified copy of identity documents of Shareholders

Checklist

Use the Checklist to make sure that all the required supporting information is submitted.

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

What to do With Your Completed Application

- Double check that you have filled in all the required information required.
- Use the checklist at the end of the application form to make sure that you have attached all the required supporting documentation.
- Make a photocopy of the application form to keep for your own records.
- Deliver your completed application form, along with proof of payment and supporting documentation to the applicable address below.

CONSTRUCTION INDUSTRY COUNCIL OFFICES

LIGWALAGWALA HOUSE, PLOT 427

J.S.M. MATSEBULA STREET QUEENSGATE

P.O. Box 5020

Mbabane

Eswatini

Tel: +268 404 9848/2404 8481/24041497

Email: info@cic.co.sz

Website: www.cic.co.sz

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

(Please Position Association Stamp on Text Box Below)

SECTION A - Type of Application

- i) New Application for Registration ☐ ii) Additional Work Discipline ☐
iii) Registration Renewal ☐

Association Name: _____
Name of Authorised Officer: _____
Signature of Authorised Officer: _____

SECTION B - Business Details

Business Names: _____

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: _____

Physical Address in Eswatini: _____

Company Head Office Physical Address: _____

Postal Address: _____

Telephone No.: _____ Fax: _____ Email: _____

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Category of Works Applying for: General Buildings ☐

General Civils ☐

General Electrical ☐

General Mechanical ☐

Present Grade Registered for: _____

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

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

SECTION C - Determining Financial Capability

i) 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: _____

ii) Financial Value of surety if any: E _____

Indicate the name of the Financial Institution(s): _____

iii) Available Capital E _____ (*attach financial statements for the 3 financial years immediately preceding the application*)

Applicants 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.**

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Checklist for Supporting Documentation for New Application for Registration/Additional Work Discipline

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Certified copy of company registration (<i>all companies</i>).				
• Certified copies of share certificates (<i>all companies with more than one director</i>).				
• Proof of registration with the Eswatini Contractors Association				
• Certified Form C				
• Certified Form J				
• Certified copy of current trading license, must be relevant to scope of work.				
Company Shareholders/Directors/Technical Staff Particulars				
• Certified copies of identity documents of shareholders (<i>All companies</i>).				
• Certified copies of academic qualifications of core directors.				
• Academic qualifications and curriculum vitae of technical staff or technical person/s in charge				
Financial Requirements				
• Audited Financial Statements for the three years immediately preceding the application for Grades 1 and 2				
• Financial Statements for the three years immediately preceding the application Grades 3 to 5				
• Proof of financial sponsorship (<i>if any</i>)				
Track Record				
• Sub-Contract Agreement for sub-contracting works on Projects Done if applicable				
• Certificates or letter of Completion for Projects Done				
• Final Certificate of Payment for Projects Done				
*NB - Attach proof of payment (please use your company name as reference when making payment)				
NB: For works done through a joint venture initiative the following shall be submitted: (please tick)				
• A joint venture agreement of the works done and completed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Completion certificates of the joint venture works.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from project manager to provide proof that the parties involved in the joint venture participated fully in their responsibilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from client to provide proof that the parties involved in the joint venture participated fully in their responsibilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Checklist for Supporting Documentation for Information required for Annual Renewal

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Proof of registration with the Eswatini Contractors Association				
• Certified Form C (if any change)				
• Certified Form J (if any change)				
• Certified copy of current trading license, must be relevant to scope of work				
Company Shareholders/Directors/Technical Staff Particulars				
• Certified copies of identity documents of shareholders (All companies).				
• Certified copies of academic qualifications of core directors. (if any change)				
• Academic qualifications and curriculum vitae of technical staff or technical person/s in charge. (if any change)				
Financial Requirements				
• Audited Financial Statements for the three years immediately preceding the application for Grades 1 and 2				
• Financial Statements for the three years immediately preceding the application Grades 3 to 5				
• Proof of financial sponsorship (if any)				
Track Record				
• Sub-Contract Agreement for sub-contracting works on Projects Done if applicable				
• Certificates or letter of Completion for Projects Done				
• Final Certificate of Payment for Projects Done				
*NB - Attach proof of payment (please use your company name as reference when making payment)				
NB: For works done through a joint venture initiative the following shall be submitted: (please tick)				
• A joint venture agreement of the works done and completed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Completion certificates of the joint venture works.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from project manager to provide proof that the parties involved in the joint venture participated fully in their responsibilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from client to provide proof that the parties involved in the joint venture participated fully in their responsibilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

Checklist for Supporting Documentation for Information required for Registration/Annual Renewal of Foreign Construction Firms

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
<ul style="list-style-type: none"> Certified copies of company registration documents. 				
Company Shareholders/Directors/Technical Staff Particulars				
<ul style="list-style-type: none"> Certified copy of identity documents of Directors. 				
<ul style="list-style-type: none"> Certified academic qualifications and curriculum vitae of technical staff or technical person/s in charge 				
<ul style="list-style-type: none"> Proof of compliance with tax laws 				
<ul style="list-style-type: none"> Evidence of previous completed projects 				
Compliance				
<ul style="list-style-type: none"> Proof of compliance with the provisions of section 41 of the CIC Act No. 14 of 2013. 				

CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

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 categorization may be revised.

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

_____	_____	_____
Name (Print)	Signature	Title/Designation

Witnessed by:

_____	_____	_____
Name (Print)	Signature	Title/Designation



CONSTRUCTION FIRMS REGISTRATION FORM - CICF 1

For Official Use:

Date of Receipt of Application:

d

d

m

m

y

y

y

y

Registration Certificate No:.....

Details Verified: Yes ☐ No ☐

GRADING ALLOCATED:.....

Approved: : Yes ☐ No ☐

Signature of Approving Officer:.....

CIC Stamp

CICF1 – 2021/22 VERSION

Page 25