

CONSTRUCTION FIRMS RENEWAL FORM - CICF 1R



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

IMPORTANT NOTICE

- PLEASE READ THE PROCEDURES, RULES, TERMS AND CONDITIONS FOR RENEWAL INCLUDED IN THIS DOCUMENT BEFORE ATTEMPTING TO FILL IN THE RENEWAL FORM.
- INCOMPLETE FORMS WILL NOT BE CONSIDERED AND THUS DELAY THE RENEWAL PROCESS.
- PLEASE ENSURE THAT ALL THE DOCUMENTATION REQUESTED FOR SUBMISSION ON RENEWAL ACCOMPANIES 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 RENEWAL FORM - CICF 1R

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:Contact No.

CONSTRUCTION FIRMS RENEWAL FORM - CICF 1R

Instructions:

- Print clearly, use black ink, and complete only the relevant parts.
- Please submit the entire form to the CIC.
- 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.
- 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**.
- 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.
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Rules for renewal :

- Confirm particulars provided in this form annually.
- Pay the relevant renewal fee(s), as well as the stipulated administration fee.
- Notify the CIC of any change of particulars relating to an existing registration.

Categories:

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

CONSTRUCTION FIRMS RENEWAL FORM - CICF 1R

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)	Subscription/Annual Renewal Fees (E)
BF	Foreign Firms	1500	30 000
B1	No Limit	750	11 500
B2	25 Million	650	7 700
B3	10 Million	450	3 900
B4	5 Million	450	2 300
B5	2 Million	450	1 600
B6	0.5 Million	450	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)	Subscription/Annual Renewal Fees (E)
CF	Foreign Firms	3 000	60 000
C1	No Limit	1 500	23 000
C2	50 Million	1 300	15 300
C3	30 Million	900	7 700
C4	15 Million	900	4 600
C5	5 Million	900	3 100

CONSTRUCTION FIRMS RENEWAL FORM - CICF 1R

C6	1 Million	900	1 600
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NB: Foreign Contractors may only tender for contracts above E200 million or only where a specialized skill is involved.

Electrical Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Subscription/Annual Renewal Fees (E)
EF	Foreign Firms	1 500	20 000
E1	No Limit	750	7 700
E2	5 Million	650	5 700
E3	3 Million	450	2 300
E4	1 Million	450	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)	Subscription/Annual Renewal Fees (E)
MF	Foreign Firms	1 500	20 000
M1	No Limit	750	7 700
M2	5 Million	650	5 700
M3	3 Million	450	2 300
M4	1 Million	450	1 600

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

CONSTRUCTION FIRMS RENEWAL FORM - CICF 1R

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 RENEWAL FORM - CICF 1R

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 copy of current trading license or company documents. must be relevant to scope of work
- b) proof of registration with relevant association
- c) Proof of payment for outstanding levies
- d) List of projects undertaken/awarded in the past three years.
- e) Proof of payment of registration fees.

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

- Proof of compliance with tax laws (SARS).
- Proof of payment for outstanding levies.
- List of projects undertaken/awarded in the past three years
- Proof of payment of registration fees.

Checklist

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

CONSTRUCTION FIRMS RENEWAL FORM - CICF 1R

Business Particulars:

(Please Position Association Stamp on Text Box Below)

Name of Contractor :.....

CIC certificate No.:.....

Contact Person:.....

Contact No.:.....

Association Name:_____

Name of Authorised Officer:_____

Signature of Authorised Officer:_____

Declaration of Projects undertaken in past three years

**NB: Provide details of projects undertaken in the 3 years immediately preceding the application.*

Project Name	Location	Completion Date	Contract Sum	Client and Telephone No.	Type of involvement (e.g. main contractor, sub-contractor, joint venture) and total percentage value of shares of the contract if applicable.

Checklist for Supporting Documentation for Information required for Annual Renewal

Provide the following documentation for all sections completed.

CONSTRUCTION FIRMS RENEWAL FORM - CICF 1R

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Proof of registration with the Eswatini Contractors Association				
• Certified copy of current trading license, must be relevant to scope of work				
• Proof of payment for outstanding levies				
• Proof of payment of renewal fees				
• List of projects undertaken/awarded in past three years.				

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

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Proof of compliance with tax laws (SARS)				
• Proof of payment for outstanding levies				
• Proof of payment of renewal fees				
• List of projects undertaken/awarded in past three years.				

CONSTRUCTION FIRMS RENEWAL FORM - CICF 1R

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.

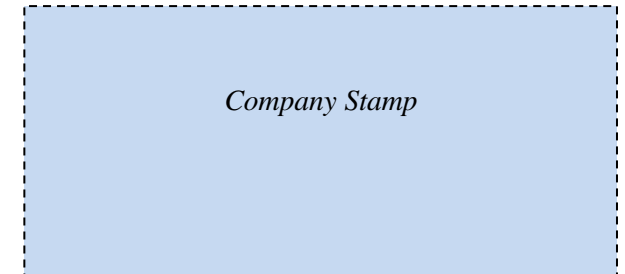
I/We declare that in the event that the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorization may be revised.

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 RENEWAL FORM - CICF 1R

For Official Use: 2020

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:.....

CIC Stamp

For Official Use: 2021

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:.....

CIC Stamp