

# SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2



## 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 REGISTRATION ACCOMPANIES THIS DOCUMENT UPON SUBMISSION.

LIGWALAGWALA HOUSE, PLOT 427  
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P.O. Box 5020  
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# SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

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## 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 Works Specialist, Civil Works Specialist, Electrical Works Specialist, Mechanical Works Specialist, (underline 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: .....

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## *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:*

- Building Works Specialist (BS);
- Civil Works Specialist (CS);
- Electrical Works Specialist (ES);
- Mechanical Works Specialist (MS);

## *How the Contractor Categorization and Grading process is determined:*

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 **BS2**, you will be considered for works of a value to a maximum of E12.5 million.

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### *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 Specialist Works Contractors)*

<b>Determining Score Rating</b>	<b>Grade</b>	<b>Maximum Tender Value Range (E)</b>
501 - 600	<b>BS1</b>	<b>60 000 000</b>
401 - 500	<b>BS2</b>	<b>12 500 000</b>
301 - 400	<b>BS3</b>	<b>5 000 000</b>
201 - 300	<b>BS4</b>	<b>2 500 000</b>
101- 200	<b>BS5</b>	<b>1 000 000</b>
0 - 100	<b>BS6</b>	<b>250 000</b>

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*Example to illustrate grading calculation (Building Specialist Works Contractors)*

Best Annual Turnover (E) <b>Weight of 10</b>	<i>Points Allocation</i>	Largest Contract (E) <b>Weight of 70</b>	<i>Points Allocation</i>	Available Capital (E) <b>Weight of 20</b>	<i>Points Allocation</i>
30 000 000	6	12 000 000	6	6 000 000	6
6 250 000	5	2 500 000	5	1 250 000	5
2 500 000	4	1 000 000	4	250 000	4
1 250 000	3	500 000	3	125 000	3
500 000	2	200 000	2	50 000	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	2 500 000	2 500 000	250 000

*Grading Calculation*

Company	best annual turnover at 10	largest contract at 70	available capital at 20	grading score	Category
ABC Construction	4 x 10 = <b>40</b>	5 x 70 = <b>350</b>	4 x 20 = <b>80</b>	40 + 350 + 80 = <b>470</b>	<b>BS2</b>

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

<b>Determining Score Rating</b>	<b>Grade</b>	<b>Maximum Tender Value Range (E)</b>
501 - 600	<b>CS1</b>	<b>100 000 000</b>
401 - 500	<b>CS2</b>	<b>25 000 000</b>
301 - 400	<b>CS3</b>	<b>15 000 000</b>
201 - 300	<b>CS4</b>	<b>7 500 000</b>
101- 200	<b>CS5</b>	<b>2 500 000</b>
0 - 100	<b>CS6</b>	<b>500 000</b>

*Example to illustrate grading calculation*

<b>Best annual Turnover (E) Weight of 10</b>	<i>Points Allocation</i>	<b>Largest Contract (E) Weight of 70</b>	<i>Points Allocation</i>	<b>Available Capital (E) Weight of 20</b>	<i>Points Allocation</i>
50 000 000	6	20 000 000	6	10 000 000	6
12 500 00	5	5 000 000	5	2 500 000	5
7 500 00	4	3 000 000	4	750 000	4
3 750 000	3	1 500 000	3	375 000	3
1 250 000	2	500 000	2	125 000	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.

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

<b>Determining Score Rating</b>	<b>Grade</b>	<b>Maximum Tender Value Range (E)</b>
301 - 400	<b>ES1</b>	<b>20 000 000</b>
201 - 300	<b>ES2</b>	<b>10 000 000</b>
101- 200	<b>ES3</b>	<b>2 500 000</b>
0 - 100	<b>ES4</b>	<b>1 000 000</b>

*Example to illustrate grading calculation*

<b>Best annual Turnover (E) Weight of 10</b>	<i>Points Allocation</i>	<b>Largest Contract (E) Weight of 70</b>	<i>Points Allocation</i>	<b>Available Capital (E) Weight of 20</b>	<i>Points Allocation</i>
10 000 000	4	4 000 000	4	2 000 000	4
5 000 000	3	2 000 000	3	1 000 000	3
1 250 000	2	500 000	2	250 000	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.

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

<b>Determining Score Rating</b>	<b>Grade</b>	<b>Maximum Tender Value Range (E)</b>
301 - 400	<b>MS1</b>	<b>20 000 000</b>
201 - 300	<b>MS2</b>	<b>10 000 000</b>
101- 200	<b>MS3</b>	<b>2 500 000</b>
0 - 100	<b>MS4</b>	<b>1 000 000</b>

*Example to illustrate grading calculation*

<b>Best annual Turnover (E) Weight of 10</b>	<i>Points Allocation</i>	<b>Largest Contract (E) Weight of 70</b>	<i>Points Allocation</i>	<b>Available Capital (E) Weight of 20</b>	<i>Points Allocation</i>
10 000 000	4	4 000 000	4	2 000 000	4
5 000 000	3	2 000 000	3	1 000 000	3
1 250 000	2	500 000	2	250 000	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 maximum tender value range.
- **Largest Contract** – is calculated as 20% of the maximum tender value range.
- **Available Capital** – is calculated as 10% of the maximum tender value range.

\*NB 2: A complete set of financial statements and balance sheet is required for grading categories BS3 to BS5; CS3 to CS5; ES3; and MS3 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 BS1, BS2; CS1, CS2; ES1, ES2; MS1, MS2.

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

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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.**

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### *Registration of Foreign Specialist Contractors*

Foreign Construction Firms shall have the letter **F** at the end of their registration category, for example BSF (building), CSF (civil), ESF (electrical) and MSF (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 Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
BSF	Foreign Firms	1500	13 000	13 000
BS1	60 000 000	750	5 900	5 900
BS2	12 500 000	650	5 400	5 400
BS3	5 000 000	450	4 500	4 500
BS4	2 500 000	450	3 600	3 600
BS5	1 000 000	450	2 700	2 700
BS6	250 000	450	1 700	1 700

**NB: Foreign Contractors may only tender for contracts above E60 million or only where a specialized skill is involved.**

#### Civil Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
CSF	Foreign Firms	3 000	14 000	14 000
CS1	100 000 000	1 500	6 300	6 300
CS2	25 000 000	1 300	5 400	5 400
CS3	15 000 000	900	4 500	4 500
CS4	7 500 000	900	3 600	3 600
CS5	2 500 000	900	2 700	2 700
CS6	500 000	900	1 800	1 800

**NB: Foreign Contractors may only tender for contracts above E100 million or only where a specialized skill is involved.**

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### Electrical Specialist Works

<b>Grade</b>	<b>Maximum Aggregate Value of Contracts (E)</b>	<b>Administration Fees (E)</b>	<b>Registration Fees (E)</b>	<b>Subscription/Annual Renewal Fees (E)</b>
ESF	Foreign Firms	1 500	10 000	10 000
ES1	No Limit	750	4 500	4 500
ES2	20 Million	650	3 600	3 600
ES3	5 Million	450	2 700	2 700
ES4	2 Million	450	1 800	1 800

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

### Mechanical Specialist Works

<b>Grade</b>	<b>Maximum Aggregate Value of Contracts (E)</b>	<b>Administration Fees (E)</b>	<b>Registration Fees (E)</b>	<b>Subscription/Annual Renewal Fees (E)</b>
MSF	Foreign Firms	1 500	10 000	10 000
MS1	No Limit	750	4 500	4 500
MS2	20 Million	650	3 600	3 600
MS3	5 Million	450	2 700	2 700
MS4	2 Million	450	1 800	1 800

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

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### Specialist Categories

The table below shows the Specialists categories under each main category.

Main Category	Specialists Works
Building Works	BSa - Plumbing and Drainage Works BSb - Waterproofing Works BSc - Glazing, Aluminum, Partitions and Ceiling Works BSd – Interior and Exterior Decoration Works BSe - Structural Steel Fabrication, Fixing and Erection works BSf - Concrete and Construction Repairs Works BSG - Piling and Diaphragm Walling Works BSh - Shop Fittings, Timber and Carpentry Works BSi - Scaffolding, Cladding and Insulation Works BSj – Fencing Works BSk – Flooring (tilling/terrazzo) Works BSl – Painting Works BSm - Wall Retaining Works BSn – Demolition and Blasting Works BSo – Granite, Quartz and Marble Fabrication Works BSp – Pool Construction, Installation and Maintenance Works BSq – Sign Craft Installation Works BSr - Landscaping, Irrigation & Gardening

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Civil Works	<p>CSa - Road and Pavement Rehabilitation and Maintenance Works          CSb – Road Signage and Markings Works          CSc – Landscaping, Irrigation and Gardening Works          CSd - Water Restraining Works          CSe – Drilling Works          CSf – Flood Control Systems Works          CSg - Demolition and Blasting Works          CSh - Concrete and Construction Works          CSI – Water Retaining Works          CSj – Fencing Works          CSk – Labour Based Civil Works          CSI – Tree Felling Works          CSm – Water Treatment and Sanitation Plant Works          CSn – Pilling Works          CSo – Tennis Courts, Basketball Courts, Netball Courts &amp; Running Tracks          CSp – Scaffolding, Formwork, Cladding and Insulation Works          CSq – Perway Railway Line Construction and Maintenance Works</p>
Mechanical Works	<p>MSa - Air-conditioning, Refrigeration and Ventilation Systems Works          MSb - Fire Prevention and Protection systems Works          MSc – Kitchen and Laundry Equipment Works          MSd - Specialized Plant and Petro-Chemicals Works          MSe - Renewable Energy &amp; Efficiency Technologies Works          MSf - PVC &amp; Polyurethane Conveyor Belts Works          MSg – Refractory Works          MSh – Hospital and Medical Equipment Works          MSi –Water Treatment and Sanitation Works          MSj – Specialized Mechanical Systems Works          MSk – Sand, Shot, Grit Abrasive Blasting Works          MSI – Industrial Instrumentation, Automation &amp; Process Control Systems Works</p>

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Electrical works	ESa - Security, Safety and Surveillance System Works ESb - ICT and Electronic System Installations Works ESc – Renewable Energy Efficiency Technologies Works ESd – Sound System Works ESe – External Telecommunications Works ESf - High Voltage Installation Works ESg – Specialized Lighting System Works ESh – Industrial Electronic System Works
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NB: New Specialists Works will continue to be added under each category as required by the industry!!

# SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

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## ***Rules for Registration***

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

- a) ***Building, Civil, Electrical and Mechanical Specialist Works*** to be registered shall lodge an application with the CIC.
- 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 categories 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.

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### *Information required for new application for registration/additional work discipline*

The following information must be provided:

- a) Certified copy of company registration (*all companies*).
- b) Certified copies of share certificates (*all companies with more than one director*).
- c) Proof of registration with the Eswatini Contractors Association.
- d) Form C and Form J (*Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by -Swazi citizens*).
- e) Certified copy of current trading license. (*Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by Swazi citizens*).
- f) Certified copies of identity documents of shareholders (*All companies*).
- g) 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) Certified copies of academic qualifications of core directors.
- l) Academic qualifications and curriculum vitae of technical staff or technical person in charge.
- m) Proof of payment of prescribed fee.

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

- Certified copies of company registration documents.
- Proof of qualifications of technical directors.
- 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 Directors.

NB 4: 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.

### ***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) Form J and Form C (if any change of directors).
- b) Certified copy of current trading license or company documents.
- 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

### ***Checklist***

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

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### *What to do With Your Completed Application*

- Double-check that you have filled in all the required information.
- 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  
MBABANE  
P.O. Box 5020  
Mbabane  
Eswatini  
**Tel: +268 404 9848/8481/1497**  
Email: [info@cic.co.sz](mailto:info@cic.co.sz)

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### **BANKING DETAILS**

<b>Bank Name</b>	<b>ESWATINI BANK</b>	<b>NEDBANK</b>	<b>STANDARD BANK</b>	<b>FIRST NATIONAL BANK</b>
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 THE COMPANY NAME AS A REFERENCE.**
- 2. BANK DEPOSIT SLIP OR EFT RECEIPT SHALL BE PRODUCED AS PROOF OF PAYMENT.**

# SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

(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 Authorized Officer: \_\_\_\_\_

Signature of Authorized 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: \_\_\_\_\_

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**Category Applying for:** Buildings Specialist Works     Civils Specialist Works     Electrical Specialist Works     Mechanical Specialist Works

**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

## SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

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### 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 three financial years immediately preceding the application*)

#### Applicants Banks

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

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



# SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

## 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
<b>Business Particulars</b>				
• 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				
• Form C ( <i>Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by Swazi citizens</i> ).				
• Form J ( <i>Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by Swazi citizens</i> ).				
• Certified copy of the current trading license. ( <i>Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by Swazi citizens</i> ).				
<b>Company Shareholders/Directors/Technical Staff Particulars</b>				
• 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				
<b>Financial Requirements</b>				
• Audited Financial Statements and Balance sheet for the three years immediately preceding the application for Grades 1 and 2				
• Financial Statements and Balance sheet for the three years immediately preceding the application. Grades 3 to 4				
• Proof of financial sponsorship ( <i>if any</i> )				
<b>Track Record</b>				
• Sub-contract agreement for sub-contracting works on <b>Projects Done</b> if applicable				
• Certificates or letter of Completion for <b>Projects Done</b>				
• Final Certificate of Payment for <b>Projects Done</b>				
*NB - Attach proof of payment (please use your company name as a reference when making payment)				
<b>NB: For works done through a joint venture initiative, the following shall be submitted: (please tick)</b>				
• 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 the 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"/>

## SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

### Checklist for Supporting Documentation for Information required for Registration of Foreign Specialist Contractors

Provide the following documentation for all sections completed.

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

# SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

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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.

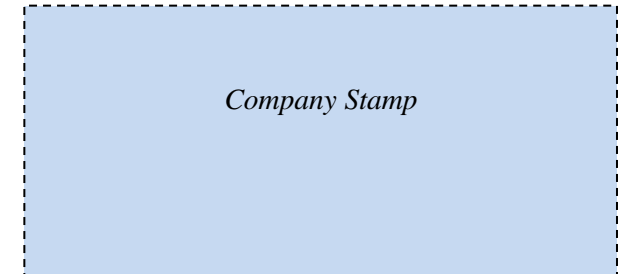
I/We declare that in the event that the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration, I/we will notify the Construction Industry Council, in which case my/our registration may be revoked, or my/our classification and categorization may be revised.

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

_____	_____	_____
Name (Print)	Signature	Title/Designation

Witnessed by:

_____	_____	_____
Name (Print)	Signature	Title/Designation



# SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

*For Official Use: 2025/26*

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: 2025/26*

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*