

# SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2R



**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.

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# SPECIALIST WORKS CONTRACTORS RENEWAL 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: ..... Contact No. ....

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

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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.

### *Rules for Renewal*

- 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.
- 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.
- 

### *Categories:*

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

### *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).

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

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### *1. RENEWAL OF CONTRACTORS MAINTAINING SAME GRADE*

#### *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)	Subscription/Annual Renewal Fees (E)
BSF	Foreign Firms	1500	13 000
BS1	60 000 000	750	5 900
BS2	12 500 000	650	5 400
BS3	5 000 000	450	4 500
BS4	2 500 000	450	3 600
BS5	1 000 000	450	2 700
BS6	250 000	450	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)	Subscription/Annual Renewal Fees (E)
CSF	Foreign Firms	3 000	14 000
CS1	100 000 000	1 500	6 300
CS2	25 000 000	1 300	5 400
CS3	15 000 000	900	4 500
CS4	7 500 000	900	3 600
CS5	2 500 000	900	2 700
CS6	500 000	900	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

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

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

### Mechanical Specialist Works

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

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

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

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### 2. UPGRADE OF CONTRACTORS

#### *Fees and Tender Value Ranges*

Specialist firms registering for an upgrade shall pay a registration fee together with administration fee and renewal fee for that particular grade.

#### 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	0	1 700

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

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

Determining Score Rating	Grade	Maximum Tender Value Range (E)
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>

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

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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

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

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>

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

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### 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	0	1 800

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

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

Determining Score Rating	Grade	Maximum Tender Value Range (E)
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>



## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

*Example to illustrate grading calculation*

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>
50 000 000	6	20 000 000	6	10 000 000	6
12 500 000	5	5 000 000	5	2 500 000	5
7 500 000	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.

### Electrical Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
ESF	Foreign Firms	1 500	10 000	10 000
ES1	No Limit	750	4 500	4 500
ES2	2 500 000	650	3 600	3 600
ES3	1 500 000	450	2 700	2 700
ES4	500 000	450	0	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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*Illustration C – Classification of categories to score rating (Electrical Works Contractors)*

<b>Determining Score Rating</b>	<b>Grade</b>	<b>Maximum Tender Value Range (E)</b>
301 - 400	<b>ES1</b>	<b>No Limit</b>
201 - 300	<b>ES2</b>	<b>2 500 000</b>
101- 200	<b>ES3</b>	<b>1 500 000</b>
0 - 100	<b>ES4</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>
2 500 000	4	1 000 000	4	500 000	4
1 250 000	3	500 000	3	250 000	3
750 000	2	300 000	2	150 000	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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### Mechanical Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
MSF	Foreign Firms	1 500	10 000	10 000
MS1	No Limit	750	4 500	4 500
MS2	2 500 000	650	3 600	3 600
MS3	1 500 000	450	2 700	2 700
MS4	500 000	450	0	1 800

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

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

Determining Score Rating	Grade	Maximum Tender Value Range (E)
301 - 400	<b>MS1</b>	<b>No Limit</b>
201 - 300	<b>MS2</b>	<b>2 500 000</b>
101- 200	<b>MS3</b>	<b>1 500 000</b>
0 - 100	<b>MS4</b>	<b>500 000</b>

*Example to illustrate grading calculation*

Best annual Turnover (E) <b>Weight of 10</b>	Points Allocation	Largest Contract (E) <b>Weight of 70</b>	Points Allocation	Available Capital (E) <b>Weight of 20</b>	Points Allocation
2 500 000	4	1 000 000	4	500 000	4
1 250 000	3	500 000	3	250 000	3
750 000	2	300 000	2	150 000	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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\*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.

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

### 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 – Roofing, 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 , Cleaning & 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 – Wall Retaining Works          CSj – Fencing Works          CSk – Labour Based Civil Works          CSI – Tree Felling Works          CSm –Water Treatment and Sanitation Plant Works          CSn – Piling and Diaphragm Walling Works          CSo – Prestressed Concrete Casting and Installation Works          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</p>

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	MSI – Industrial Steel Fabrication and Boiler Making
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 Instrumentation, Automation & Process Control Systems Works

NB: New Specialists Works will continue to be added under each category as required by the industry!!

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

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### **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.



## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

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### ***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 renewal fees.
- f) Letter of award/appointment **AND** Final Payment Certificate for projects completed.
- g) A complete set of financial statements and balance sheet is required for grading categorise BS3 to BS5; CS3 to CS5; ES3; and MS3
- h) Audited financial statements will be required for the higher categories BS1, BS2; CS1, CS2; ES1, ES2; MS1, MS2.

NB: The financial statements and Works Completed *must be for the 3 years immediately preceding the application*. A letter from Financial Institutions showing available funds for a contractor may be submitted to form part of available capital.

### ***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 renewal fees.

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**Business Particulars:**

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

*Name of Construction Firm:*.....

*CIC certificate No.:*.....

*Contact Person:*.....

*Contact No.:*.....

*Email address:*.....

*Postal address:*.....

*Residential Address:*.....

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

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

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

**Projects undertaken in past three years**

Track Record *(list principal projects executed in the last 3 years and submit certificates of completion for each project)*

*\*NB:*

- Provide details of the largest construction works contracts completed during 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.

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2


### 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
<b>Business Particulars</b>				
• 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 registration fees				
• List of projects undertaken/awarded in past three years.				
• Letter of award/appointment <b>AND</b> Final Payment Certificate				
• A complete set of financial statements and balance sheet for categories BS3 to BS5; CS3 to CS5; ES3; and MS3				
• Audited financial statements will be required for the higher categories BS1, BS2; CS1, CS2; ES1, ES2; MS1, MS2.				

\*NB 3: A letter from Financial Institutions showing available funds for a contractor may be submitted to form part of available capital.

### Checklist for Supporting Documentation for Information required for /Annual Renewal 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>				
• Proof of compliance with tax laws (SARS)				
• Proof of payment for outstanding levies				

## SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

<ul style="list-style-type: none"> <li>• Proof of payment of registration fees</li> </ul>				
<ul style="list-style-type: none"> <li>• List of projects undertaken/awarded in past three years.</li> </ul>				

**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.

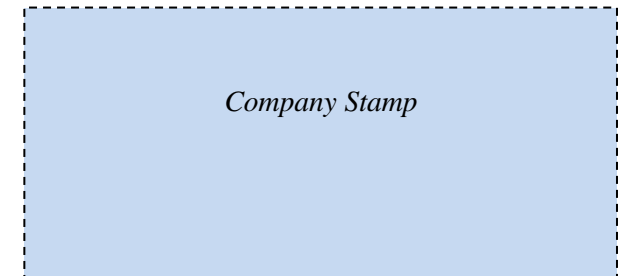
I/We declare that in the event that the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorization may be revised.

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 RENEWAL FORM - CICF 2

*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:.....

<i>CIC Stamp</i>

*For Official Use: 2021*

# SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 2

Date of Receipt of Application:	<table border="1"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>Y</td><td>y</td></tr></table>	d	d	m	m	y	y	Y	y	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td><i>CIC Stamp</i></td></tr></table>				<i>CIC Stamp</i>
d	d	m	m	y	y	Y	y							
<i>CIC Stamp</i>														
Registration Certificate No:.....	Details Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>													
Approved: : Yes <input type="checkbox"/> No <input type="checkbox"/>														
Signature of Approving Officer:.....														