

# JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 3R



**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 REGISTRATION 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**  
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# JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 3R

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## LETTER OF APPLICATION

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

Dear Sir/Madam

Being duly authorized to represent and act on behalf of.....(*name of Joint Venture*) in my capacity as the Lead Partner of same and having reviewed and fully understood all the information requested, do hereby apply to be considered for a Joint Venture 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 any 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 our part, our application shall not be considered and as such our Joint Venture would not be registered and categorized.

Signed: ..... Date: .....Contact No. ....

# JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 3R

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## PROCEDURE, RULES, TERMS & CONDITIONS FOR RENEWAL

1) **Procedure for renewal:** The Joint Venture shall submit an application for renewal in the **prescribed proforma to the** Construction Industry Council (CIC) together with necessary documents in support of the application. The CIC will take action to verify the credentials and antecedents of the Joint Venture and issue *a “Joint Venture Registration Certificate”* to the Joint Venture in the eligible Category and for the *work discipline applied for*.

### *(a) Work Discipline*

The renewal of Joint Ventures will be *done for the following Items* of work:

General Construction Works:

- i. General building works (JvB);
- ii. General civil works (JvC);
- iii. Electrical contracting works (JvE)
- iv. Mechanical contracting works (JvM);

Specialist Works:

- i. Building Works Specialist (JvBS);
- ii. Civil Works Specialist (JvCS);
- iii. Electrical Works Specialist (JvES);
- iv. Mechanical Works Specialist (JvMS);

# JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 3R

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*(c) Fees and Tender Value Ranges for Joint Venture Construction Firms*

**SWAZI JOINT VENTURES WILL ONLY PAY AN ADMINISTRATION FEE OF E450**

The following fees will apply to the tender value ranges for each eligible category Foreign Joint Ventures:

Foreign Joint Venture – General Building, Civil, Electrical and Mechanical

Category	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Subscription/Annual Renewal Fees (E)
JvBF	Foreign Firms	1500	30 000
JvCF	Foreign Firms	3 000	60 000
JvEF	Foreign Firms	1 500	20 000
JvMF	Foreign Firms	1 500	20 000

*(d) Fees and Tender Value Ranges for Foreign Venture Specialist Works Contractors*

The following fees will apply to the tender value ranges for each eligible category Joint Venture:

Foreign Joint Ventures: Building, Civil, Electrical and Mechanical Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Subscription/Annual Renewal Fees (E)
JvBSF	Foreign Firms	1500	13 000
JvCSF	Foreign Firms	3 000	14 000
JvESF	Foreign Firms	1 500	10 000
JvMSF	Foreign Firms	1 500	10 000

**JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS  
RENEWAL FORM - CICF 3R**

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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.**

# JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 3R

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**2) Rules and instructions for renewal:**

- a) A joint venture certificate will be issued to two or more registered contractors whose CIC certificates are actively renewed, and are in good standing.
- b) 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.
- c) 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.
- d) The CIC shall not be held liable for any delay in processing the Application in case of incompleteness or inaccuracy of information.
- e) The JV certificate shall be issued for **each project** being undertaken by the parties. .

**3) Information Requirement for JV Renewal**

- a) Current CIC JV registration certificate
- b) Proof of payment for outstanding levies
- c) Proof of payment of registration fees.

**Checklist for Supporting Documentation for Information required for Registration/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>				
• Letter of Award				
• Certified copies of individual company CIC Registration Certificates				
• Valid Joint Venture Agreement (highly important).				

# JOINT VENTURE CONSTRUCTION FIRMS AND SPECIALIST WORKS CONTRACTORS RENEWAL FORM - CICF 3R

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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 categorisation may be revised.

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

Name (Print)	Signature	Title/Designation

Witnessed by:

Name (Print)	Signature	Title/Designation



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*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*

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>