

CONSULTANCY PRACTICES RENEWAL FORM – CICF 4R



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 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
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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.....(hereinunder 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 with the Construction Industry Council as a Consultancy Practice.

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 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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PROCEDURE, RULES, TERMS AND CONDITIONS FOR THE RENEWAL OF CONSULTANCY PRACTICES

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

Work Discipline

The renewal of Consultancy Practices shall be done for the following work discipline:

i. Civil Engineering/Structural Engineering (CE/SE);

Level of registration:

- *Professional Civil Engineer (Pr Eng)*
- *Professional Civil Engineering Technologist (Pr Tech Eng)*
- *Professional Civil Certificated Engineer (Pr Cert Eng)*
- *Professional Civil Engineering Technician (Pr Eng Tech)*

ii. Architecture (ARC);

Level of Registration:

- *Professional Architecture*
- *Professional Senior Architectural Technologist*
- *Professional Architectural Technologist*
- *Professional Architectural Draughtsmanship*

iii. Quantity Surveying (QS);

Level of registration:

- *Professional Quantity Surveyor (Pr. QS)*
- *Professional Technician Quantity Surveyor (Pr. Tech QS)*

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iv. **Electrical Engineering (EE),**

Level of Registration:

- *Professional Electrical Engineer (Pr Eng)*
- *Professional Electrical Engineering Technologist (Pr Tech Eng)*
- *Professional Electrical Certificated Engineer (Pr Cert Eng)*
- *Professional Electrical Engineering Technician (Pr Eng Tech)*

v. **Mechanical Engineering (ME); and**

Level of Registration:

- *Professional Mechanical Engineer (Pr Eng)*
- *Professional Mechanical Engineering Technologist (Pr Tech Eng)*
- *Professional Mechanical Certificated Engineer (Pr Cert Eng)*
- *Professional Mechanical Engineering Technician (Pr Eng Tech)*

vi. **Allied Professionals** (i.e. Project Managers, Interior Designers, Environmentalists, Property Valuer's, Town Planner Land Surveyors, Construction Managers etc.).

Level of Registration:

- *Professional level only*

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2) Rules for Renewal:

- a) 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.
- b) In the event a consultancy 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.

a) Information required for renewal (Swazi Companies):

The following information must be provided:

- i. Proof of registration with Relevant Association.
- ii. Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP)
- iii. 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*).
- iv. Proof of payment of renewal prescribed fee.

b) In the event of foreign consultancy firms, the following shall be required:

- i. Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP).
- ii. Proof of compliance with tax laws.
- iii. Proof of payment of renewal prescribed fee.

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Business Particulars:

(Please Position Association Stamp on Text Box Below)

Name of Consultancy:.....

CIC certificate No.:.....

Contact Person:.....

Contact No.:.....

Email address:.....

Postal address:.....

Association Name: _____

Name of Authorised Officer: _____

Signature of Authorised Officer: _____

c) Fees Structure:

Category	Administration Fees (E)	Annual Subscription Fees (E)
Local Consultancy Practice	750.00	3 900.00
Foreign Consultancy Practice	1 500.00	10 000.00

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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.**

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Checklist for Supporting Documentation for Annual Renewal

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Requirements for renewal of Consultancy Firms				
<ul style="list-style-type: none"> • Certified copy of current trading license must be relevant to scope of work. 				
<ul style="list-style-type: none"> • Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP) 				
<ul style="list-style-type: none"> • Proof of registration with Relevant Association 				
<ul style="list-style-type: none"> • Proof of payment of renewal fees 				

Checklist for Supporting Documentation for Information required for Registration/Annual Renewal of Foreign Consultancy Practices

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Requirements for Renewal of Foreign Consultancy Firms				
<ul style="list-style-type: none"> • Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP). 				
<ul style="list-style-type: none"> • Proof of compliance with tax laws. 				
<ul style="list-style-type: none"> • Proof of payment of renewal prescribed fee. 				

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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 are 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.

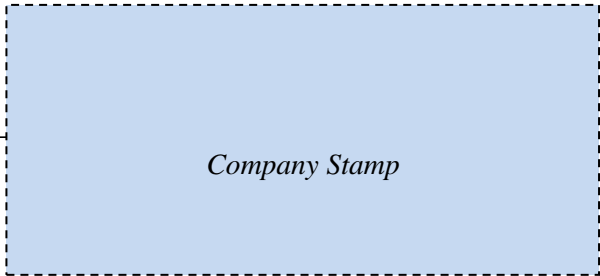
I/We declare that in the event that the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorisation may be revised.

Declared at.....this day of20..... 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>

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