

# JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FROM – CICF 5R



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

## IMPORTANT NOTICE

- IT IS VERY IMPORTANT THAT YOU READ THE PROCEDURES, RULES, TERMS AND CONDITIONS FOR REGISTRATION INCLUDED IN THIS DOCUMENT BEFORE ATTEMPTING TO FILL IN THE REGISTRATION FORM.
- INCOMPLETE FORMS WILL NOT BE CONSIDERED AND THUS DELAY THE REGISTRATION PROCESS.
- IT IS IMPORTANT THAT ALL THE DOCUMENTATION REQUESTED FOR SUBMISSION ON REGISTRATION ACCOMPANY 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](mailto:info@cic.co.sz)  
Website: [www.cic.co.sz](http://www.cic.co.sz)

# JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FORM – CICF 5R

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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 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 our part, our application shall not be considered and as such our Joint Venture would not be registered.

Signed: ..... Date: .....

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## PROCEDURE, RULES, TERMS & CONDITIONS FOR REGISTRATION

1) **Procedure for registration:** The Joint Venture shall submit an application 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 registration of Joint Venture 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*

**(b) Types of Joint Ventures**

- "Swazi joint venture" means a joint venture in which 60% or more of the shares in the joint venture are held by Swazis.
- "Foreign joint venture" means a joint venture in which less than 60% of the shares in the joint venture are held by a Swazi citizen or company.

**(c) Fees and Tender Value Ranges**

Swazi Joint Venture Consultancy Practices shall pay an administration fee of E750. Joint Venture Foreign Consultancy Practices shall pay E10 000 upon registering with the CIC and E10 000 as an annual renewal fee including an administration fee of E1 500.

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### 2) Rules and instructions for registration:

- (a) The joint venture certificate shall be renewed annually.
- (b) The late renewal of consultancy firm within a financial year, after the set deadline shall carry a penalty of 10% of the annual renewal fees.
- (c) 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.
- (d) The CIC shall not be held liable for any delay in processing the Application in case of incompleteness or inaccuracy of information.

### 3) Information Requirement for JV Renewal

- a) Current CIC JV registration certificate.
- b) Proof of payment of registration fees.

### 4) Business Details

Name of Joint Venture: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

JV Certificate No: \_\_\_\_\_

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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 JOINT VENTURE 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 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>				
<ul style="list-style-type: none"> <li>• Certified copies of individual company CIC Registration Certificates</li> </ul>				
<ul style="list-style-type: none"> <li>• Valid Joint Venture Agreement (highly important).</li> </ul>				

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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.

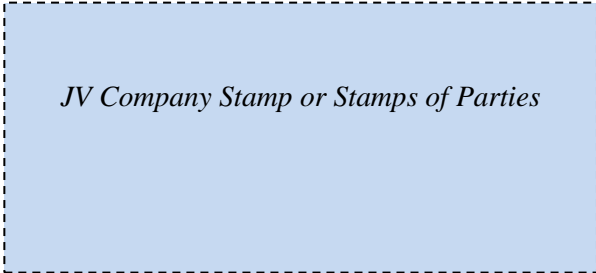
I/We declare that in the event that the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorisation may be revised.

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





**JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FORM – CICF 5R**

*For Official Use:*

Date of Receipt of Application:

d	d	m	m	y	y	y	y
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<i>CIC Stamp</i>

Registration Certificate No:.....

Details Verified: Yes  No

Approved: : Yes  No

Signature of Approving Officer:.....