

INDIVIDUAL ARTISANS RENEWAL FORM – CICF 6R



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
Website: www.cic.co.sz

INDIVIDUAL ARTISANS RENEWAL FORM – CICF 6R

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

I (name and surname) :.....(herein under referred to as “the Applicant”), do hereby apply to be considered for registration with the Construction Industry Council as an Individual Artisan.

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 Person.....

INDIVIDUAL ARTISANS RENEWAL FORM – CICF 6R

PROCEDURE, RULES, TERMS AND CONDITIONS FOR RENEWAL

- 1) **Procedure for registration:** The construction firm shall submit an application in the **prescribed proforma to the** Construction Industry Council (CIC) together with necessary documents in support of application. The CIC will take action to verify the credentials and antecedents of the construction firm and issue a **“Registration Certificate”** to the Individual Artisan in the **work discipline applied for**.
- 2) Individual Artisans shall only be eligible to perform contract amounts with tender value ranges not exceeding E250 000.
- 3) **Processing Time**
One (1) day.
- 4) **Fees**
 - **Individual Artisans shall pay a renewal fee of E400.00.**
 - 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.
- 5) **Requirements for Renewal**
In the case of individual artisans the following shall be required:
 - (i) Proof of registration with the Eswatini Contractors Association.
 - (ii) Proof of payment of renewal fees.
 - (iii) Copy of Identity Document

INDIVIDUAL ARTISANS RENEWAL FORM – CICF 6R

6) Categories for Registration:

Individual Artisans Works will be registered as follows:

- Ia - Air conditioning, and refrigerator works.
- Ib - Landscaping and gardening works.
- Ic - Shopfitting and carpentry works.
- Id - Fencing works.
- Ie - Tree cutting works.
- If - Plumbing works.
- Ig- Borehole drilling works.
- Ih - Painting works.
- Ii - Bricklaying works
- Ij - Electrical works.
- Ik - Flooring (tilling and/or terrazzo) works.
- Il - Water proofing works.
- Im - Glazing works, Aluminium works, partitions and ceiling works.
- In - Security installations, access control, CCTV installation works
- Io - Mechanical and ventilation works

INDIVIDUAL ARTISANS RENEWAL FORM – CICF 6R

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 YOUR NAME AS REFERENCE.**
- 2. BANK DEPOSIT SLIP OR EFT RECEIPT SHALL BE PRODUCED AS PROOF OF PAYMENT.**

INDIVIDUAL ARTISANS RENEWAL FORM – CICF 6R

SECTION B - Personal Details

(Please Position Association Stamp on

Name(s): _____

Surname: _____

Cell phone No.: _____

Email: _____

Postal address: _____

Association Name: _____

Name of Authorised Officer: _____

Signature of Authorised Officer: _____

Checklist for Supporting Documentation for Annual Renewal for Registration

Provide the following documentation for all sections completed

	Supplied by contractor		Received (official use only)	
	Yes	No	Yes	No
Individual Artisan Particulars				
• Proof of registration with the Eswatini Contractors Association				
• Proof of payment for renewal fees				
• Copy of Identity document				

INDIVIDUAL ARTISANS RENEWAL FORM – CICF 6R

DECLARATION

I declare that all the particulars and information provided in this application are complete, correct and true and I agree that in the event that any of the particulars or information provided is found to be untrue or fraudulent, my registration as an Individual Artisan with the Construction Industry Council may be revoked.

I also declare that all the documentation that was submitted to the Council for registration is correct and true.

I agree that in the event of revocation of registration, any registration fees paid to the Construction Industry Council shall be forfeited.

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

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

_____	_____	_____
Name (Print)	Signature	Date

Witnessed by:

_____	_____	_____
Name (Print)	Signature	Date

INDIVIDUAL ARTISANS RENEWAL FORM – CICF 6R

For Official Use: 2020

Date of Receipt of Application:

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

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
---	---	---	---	---	---	---	---

Registration Certificate No:.....

Details Verified: Yes

No

Approved: : Yes

No

Signature of Approving Officer:.....

<i>CIC Stamp</i>