

CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8



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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CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

LETTER OF REGISTRATION

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.....(herein under referred to as “the Applicant”), in my capacity as the Property Owner/CEO/Managing Director/Project Manager, Contractor, Consultant of same and having reviewed and filled all the information requested, I do hereby apply to register this project,.....(name of project) with the Construction Industry Council.

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.

Signed: Date:

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PROCEDURE, RULES, TERMS, & CONDITIONS FOR PROJECT REGISTRATION AND LEVY PAYMENT

1. Introduction

The Construction Industry Council hereby issues a practice note on the implementation of the Construction Industry Levy Regulations 2016. **The levy regulations came into effect on 10th October 2016.**

2. Construction Cost

A construction project has a price tag – **the construction cost**. This is basically the proposed price of the project. This price can be determined in different ways. Some projects' values can be considered as lump sum. In other projects, the price of a project can be determined using bills of quantities or a schedule of rates.

From the above, it is advisable that as a developer, you should invest in the services of construction professionals in determining the project cost of your development.

Contractors who undertake Construction projects as Main Contractors are to ensure that the levy is priced in all tenders or bills of quantities. Project owners, developers and or financiers should also ensure that the levy is priced for their respective projects.

3. Registration of Projects

3.1 The Council shall keep and maintain a register of Projects on which there shall be recorded information on the nature, value and distribution of Projects.

3.2 A **Main Contractor** and not **Sub-contractor** shall before the commencement of the construction works on a project undertaken to ensure that the Project is registered with the Council.

3.3 Once a project owner awards the construction tender, both the contractor and the Project owner must ensure that it is registered with the CIC. Contractors executing or commencing construction works are required to notify CIC not less than 14 days after the date of execution of the contract or not less than 14 days before the commencement of the said construction work, whichever date is earlier.

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3.4 All construction projects, regardless of value, nature, or use, shall be registered. A construction project means the execution of construction works. Construction works include the provision of goods or services for development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling or demolition of a fixed asset including building or engineering infrastructure (Section 2, Construction Industry Council Act, 2013, and Regulation 2 of The Construction Industry Levy Regulation, 2016).

3.5 The Council may request periodic project and contractor performance reports during or at the completion of the project in terms of Section 35 of the CIC Act, 14 of 2013.

4. Who pays the levy?

The contractor shall pay to the Council a levy determined in accordance with the schedule. The Owner of the Project may pay the levy directly to the Council on behalf of the contractor.

5. Collection Procedure Options

5.1 Upon receipt of monies paid in respect of a payment certificate, a contractor shall pay to the Council at least a portion of the total amount of levy payable

5.2 The portion to be paid to the Council shall be calculated based on the total percentage payable on the whole project as determined in accordance with the Schedule

5.3 The contractor shall be issued with a receipt in respect of the payment made, and a levy clearance certificate shall only be issued upon clearance of the total amount of levy payable on a project.

5.4 A person or entity that has several projects being executed simultaneously has an option to make a once-off payment of the total amount of levy calculated on the value of all the projects.

Important Notice

- *The Main Contractor or Project Owner shall be issued with an Original Stamped CIC Levy Proforma Invoice upon submission of this application form.*
- *The Main Contractor shall make use of the Original Stamped CIC Levy Proforma Invoice to claim the Levy from the Project Owner and forward it to the CIC.*
- *A receipt will be issued in respect of payment made and a levy clearance certificate shall be issued only upon clearance of the total amount of levy payable on the total cost of the project.*
- *Being up to date with levy payments shall be a pre-requisite for the annual renewal for registration, grading and categorization for the Main Contractor in the following year.*

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6. Extra levy payable

- Extra levies may be sought where it appears the levy has been underpaid or based on incorrect cost estimates.
- The CIC shall have no authority to issue a certificate of renewal of registration to a contractor who has not paid the appropriate amount of levy in terms of Section 6(3) of the Levy Regulation, 2016.

7. Levy Payment Schedules

| Minimum Project Cost (E) | Maximum Project Cost (E) | Levy Payable (%) |
|--------------------------|--------------------------|------------------|
| 0 | 2 000 000.00 | 1 |
| 2 000 001 | 5 000 000.00 | 0.8 |
| 5 000 001 | 10 000 000.00 | 0.75 |
| 10 000 001 | 15 000 000.00 | 0.6 |
| 15 000 001 | No Limit | 0.5 |

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8. ILLUSTRATION: Pricing of the Levy in the Bill of quantities

The following example may be used to price the levy on all construction Projects that will attract the levy. The levy is priced before the value-added tax (VAT).

Example of Summary Page Indicating Construction Levy Item

| Bill No. | Item | Page No. | Amount | Amount |
|----------|--|----------|--------|--------|
| 1 | Preliminaries and Generals | 1 | | |
| 2 | Foundations | 6 | | |
| 3 | Concrete, Formwork and Reinforcement | 9 | | |
| 4 | Masonry | 12 | | |
| 5 | Waterproofing | 13 | | |
| 6 | Roof Covering | 14 | | |
| 7 | Carpentry and Joinery | 15 | | |
| 8 | Ceilings and Partitions | 16 | | |
| 9 | Ironmongery | 17 | | |
| 10 | Provisional sums and amounts | 18 | | |
| | Total Costs of Works | | | E |
| | Add: Contingencies to be used as directed by the Project Engineer/Principal Agent or deducted in whole or in part if not required. | | E | |
| | SUB-TOTAL A | | | E |
| | Add: Escalation | | E | |
| | SUB-TOTAL B | | | E |
| | Add: Construction Levy @ 0.5% | | E | |

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| | |
|---|---|
| <i>Construction Cost</i> | E |
| Value Added Tax (VAT) @ 15% | E |
| TOTAL PROJECT COST INCLUSIVE OF LEVY | E |

The Construction Levy Regulations Gazette and Levy Practice Note are available on the CIC website. www.cic.co.sz.

9. Attachments to be submitted with the Form

Contractors are required to submit this Form with copies of the following where applicable:

- a) Bill of Quantities (Summary Page)
- b) Letter of Contract Award from Owner of Project
- c) A signed letter of agreement in the event that the Main Contractor and Project Owner have agreed that the Levy will be remitted to the Council by the Project Owner.

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SECTION A – DETAILS OF CONTRACTOR LIABLE FOR REGISTERING PROJECT AND REMITTING CONSTRUCTION LEVY

Contractor/Individual Artisan/Company/Organization: _____

Contractor Category and Grade: _____ Certificate No.: _____

Authorized Contact Person:

Mr. /Mrs. /Ms.: _____ First Name: _____ Surname: _____

Designation: _____ Tel. No.: _____ Fax No.: _____

Mobile No.: _____ Email Address: _____

SECTION B – DETAILS OF OWNER/CLIENT OF THE PROJECT

Name: _____

ID No. (if Swazi Individual): _____

Passport No. (if non-Swazi Individual): _____

Postal Address: _____

Physical Address: _____

Telephone No.: _____

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Fax No.: _____ Email: _____

Owner/Client Category

- Central Government
 Local Government
 Parastatal/Government Agency
 NGO/Social Organization/Church
- Private
 Other (Please specify) _____

Authorized Contact Person:

Mr. /Mrs. /Ms.: _____ First Name: _____ Surname: _____

Designation: _____ Tel. No.: _____ Fax No.: _____

Mobile No.: _____ Email Address: _____

SECTION C - WORK DISCIPLINE

- General Buildings
 General Civils
 General Electrical
 General Mechanical
- Buildings Specialist Works
 Civils Specialist Works
 Electrical Specialist Works
 Mechanical Specialist Works

SECTION D – Details of All Consultancy Firms of Project

| Profession | Name of Consultancy Firm | Country of Origin | Contact Details | CIC Registration No. |
|------------------------------------|--------------------------|-------------------|-----------------|----------------------|
| Project Manager | | | | |
| Architect | | | | |
| Engineer (civil/structural) | | | | |
| Engineer (electrical) | | | | |
| Engineer (mechanical) | | | | |
| Quantity Surveyor | | | | |
| Other (specify) | | | | |

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SECTION E – DETAILS OF ALL SUB-CONTRACTORS (DOMESTIC, NOMINATED OR SELECTED)

| Names of Sub-Contractors | Country of Origin | Scope of Work | Contact Details | CIC Registration No. |
|--------------------------|-------------------|---------------|-----------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SECTION F – Details of All Suppliers

| Name of Supplier | Country of Origin | Scope of Work/Supply | Contact Details | CIC Registration No. |
|------------------|-------------------|----------------------|-----------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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SECTION G – DETAILS OF PROJECT

a) New Project

b) Ongoing Project

| | |
|---|--|
| Bid Reference | |
| Project Title | |
| Project Funder <i>((please state appropriate source of funding for the Project):</i> | |
| Project Location | |
| Town/Inkhundla | |
| Region | |
| GPS Co-ordinates | |
| Date of Award | |
| Brief Description of Project | |
| | |
| | |
| | |
| Proposed Commencement Date | |
| Proposed Completion Date | |
| Contract Value Excluding Levy (E) | |
| Percentage Levy Payable | |
| Total Project Cost Including Levy (E) | |
| | |

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(Mandatory Copies of Project Documentation shall be submitted, i.e. bill of quantities summary page, letter of award or tender sanction or works order)

SECTION H – LEVY PAYMENT OPTIONS *(please choose by ticking one option)*

A Main Contractor **shall** remit to the Council the levy as determined in accordance with the schedule in the gazette in respect of each of the projects undertaken. The Project Owner **may** pay the levy directly to the Council on behalf of the Main Contractor on agreement between both parties.

- a) PAID by Contractor PAID by the Owner of the Project

Highly important - (In the event that the Owner of the Project is liable to pay the levy, it is mandatory that a written agreement by both parties is signed and submitted together with this application form.)

b) TIME FRAME FOR PAYMENT OF LEVY

ONCE-OFF PAYMENT

PER MONTHLY CERTIFICATE

SECTION I - CHECKLIST OF SUPPORTING DOCUMENTATION

Provide the following documentation for all sections completed.

| | Supplied by contractor | | Received (official use only) | |
|---|------------------------|----|------------------------------|----|
| | Yes | No | Yes | No |
| Mandatory Documents | | | | |
| • Contract Bill of Quantities (summary page) | | | | |
| • Letter of Contract Award from Project Owner | | | | |
| • Letter indicating payment schedule | | | | |
| • A signed letter of agreement in the event that the Main Contractor and Project Owner have agreed that the levy will be remitted to the Council by the Project Owner | | | | |

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SECTION J – Declaration

I/We declare that all the particulars and information provided in this application are complete, correct and true and I/we agree that in the event that any of the aforementioned particulars and information provided is found to be untrue or fraudulent, registration for Levy Payment with the Construction Industry Council will be rejected and any proposed Building/Construction work will be terminated.

I/We declare that in the event that there are any changes regarding the project/s registered with CIC, we shall inform the Construction Industry Council.

I/We _____ representing _____
Name/position Name of company/organization

herein in my capacity as, do hereby certify that I am duly authorized to

Sign this application for Project Registration and further bind the company/myself to the conditions thereof.

Signed at: _____ on this day _____ of _____ 20.

Signature: _____

Witnessed By:

1. Name: _____ Signature: _____ Designation: _____

2. Name: _____ Signature: _____ Designation: _____

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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 |

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IMPORTANT NOTICE

1. USE THE INVOICE NUMBER AS A REFERENCE.
2. A BANK DEPOSIT SLIP OR EFT RECEIPT MUST BE PRODUCED AS PROOF OF PAYMENT.

For Official Use:

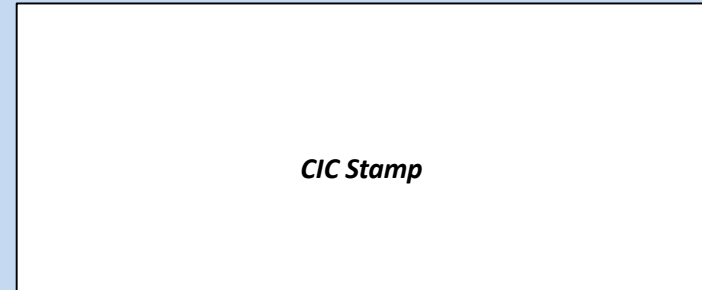
Date of Receipt of Application:

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

Details Verified: Yes No

Approved: Yes No

Signature of Approving Officer:.....



CIC Stamp