

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8



**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)

# 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 fully all the information requested, 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: .....

# **CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8**

---

## **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 10<sup>th</sup> 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 for in all tenders or bill of quantities. Project owner, developers and or financiers should also ensure that the levy is priced for in their respective projects.

### **3. Registration of Projects**

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.

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.

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.

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## 4. Who pays the levy?

The Owner of the Project pays the levy. The Contractor **shall** remit to the Council on behalf of the Project Owner a levy as determined in accordance with the schedule in the gazette in respect of each of Project undertaken. The Owner of the Project may pay the levy directly to the Council.

## 5. Collection Procedure Options

Upon receipt of the levy invoice, the contractor shall be required to remit payment to the CIC within 30 days.

Payment of the levy will be required prior to the commencement of building works. The Levy shall be calculated on the basis of the total percentage payable on the total project cost.

### 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.*

## 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.

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## 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

Private Projects below Project costs of E1 million shall not attract any levy.

## 8. 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. What is key is that the levy should be priced before the Value Added Tax (VAT).

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

**Example of Summary Page Indicating Construction Levy Item**

		Amount	Amount
Bill no	Page No		
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	
	<b>TOTAL COSTS OF WORKS</b>		<b>E</b>
	ADD: Contingencies to be used as directed by <b>the Project Engineer/Principal agent or</b> deducted in whole or in part if not required.	E	
	<b>SUB-TOTAL A</b>		<b>E</b>
	Add: Escalation	E	
	<b>SUB-TOTAL B</b>		<b>E</b>
	Add: Construction Levy @ 0.5	E	
	<i>Construction Cost</i>	E	
	Value Added Tax @ 14%	E	
	<b>TOTAL PROJECT COST INCLUSIVE OF LEVY</b>		<b>E</b>

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

The Construction Levy Regulations Gazette and Levy Practice Note are available on the CIC website. [www.cic.co.sz](http://www.cic.co.sz).

## **9. Attachments to be submitted with the Form**

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

- a) Contract Bill of Quantities (Summary Page)
- b) Letter of Contract Award from Owner of Project
- c) Copies of payment certificates made for ongoing projects that commenced before 10<sup>th</sup> October, 2016.
- d) Letter from Project Manager confirming progress of on-going projects as at 10<sup>th</sup> October, 2016
- e) 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.

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## SECTION A – Details of Contractor Liable for Registering Project and Remitting Construction Levy

Surname (if individual)

or

Contractor/Company/Organization : \_\_\_\_\_

**Contractor Grade:** \_\_\_\_\_

Given Names (if individual): \_\_\_\_\_

ID No. (if Swazi Individual): \_\_\_\_\_

Passport No. (if non-Swazi Individual): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address : \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

### *Authorized Contact Person:*

Mr. /Mrs. /Ms.: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Designation: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_



# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## SECTION B – Details of Owner of the Project Responsible for Levy Payment

Surname (if individual)  
or /Company/Organization: \_\_\_\_\_

Given Names (if individual): \_\_\_\_\_

ID No. (if Swazi Individual): \_\_\_\_\_

Passport No. (if non-Swazi Individual): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address : \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

### *Authorized Contact Person:*

Mr. /Mrs. /Ms.: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Designation: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## SECTION C – Details of Project Managers

Surname (if individual)  
or /Company/Organization: \_\_\_\_\_

Given Names (if individual): \_\_\_\_\_

ID No. (if Swazi Individual): \_\_\_\_\_

Passport No. (if non-Swazi Individual): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address : \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

### *Authorized Contact Person:*

Mr. /Mrs. /Ms.: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Designation: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

**SECTION D - Work Discipline**

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

**SECTION E – Project Name and Location** *(Give name of project as it appears in the contract document/letter of award)*

Project Location: \_\_\_\_\_  
 \_\_\_\_\_

Town: \_\_\_\_\_

Region: \_\_\_\_\_

Inkhundla (if applicable) : \_\_\_\_\_

Name of Main Contractor: \_\_\_\_\_

Contractor CIC Registration Certificate No.: \_\_\_\_\_

**SECTION F – Details of All Consultancy Firms of Project**

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

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## SECTION G – Details of All Sub-Contractors (Domestic, Nominated or Selected)

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

## SECTION H – Details of All Suppliers

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

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

**SECTION I – Details of Project**

a)  New Project

b)  Ongoing Project

If ongoing project please state the percentage of works completed on the whole project as at **10<sup>th</sup> October, 2016**: \_\_\_\_\_%

**NB - Highly Important** (Mandatory Copies of Payment Certificates made for ongoing Projects should be submitted and a letter from the Project Manager confirming progress of project)

<b>Bid Reference</b>	
<b>Project Title</b>	
<b>Date of Award</b>	
<b>Brief Description of Project</b>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
<b>Proposed Commencement Date</b>	
<b>Proposed Completion Date</b>	
<b>Client's Name and Contact Details</b>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
<b>Contract Value Excluding Levy (€)</b>	
<b>Percentage Levy Payable</b>	
<b>Total Project Cost Including Levy (€)</b>	

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

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## Client Category

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

## Project Funders

Name the Project funders, e.g. government, private bank, international funders, etc. *(please state appropriate source of funding for the Project):*

---

## SECTION J – Levy Remitting 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 project undertaken. The Project Owner **may** remit the levy directly to the Council on behalf of the Main Contractor on agreement between both parties.

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

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

**IMPOTANT: Payment of the levy SHALL be required prior to the commencement of building works. The Levy shall be calculated on the basis of the total percentage payable on the total project cost.**

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## SECTION K - Checklist of Supporting Documentation

Provide the following documentation for all sections completed

	Supplied by contractor		Received (official use only)	
	Yes	No	Yes	No
<b>Mandatory Documents</b>				
• Contract Bill of Quantities (summary page)				
• Letter of Contract Award from Project Owner				
• Copies of payment certificates made for ongoing projects that commenced before 10 <sup>th</sup> October, 2016.				
• Letter from Project Manager confirming progress of on-going project as at 10 <sup>th</sup> October, 2016				
• 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				

# CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8

---

## SECTION L – 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 I/We no longer carry out any Construction Work in terms of our registration as Individual/Company/Organization I/we will notify the Construction Industry.

I/We \_\_\_\_\_ representing \_\_\_\_\_  
name name of company/organization

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

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: \_\_\_\_\_



**CONSTRUCTION PROJECTS AND LEVY ASSESSMENT REGISTRATION FORM – CICF 8**

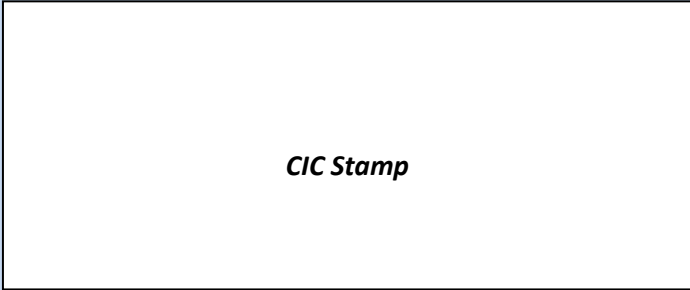
*For Official Use:*

Date of Receipt of Application:

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

Details Verified: Yes  No

Approved: : Yes  No



Signature of Approving Officer:.....