



Registration Guidelines

The Construction Industry Council is mandated to ensure that all companies and persons involved in construction in Eswatini are to be registered with the Council. The CIC Act No.14 of 2013, Section 27(1) states that a contractor shall not carry on business in the construction industry in Swaziland unless the contractor is registered under this Act. Therefore, the Council must keep and maintain a register for each category of persons engaged in the construction industry annually. During the current registration period, 03 April-30 June 2023, contractors will renew their existing CIC certificates, while others will register for the first time. These are the required registration documents for construction companies.



FOR A NEW SWAZI-OWNED COMPANY:

1. Certified copy of company registration
2. Certified copy of share certificate/ form C
3. Proof of Registration with the relevant Association
4. Certified from J
5. Certified current trading license with the relevant scope of work
6. Certified copies of Identity documents of shareholders
7. Academic qualification of technical staff or technical personnel
8. Proof of Payment of the prescribed fee

FOR A CERTIFICATE RENEWAL OF A SWAZI-OWNED COMPANY:

1. Proof of Registration with the relevant Association
2. Certified copy of Current Trading License
3. Proof of payments for outstanding levies
4. Proof of payments for renewal fees
5. Complete set of financial statements and balance sheet for grading categories B3 to B5; C3 to C5; E3; and M3
6. Audited financial statements will be required for higher categories, namely B1, B2; C1, C2; E1, E2; M1, M2.
7. Certificate or letter of completion of projects completed over three years if an upgrade is requested

FOR A NEW FOREIGN-OWNED COMPANY:

1. Certified copies of company registration documents
2. Certified copies of identity documents of directors
3. Certified academic qualification of technical staff
4. Proof of compliance with tax law
5. Proof of compliance with the provision of section 41 of the CIC Act No. 14 of 2013

FOR A CERTIFICATE RENEWAL OF A FOREIGN-OWNED COMPANY:

1. Proof of compliance with tax laws
2. Proof of payments for outstanding levies
3. Proof of payments of renewal fees
4. List of projects undertaken

THINGS TO DO WITH YOUR COMPLETED APPLICATION

- Double check that you have filled in all the required information required.
- Use the checklist at the end of your application form to ensure you have attached all the required supporting documents.
- Make a photocopy of the application form to keep for your records.
- Deliver your completed application form, proof of payments and supporting documentation to the CIC office for processing.

*NB: It is worth noting that issuing the CIC certificate takes **two working days** after delivering the application form and all supporting documents.*



All registration forms are available on www.cic.co.sz

