



cidb

Construction Industry Development Board
DEVELOPMENT THROUGH PARTNERSHIP

Application Form

Application for Contractor Registration

Grade 2 to 9

Instructions:

The next eight pages are intended as a guide. There are a total of six pages at the back of this form to be completed. When completing the application form:

- Print clearly, use black ink, and complete only the relevant parts, as described in Table A(i) & A(ii).
- Please submit the entire form to the cidb, even if you are not required to complete all sections.
- Photocopy any pages that do not have sufficient space or add a page for additional information.
- Applications without relevant supporting documentation will not be processed. See Checklist.
- For more information or assistance, please see our contact details on guidance page h.

Conditions for registration:

The contractor must:

- Confirm particulars provided in this form annually;
- Pay the relevant administration fee(s), as well as the stipulated annual fee;
- Notify the cidb of any change of particulars relating to an existing registration;
- Be free from any restrictions to tender;
- Comply with the Code of Conduct for All Parties Engaged in Construction Procurement, as published by the cidb in the Government Gazette no. 25656 of 2003 (also available at: www.cidb.org.za);
- Annually provide a valid, original tax clearance certificate, upon expiry of the previous certificate;
- Renew your cidb registration by paying an annual fee; and

Table A

Use the following tables to guide you on which sections to complete (please refer to Tables A(i) & A(ii) for guidance).

Table A(i)

Type of applications	What sections should you complete
New registrations <i>OR</i> 3 year renewal	All sections
Upgrades <i>OR</i> Additional classes of works	Sections: A, B, D, E, F, G, H & I

Table A(ii)

Section		Please submit the required documents for each of the sections applicable to your application	Contractors applying for the following grades		
			2	3 – 4	5 – 9
	Checklist	<ul style="list-style-type: none"> Checklist on page 1 	✓	✓	✓
A	Type of application	<ul style="list-style-type: none"> Application form 	✓	✓	✓
B	About your enterprise	<ul style="list-style-type: none"> Company registration documents Identity documents Tax Clearance Certificate 	✓	✓	✓
C	Potentially emerging	<ul style="list-style-type: none"> Copies of certified share certificates if owned by a company Copy of Trust Deed if owned by a Trust 	✓	✓	✓
D	Determining financial capability	<ul style="list-style-type: none"> Financial statements for the two year immediately preceding the application SARS VAT 201 forms with a corresponding VAT Statement of Account <i>OR</i> stamped business bank statements for verification of turnover for the period in question (NOT compulsory for audited financial statements) Proof of financial sponsorship (if applicable) 	✗	✓	✓
D(i)	Best annual turnover		✗	✓	✓
D(ii)	Available capital		✗	✓	✓
E(i)-(iii)	Track record	<ul style="list-style-type: none"> Track record: Award, completion and final payment 	✓	✓	✓
E(iv)	Transfer of Records	<ul style="list-style-type: none"> <i>If applying for records to be transferred from one entity to another – refer to Regulations 11(4), (4A) and (4B).</i> 	✓	✓	✓
F	Electrical Engineering EB	<ul style="list-style-type: none"> Electrical Contractors Certificate - <i>if applying for EB</i> 	✓	✓	✓
G	Contractor grading designation	<ul style="list-style-type: none"> Section G on page 5 	✓	✓	✓
H	Contractor grading designation fees payable	<ul style="list-style-type: none"> Proof of payment 	✓	✓	✓
I	Declaration	<ul style="list-style-type: none"> Application Form 	✓	✓	✓

Table B**Classes of Construction Works**

Defi	Basic Works Types	Examples
Civil Engineering (CE)		
Construction Works primarily concerned with materials such as steel, concrete, earth and rock and their application in the development, extension, installation, maintenance, removal, renovation, alteration, or dismantling of building and engineering infrastructure.	Water, sewerage, roads, railways, harbours and transport, urban development and municipal services.	<ul style="list-style-type: none"> Structures such as cooling tower, bridge culvert, dam, grand stand, road, railway, reservoir, runway, swimming pool, silo or tunnel. The results of operations such as dredging, earthworks and geotechnical processes. Township services, water treatment and supply, sewerage works, sanitation, soil conservation works, irrigation works, storm-water and drainage works, coastal works, ports, harbours, airports and pipelines.
Electrical Engineering Works – Building (EB)		
Construction Works that are primarily concerned with the installation, extension, modification or repair of electrical installations in or on any premises used for the transmission of electricity from a point of control to a point of consumption, including any article forming part of such an installation.	All electrical equipment forming an integral and permanent part of buildings and/or structures, including any wiring, cable jointing and laying and electrical overhead line construction.	<ul style="list-style-type: none"> Electrical installations in buildings. Electrical reticulations within a plot of land (erf) or building site. Standby plant and uninterrupted power supply. Verification and certification of electrical installations on premises.
Electrical Engineering Works – Infrastructure (EP)		
Construction Works that are primarily concerned with development, extension, installation, removal, renovation, alteration or dismantling of engineering infrastructure: a) relating to the generation, transmission and distribution of electricity; or b) which cannot be classified as EB.	Electrical power generation, transmission, control and distribution equipment and systems.	<ul style="list-style-type: none"> Power generation. Street and area lighting. Substations and protection systems. Township reticulations. Transmission lines.
General Building Works (GB)		
Construction Works that: a) are primarily concerned with the development, extension, installation, renewal, renovation, alteration, or dismantling of a permanent shelter for its occupants or contents; or b) cannot be categorised in terms of the definition provided for civil engineering works, electrical engineering works, mechanical engineering works, or specialist works.	Building and ancillary works other than those categorised as: <ul style="list-style-type: none"> Civil engineering works; Electrical engineering works; Mechanical engineering works; Specialist works. 	<ul style="list-style-type: none"> Buildings for domestic, industrial, institutional or commercial occupancies. Car ports. Stores. Walls.
Mechanical Engineering Works (ME)		
Construction Works that are primarily concerned with the development, extension, installation, removal, alteration, renewal of engineering infrastructure for gas transmission and distribution, solid waste disposal, heating, ventilation and cooling, chemical works, metallurgical works, manufacturing, food processing and materials handling	<ul style="list-style-type: none"> Machine systems including those relating to the environment of building interiors Gas transmission and distribution systems Pipelines Materials handling, lifting machinery, heating, ventilation and cooling, pumps Continuous process systems, chemical works, metallurgical works, manufacturing, food processing such as that in concentrator machinery and apparatus, oil and gas wells, smelters, cyanide plants, acid plants, metallurgical machinery, equipment and apparatus, and works necessary for the benefit of metals, minerals, rocks, petroleum and organic substances or other chemical processes 	<ul style="list-style-type: none"> Air-conditioning and mechanical ventilation Boiler installations and steam distribution Central heating Centralised hot water generation Compressed air, gas and vacuum installations Conveyor and materials handling installations Continuous process systems involving chemical works, metallurgical works, oil and gas wells, acid plants, metallurgical machinery, equipment and apparatus, and works necessary for the benefit of metals, minerals, rocks, petroleum and organic substance and other chemical processes Dust and sawdust extraction Kitchen equipment Laundry equipment Refrigeration and cold rooms Waste handling systems (including compactors)

Specialist Works

SB	The extension, installation, repair, maintenance or renewal, or removal of asphalt.	SJ	The development, installation, removal, or dismantling, as relevant, of piles and other specialised foundations for buildings and structures.
SC	The development, extension, installation, removal and dismantling, as relevant, associated with building excavations, shaft sinking and lateral earth support.	SK	The installation, renewal, removal, alteration or dismantling, as relevant, of road markings and signage.
SD	The development, extension, installation, repair, renewal, removal or alteration of corrosion protection systems (cathodic, anodic and electrolytic).	SL	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of structural steelwork and scaffolding.
SE	Demolition of buildings and engineering infrastructure and blasting.	SM	Timber buildings and structures.
SF	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of fire prevention and protection infrastructure (drencher and sprinkler systems and fire installation).	SN	The extension, installation, repair, maintenance, renewal, removal, renovation or alteration, as relevant, of the waterproofing of basements, roofs and walls using specialist systems.
SG	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of glazing, curtain walls and shop fronts.	SO	The development, extension, installation, renewal, removal, alteration, or dismantling or demolition of water installations and soil and waste water drainage associated with buildings (wet services and plumbing).
SH	The development, extension, installation, maintenance, renewal, removal, alteration or dismantling, as relevant, of landscaping, irrigation and horticultural works.	SQ	The development, extension, installation, repairs, dismantling of precast walls, installation of wire perimeter fencing, diamond perimeter fencing, palisade steel fencing with posts and stay at intervals.
SI	The development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration or dismantling of lifts, escalators, travellers and hoisting machinery.	Note: For the Electrical Engineering (EB) class of construction works the applicant must submit an originally certified and signed electrical contractor's certificate issued in the name of the enterprise, by the Department of Labour.	

How contractor grading designations are determined

- Your **contractor grading designation** is determined by your **financial capability** and your **works capability**.
- Your **financial capability** relates to your financial history (turnover), and the amount of working capital you can muster to sustain a contract, i.e. **available capital**. Available capital is the sum of total equity, retained income, shareholders or member's loans and any form of acceptable financial sponsorship.
- Your **works capability** is determined by the largest contract you have undertaken and completed in your class of construction works (completed during the 5 years immediately preceding the application).
- Your **contractor grading designation** will be used by Government (national, provincial, municipal and state owned enterprises) to qualify your tender to be considered for a particular construction works contract. For example: if you are registered as a 5CE, you will be considered for public sector civil engineering works contracts of a value not exceeding R6.5 million. You may register for different classes of works, for example, you may be registered as a 5CE and as an 8ME. This means that you will also be considered for public sector mechanical engineering works contracts of a value not exceeding R130 million.
- The records of one entity may be transferred to that of another entity and treated as if it were the same for the purposes of assessment where:**
 - the first contractor being a sole proprietor, partnership or trust who establishes a Company or Close Corporation in terms of the Companies Act, 2008 or the Close Corporations Act, 1984;
 - a change of name of a company;
 - the reconstruction of a company;
 - the amalgamation of companies;
 - the takeover of a company;
 - the conversion of a company to a close corporation in terms of section 27 of the Close Corporations Act, 1984; or
 - a change in membership or members' interests of a close corporation.
- When appointing an accountant to compile financial statements for your company, please ensure that the accountant is registered with the relevant accounting body. Some of the registration bodies include:
 - SAICA- The South African Institute of Chartered Accountants www.saica.co.za
 - IRBA – (previously PAAB) – Independent Regulatory Board of Auditors www.irba.co.za
 - ICSA – The South African Institute of Chartered Secretaries and Administrators www.icsa.co.za
 - ACCA – The Association of Chartered Certified Accountants www.acca.org.za
 - CIMA – Chartered Institute of Management Accountants www.cimaglobal.com
 - SAIPA – South African Institute of Professional Accountants www.saipa.co.za
 - ICB – Institute of Certified Bookkeepers www.icb.org.za
 - IACSA – Institute of Administration and Commerce www.iacsa.co.za
 - SAIBA – Southern African Institute for Business Accountants www.saiba.org.za

Determining Financial Capability

The specific requirements that need to be satisfied in respect of the contractor grading designation being applied for, depending on the contractor grading designation applied for, financial capability will be determined from:

- best turnover from the two financial years immediately preceding the application;
- the available capital that you are able to mobilise;
- the contractor must satisfy all the criteria relating to financial capability.

Table C

Determining Works Capability

The specific requirements that you need to satisfy in respect of the contractor grading designation applied are:

Designation	Financial and Works Requirements
Grade 2	Must have completed a contract with the value of not less than R130 000.
Grade 3	Must have completed a contract with the value of not less than R450 000 and either have best turnover not less than R1 000 000 or have available capital not less than R100 000.
Grade 4	Must have completed a contract with the value of not less than R900 000 and either have best turnover not less than R2 000 000 or have available capital not less than R200 000.
Grade 5 and higher	Must have works and financial capability not less than that tabulated in Table C(i) below, for the contractor grading designation applied for.

Table C(i)

Determining Financial Capability

Designation	Upper limit of tender value range	Best annual turnover	Largest contract	Available capital
2	R650 000	–	R130 000	–
3	R2 000 000	R1 000 000	R450 000	R100 000
4	R4 000 000	R2 000 000	R900 000	R200 000
5	R6 500 000	R3 250 000	R1 500 000	R650 000
6	R13 000 000	R6 500 000	R3 000 000	R1 300 000
7	R40 000 000	R20 000 000	R9 000 000	R4 000 000
8	R130 000 000	R65 000 000	R30 000 000	R13 000 000
9	No limit	R200 000 000	R90 000 000	R40 000 000

*NB: A complete set of financial statements is required for grading designation 3 to 9 accompanied by SARS VAT 201 forms with a corresponding VAT Statement of Account OR stamped business bank statements for the period in question for verification of turnover as stated on the financial statements (NOT compulsory for audited financial statements but may be requested where necessary).

Management Financial statements are not acceptable, however interim Financial Statements will be accepted

The available capital is calculated by adding any financial sponsorships to the sum of the net asset value of a contractor as indicated on the contractor's financial statements, subject to the contribution made by financial sponsorships to available capital being limited to the values provided in Table C(ii) (NAV & Sponsorship).

A financial sponsorship must be a collectable financial guarantee by one person to another, (the beneficiary)

- for a determined amount;
- to support operations of the contractor concerned in order to complete projects;
- available to the beneficiary;
- If applicable, in a form acceptable to any financial institution in South Africa as defined in the Financial Services Board Act, 97 of 1990; and
- If not provided by a financial institution, to an amount which does not exceed 15% of the sponsor's net asset value as determined from the sponsor's latest financial statement.

Table C(ii)

Determining the Maximum Contribution of Sponsorship to Available Capital (AC)

Sponsor Type	Maximum contribution of sponsorship to available capital	
	Designation	Amount
cidb registered contractor (with excess available capital) or	3	R100 000
	4	R200 000
	5	R650 000
Company with more than 50% shareholding in applicant (may sponsor up to 100% of the required AC)	6	R1 300 000
	7	R4 000 000
	8	R13 000 000
	9	R40 000 000
Company with 25% or more shareholding in applicant (may sponsor up to 75% of the required AC)	3	R75 000
	4	R150 000
	5	R487 500
	6	R975 000
	7	R3 000 000
	8	R9 750 000
Company with less than 25% shareholding in applicant (may sponsor up to 50% of the required AC)	9	R30 000 000
	3	R50 000
	4	R100 000
	5	R325 000
	6	R650 000
	7	R2 000 000
	8	R6 500 000
	9	R20 000 000

Table D

Largest contract executed in the last five years

Designation	Works capability	
	Maximum value of contract that a contractor is considered capable of performing	Largest contract completed, during the 5 years immediately preceding the application, in the class of construction works applied for
2	R650 000	R130 000
3	R2 000 000	R450 000
4	R4 000 000	R900 000
5	R6 500 000	R1 500 000
6	R13 000 000	R3 000 000
7	R40 000 000	R9 000 000
8	R130 000 000	R30 000 000
9	No limit	R90 000 000

Important notes when submitting Track record

- **Letter of Award:** An award letter must be on a letterhead of the client, must be addressed to the contractor who was awarded the contract and must include the tender/service order number and the contract amount. The award letter must be signed and dated by an official from the client.
 - **Subcontracting work** must be accompanied by a sub-contract agreement.
 - **Joint Venture** work must be accompanied by the Joint Venture agreement.

Please note that track record equating to substantial **Supply of Materials, Provision of Labour and Plant Hire** will not be accepted as Track Record for cidb registration.

- **Certificate of Completion:** The Certificate of Completion must be on a letterhead of the client, must be addressed to the contractor who was awarded the contract and must include the tender/service order number and the contract amount. The Letter of Completion must be signed and dated by an official from the client.

- **Certificate of Payment:** The Final Payment Certificate must indicate the contract value and must be on a letterhead of the client. It must be addressed to the contractor using the track record and must include the tender/service order number. The Final Payment Certificate should include all part payments made and must be signed and dated by an official from the client. For public sector track record the payment stubs from the financial systems used by the public sector client (e.g. BAS) will be accepted.

Note: If track record was a subcontract or from a private sector client, the contractor’s supporting bank statements must be provided reflecting the payments received from the client into the company account. The bank statements must correlate with the initial value of the project award and must be stamped by the bank.

Potentially Emerging Enterprises

A registered, potentially emerging contractor may be awarded a contract at one level higher than the enterprise’s registered contractor grading designation, if the client or employer:

- Is satisfied that such a contractor has the potential to develop and qualify to be registered in that higher grade; and
- Ensures that financial, management or other support is provided - in the context of a targeted development programme – to enable the contractor to successfully execute that contract.

Joint Ventures

- A joint venture is a grouping of two or more contractors who jointly undertake to perform a construction works contract.
- Any enterprise that tenders or enters into a contract for construction works with the public sector, must be registered. Once-off joint ventures do not have to register. Each partner of the joint venture must be separately registered and the lead partner must have a contractor grading designation not lower than one level below the required grading designation in the class of construction works under consideration.
- The contractor grading designation for a once-off joint venture is assessed by the client, based on:
 - the sum of the best annual turnover of all the members of the joint venture;
 - the sum of the available capital of all the members of the joint venture; and
- The cidb has developed a calculator to enable assessment of joint ventures. This calculator is available on the cidb website at www.cidb.org.za.

Notwithstanding any calculation, the following partnerships amongst registered contractors are deemed to satisfy the contractor grading requirements for a joint venture in the following designations:

Table E

Joint Venture Combinations

Joint Venture combinations to achieve a higher combined grade (deemed to satisfy joint venture arrangements)	Grade achieved by the Joint Venture
Three Grade 2 contractors	3
Three Grade 3 contractors	4
Two Grade 4 contractors <i>or</i> One Grade 4 and Two Grade 3 contractors	5
Two Grade 5 contractors <i>or</i> One Grade 5 and Two Grade 4 contractors	6
Two Grade 6 contractors <i>or</i> One Grade 6 and Two Grade 5 contractors	7
Three Grade 7 contractors	8
Three Grade 8 contractors	9

* For other Joint Venture Combinations, refer to the Joint Venture calculator on the cidb website

Contractor Registration Fees

Table F

Fees for different types of applications

Fees payable	New applications	Update to an existing registration		Three yearly renewal
		Annual confirmation of particulars	Amendment to category of registration	
Administration Fee (non refundable)	Payable for each class of works	Not payable	Payable for each class of works being upgraded or added	Payable for each class of works
Annual Fee	Payable for highest grading designation only	Payable for highest grading designation only	Pro-rata annual fee: difference payable for higher grading designation	Payable for highest grading designation only

Table G

Calculating Fees Payable

Contractor Grading Designation	Upper limit of tender value range designation	Administration/Renewal fee in respect of each grade applied for	Annual fees payable in respect of the highest contractor grading designation
2	R650 000	R450	R250
3	R2 000 000	R750	R350
4	R4 000 000	R750	R900
5	R6 500 000	R750	R1 750
6	R13 000 000	R750	R3 500
7	R40 000 000	R750	R9 000
8	R130 000 000	R750	R29 000
9	No limit	R750	R55 000

Example: Calculating Fees

A contractor applies for 2GB and 8CE. The contractor will be required to pay the following fees:

Table H

Example – Calculating Fees Payable

Tender value range	Class of construction works	Admin fee payable
2	GB	R450
8	CE	R750
Sub-total		R1 200
Plus annual fee (determined by highest tender value range applied for)		R29 000
Total due (total admin plus annual fee)		R30 200

Payment

By Electronic Transfer or Bank Deposit. Our bank details are as follows:

Account name:	IZWELISHA BEE VERIFICATION AGENCY (PTY) LTD	Account number:	4094005545
Bank:	ABSA	Bank code:	632005
Branch:	ABSAZAJJ	Account Type:	Current Account

Note: Please use your enterprise name as the reference when making payment. Contractors already registered with the cidb, should please use their cidb registration number (CRS number) as the reference.

Please note that the cidb does not accept cash payments and cheques over the counter.

Checklist

Use the Checklist to make sure that you are submitting all the required supporting information. If you are not required to complete a specific section of the form, you are also not required to submit the required supporting documentation.

What to do with your completed application

- Double check that you have filled in all the required information correctly.
- Use the checklist on page 1 to make sure that you have attached all the required supporting documentation.
- Make a photocopy of the application to keep for your own records.
- Deliver your completed application, along with proof of payment and supporting documentation to the applicable address below:

cidb Provincial Office

Gauteng Pretoria	Western Cape Cape Town	Eastern Cape Bisho
SABS Campus, Blocks N + R, No 2 Dr Lategan Road, Groenkloof, Pretoria, 0001	4 Dorp Street Cape Town 8000	Department of Public Works, Qhasana Building, Independence Avenue, Bisho, 2485
cidbgbp@cidb.org.za	cidbwc@cidb.org.za	cidbec@cidb.org.za
Northern Cape Kimberley	Free State Bloemfontein	KwaZulu-Natal Durban
Regional Department of Roads & Public Works, 45 Schmidtsdrift Road, Kimberley, 8301	Department of Public Works, Medfontein Building, Ground Floor, St. Andrews St, Bloemfontein, 9300	Department of Public Works, 428 Blinkbonnie Road, Mayville, Durban, 4000
cidbnc@cidb.org.za	cidbfs@cidb.org.za	cidbkzn@cidb.org.za
Limpopo Polokwane	North West Mahikeng	Mpumalanga Nelspruit
Department of Public Works, Works Tower Building, First Floor, 43 Church Street, Polokwane, 0700	Department of Public Works, Old Parliament Building, Modiri Molema Rd, Gate House, Mmabatho	Nelcity Building, Office No G15, Corner Samora Machel & Paul Kruger, Nelspruit, 1200
cidblp@cidb.org.za	cidbnw@cidb.org.za	cidbmp@cidb.org.za

cidb CONTACT NUMBER

086 100 2432

FRAUD HOTLINE

Toll free number: 0800 11 24 32

Toll free facsimile: 088 012 644 8084

Checklist for supporting documentation

Provide the following supporting documentation only for those sections you had to complete. (See Table A(i) & A(ii) on Guidance page a for guidance on required sections to be completed).

	Supplied by contractor		Received (office use only)	
	Yes	No	Yes	No
SECTION B(i): Enterprise Particulars				
Close Corporation (latest CK1/CK2)				
Company:				
• Certificate of Incorporation (CM1)/CoR 14.3				
• List of all active directors (CM29)/CoR 39				
• Share certificates (must be originally certified by Commissioner of Oaths). The validity period of certification is three months.				
• All name change certificates (CM9) (if applicable)				
Partnership (partnership agreement)				
Trust (a copy of the trust deed or JM21)				
Co-operatives – CR 10 (Certificate of Incorporation). A list of all directors in a table format with their names, surnames, ID numbers, addresses and signed by all				
SECTION B(ii): Principals and Ownership/Interest				
Attach originally certified copies of Identity Documents. The validity period for certification is 3 months. (Must be certified by Commissioner of Oaths). For external Companies, originally notarised copy of passport.				
SECTION B(iii): Tax Clearance Certificate				
Attach valid and original Tax Clearance Certificate				
SECTION D: Financial Requirements				
Attach a complete set of financial statements (compliant with IFRS or IFRS for SMEs) for the 2 financial years immediately preceding the application (Attach SARS VAT 201 forms and VAT Statement of Account OR stamped business bank statements for verification of turnover for the period in question)				
• Public/Private company – as per the provision of Companies Act No. 71 of 2008 as amended				
• Trust – as per the provision of Companies Act No. 71 of 2008 as amended				
• Close Corporation – as per the provision of the Close Corporation Act No. 69 of 1984 as amended				
• Partnership – as per the provision of Companies Act No. 71 of 2008 as amended				
• Co-operatives – as per the provision of Co-op Act No. 14 of 2005 as amended				
• Sole Traders – compiled by a Bookkeeper or Accounting Officer				
SECTION D (i): Available Capital				
Description and proof of financial sponsorship(s)				
• Registered financial institution sponsorship OR				
• If sponsor is a not a financial institution please attach the sponsors latest set of financial statements (compliant with IFRS) and				
• Letter of sponsorship undertaking in the form of a members resolution from a Close Corporation OR a board resolution from the sponsoring company				
SECTION E: Track Record				
For each class of works applied for, attach copies of:				
• Letter of award on a letterhead of the client and addressed to contractor, signed and dated				
• Certificate of completion; and				
• Final payment certificate indicating the contract value. Maintenance contractors must provide latest payment certificate and a confirmation letter from the client/consultant indicating the value of work done to date.				
• Joint Venture agreement (if applicable);				
• Sub-contract agreement and corresponding stamped bank statements.				
• Private Sector Contract – Purchase Orders, Contract Agreement, Tax Invoices and corresponding stamped bank statements.				
• Projects with more than one Class of Work – Submit a breakdown showing the value of each class of work applied for (breakdown must be on client's or consultant's letterhead and signed)				
SECTION E(iv): Transfer of Records				
Attach particulars of change as per Regulations 11 (4), (4A) and (4B)				
SECTION F : Requirements for Registration in Electrical Engineering for EB class of works				
Attach originally certified and signed copy of the enterprise's valid Electrical Contractor's Certificate *NB: (The validity period for certification is 3 months) (Must be certified by Commissioner of Oaths)				
SECTION H: Payment of Fees				
Attach proof of payment (please use your company name or CRS number as the reference number when making payment)				
SECTION I: Declaration				
Ensure that the declaration is signed				

* Please ensure that all documents are submitted in English. All documents not in English must be translated. Foreign documents must be translated and originally notarised.

Section A

Type of application (please indicate with an "x")

cidb Registration Number (for registered contractors): _____

- New Application for registration
 Addition of a class of works
 Upgrade of class of work status
 3 year renewal

Section B

About your Enterprise

SECTION B(i): Enterprise Particulars and Banking Details

Name of Enterprise: _____

Trading as: _____

Account name:		Account number:	
Bank:		Bank code:	
Branch:		Account Type:	

Type of Enterprise (please indicate with an "x")

- Public Company
 Private Company
 Close Corporation
 Sole Proprietor
 Partnership
 Section 21 Company
 Cooperatives
 Other: _____

Date enterprise registered: _____

Enterprise registration number: _____

Physical Address: _____ Postal Address: _____

_____ Code: _____ Code: _____

Province: _____ Province: _____

Contact Person

Title: _____ Initials: _____ Surname: _____

Designation: _____ Email: _____

Telephone: (____) _____ Fax: (____) _____ Cell: _____

SECTION B(ii): Principals and Ownership/Interest

Complete details for each principal in the Enterprise and attach copy of Identity Document for each (see page 1: Checklist). A principal is a partner in a partnership, a sole proprietor, a director in a company or a member of a close corporation.

Note: Use separate list if necessary.

Initials and Surname	Identity Number	RSA Citizen		Black		Gender		% of work time devoted to enterprise	% of shares or interest held	% voting rights
		Y	N	Y	N	M	F			

SECTION B(iii): Tax Clearance Certificate

Tax Clearance Certificate Number: _____

Approved date: _____ Expiry date: _____

Section C

Registration as a Potentially Emerging Enterprise

Please complete section C(i) below in order to be considered for potentially emerging enterprise status (see Guidance page “f”). “Emerging Enterprise” means an enterprise which is owned, managed and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.

SECTION C(i): Management Decisions and Control

State the name of previously disadvantaged principals responsible for day to day management decisions and indicate with an “X” which activities they are responsible for.

Name	Manage assets	Authority to manage daily operations of the Enterprise	Authority to determine management of company policies	Financial Authority

SECTION C(ii): B-BBEE Status “OPTIONAL”

B- BBEE STATUS: _____ Date of Certification: Expiry Date:
 (Attach proof of B-BBEE Certification.)

Section D

Determining Financial Capability

SECTION D(i): Validation of Accounting Officer

Designated Accounting Officer: _____

Registered Address: _____

Practice Number: _____ Accounting Body: _____

NB. Application will be deemed non-compliant if financial statements were not compiled by the Designated Accounting Officer.

SECTION D(ii): Available Capital

Attach financial statements for the 2 financial years immediately preceding the application and, if applicable, the description and proof of financial sponsorship (see Checklist).

Financial Value of sponsorship(s) if any: R _____

Indicate the nature of your relationship with the sponsor(s): _____

Section E

Track Record

Provide contract details of the largest construction works contract completed during the 5 years immediately preceding the application. Attach copies of Letter of Award, Certificate of Completion and final Payment Certificate indicating the contract value. If applicable; contractors undertaking ongoing maintenance projects should submit copies of the Letter of Award and the latest progress payment certificate indicating the value of works completed to date (see Checklist.)

Make copies of SECTION E for each class of construction works applied for.

SECTION E(i): Particulars of Employer who commissioned the Works

Provide the following information on the Employer for whom the contract was performed.

Employer: _____

Employer's Contact Person: Title: _____ Initials: _____ Surname: _____

Telephone: (_____) _____ Cell: _____

SECTION E(ii): Particulars of Contract Administrator

Person responsible for administering the contract on behalf of the employer, e.g.: Principal Agent, Consulting Engineer, Architect, Project Manager, Construction Manager, etc.

Title: _____ Initials: _____ Surname: _____

Organisation: _____

Telephone: (_____) _____ Fax: (_____) _____

Cell: _____ Email: _____

SECTION E(iii): Contract Information

Contract Title: _____ Employer's Contract No: _____

Description of Contract: _____

Indicate the class of works to which the track record is applicable. Please indicate with an "X".

- | | | |
|---|---|--|
| <input type="checkbox"/> General Building | <input type="checkbox"/> Electrical Engineering Infrastructure (EP) | <input type="checkbox"/> Civil Engineering |
| <input type="checkbox"/> Mechanical Engineering | <input type="checkbox"/> Electrical Engineering Building (EB) | <input type="checkbox"/> Specialist Works |

Specify which class of specialist works: _____

Contractor Sub Contractor Joint Venture Partner Were you involved as: Main

Total value of your share of the contract, including VAT: R _____

_____ Please indicate % share of Joint Venture: _____

_____ (Please attach the Joint Venture Agreement) Contract

Award Date: _____ Practical Completion Date: _____

Province: _____ Municipality: _____

Note: If Sub-Contractor: Attach Sub-contract Agreement and proof of payment in the form of bank statement copies reflecting receipts of payment(s) for the particular contract.

SECTION E(iv): Transfer of Records

The records of one entity may be transferred to that of another entity (refer to Guidance page “c”).
Attach particulars of changes (see Checklist).

If this contract was performed by you, but in the name of a different entity, please tick here:

What was the nature of your relationship with the previous entity? _____

If you need to have the records of your entity to be transferred to your application, please tick here:

Please provide details of the transfer: _____

SECTION F

Requirement for Registration in Electrical Engineering

(Applicable to contractors applying for EB Class of Works)

Attach an originally certified and signed copy of the Electrical Contractor’s certificate issued in the name of the enterprise applying for registration with the cidb (see Section I: Checklist).

Registration Number: _____ Expiry Date: _____

Section G

Application for Contractor Grading Designation and Fees Payable

Indicate the contractor grading designation(s) that you are applying for. The cidb will register you in the contractor grading designation(s) that you qualify for, based on the information provided to the cidb.

(Please see Guidance Pages “g” and “h” for information and an example of how to determine the fees you must pay.)

Contractor grading designation applied for		
Tender value range applied for e.g. 3	Class of construction works applied for e.g. CE	Admin fee payable (non-refundable) Payable for each class of works applied for, including when existing classes of works are updated (determined by the tender value range applied for).
Total admin fee (Add all admin fees payable to get sub-total)		
Plus Annual Fee (Determined by the highest tender value range applied for)		
Total Due (Total admin plus annual fee)		

Note: The administration fee is payable for each class of works applied for and is non-refundable.

Section H
Method of Payment

How are you paying?

Electronic Funds Transfer Speed Point Direct Deposit

Attach proof of payment (see Checklist).

- Note:**
- Please use your enterprise name as the reference when making payment.
 - Contractors already registered with cidb, should please use their cidb registration number (CRS number) as the reference.
 - Cash and Cheque payments will not be accepted over the counter and via post/courier.

Section I
Declaration by contractor

Please tick the box if you consent to the sharing of financial information supplied to the cidb with an approved and authorised financial services provider.

In support of facilitating access to finance for contractor growth and development, I hereby authorise the cidb to disclose financial information to an approved and authorised financial services provider upon request for such.

I, the undersigned, hereby:

- **declare that:**
 - I am duly authorised to sign this application on behalf of the enterprise;
 - The information furnished, as well as all documentation submitted in support of this application, is true and correct in every respect; and have been lawfully obtained;
 - The enterprise will abide by the Code of Conduct for All Parties Engaged in Construction Procurement, as published by the cidb in the Government Gazette no. 25656 of 2003 (also available at: www.cidb.org.za);
 - Neither the name of the enterprise or the name of any partner, member, director, manager or person, who wholly or partly exercises, or may exercise, control over the enterprise, appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
 - No partner, member, director, manager or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
 - I will provide to the cidb any additional information that may be required with regards to this application.
- **understand that:**
 - Registration is subject to the conditions referred to on the front cover of this form;
 - Incomplete applications result in delays in processing;
 - Applications without relevant supporting documentation will not be processed;
 - The administration fee payable per class of works applied for is non-refundable;
 - The cidb will grade my enterprise based on the information provided;
 - False information provided or a false declaration is a punishable offence in terms of the cidb ACT, Regulations and other applicable laws.
- **authorise:**
 - The cidb to verify the information supplied in this form;
 - The cidb to publicly display my contractor grading designation.

Enterprise Name: _____

Signature: _____ Date:

Designation: _____ Print Name: _____

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Pretoria
SABS Campus, Blocks N + R
No 2 Dr Lategan Road
Groenkloof, Pretoria, 0001

Western Cape Provincial Office
Cape Town
4 Dorp Street, Cape Town, 8000

Eastern Cape Provincial Office
Bisho
Dept of Public Works, Qhasana
Building, Independence Avenue
Bisho, 2485

Northern Cape Provincial Office
Kimberley
Regional Dept of Roads & Public Works
45 Schmidtsdrift Road, Kimberley, 8301

Free State Provincial Office
Bloemfontein
Dept of Public Works, Medfontein
Building, Ground Floor, St. Andrews St
Bloemfontein, 9300

KwaZulu-Natal Provincial Office
Durban
Dept of Public Works
428 Blinkbonnie Road
Mayville, Durban, 4000

Limpopo Provincial Office
Polokwane
Dept of Public Works, Works Tower
Building, First Floor, 43 Church Street
Polokwane, 0700

Mpumalanga Provincial Office
Nelspruit (Mbombela)
Nelcity Building, Office No G15
Corner Samora Machel & Paul Kruger
Nelspruit, 1200

North West Provincial Office
Mahikeng
Dept of Public Works, Old Parliament
Building, Modiri Molema Rd
Gate House, Mmabatho

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