

Application for  
Contractor Registration

# Grade 1

## Section A Type Of Application Please indicate with an "X"

New Application

Three Year Renewal  **cidb** registration number: \_\_\_\_\_

## Section B About Your Enterprise

Name of Enterprise: \_\_\_\_\_

Trading as: \_\_\_\_\_

### Type of Enterprise Please indicate with an "X"

Public Company  Private Company  Close Corporation

Sole Proprietor  Partnership  Section 21 Company  Other  (Please specify): \_\_\_\_\_

Date Enterprise Registered: \_\_\_\_\_ Date operations started: \_\_\_\_\_

Company/ CC Registration Number: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_ \_\_\_\_\_ Code: \_\_\_\_\_

### Contact Person

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_

Designation: \_\_\_\_\_ email: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell: \_\_\_\_\_

### Bank Details

Bank Name: \_\_\_\_\_ Branch Name: \_\_\_\_\_ Branch Code: \_\_\_\_\_

Account Holder's Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type: Please indicate with an "X" Current  Savings  Cheque  Other: specify \_\_\_\_\_

### Principles and Ownership/Interest

Complete details for each principal in the Enterprise and attach copy of Identity Document for each. (See Section F: Checklist).

A principal is a partner in a partnership, a sole proprietor, a director in a company or a member of a close corporation. Black includes Africans, Indians and Coloureds.

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

## Section C Registration As A Potentially Emerging Enterprise

"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.

### Management Decisions and Control

State the names of previously disadvantaged principals responsible for day to day decisions and indicate with an "X" which activities they are responsible for.

Name	Payment Authorization & Cheque signing	Signing & co-signing for loans	Acquisition of lines of credit	Sureties	Major purchases or acquisitions	Signing contracts	Supervision of personnel

## Section D For Registration In Electrical Engineering

Do you possess a valid electrical contractor's license issued by the Electrical Contractor's Board of SA? YES  NO

Attach certified copy of Electrical Contractor's License, issued in the name of the enterprise. (See Section F: Checklist)

Registration Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## Section E Fees Payable

Code	Class of Construction Works	Fees Payable	Please Mark
GB	General Building	R 450.00	<input type="checkbox"/>
CE	Civil Engineering	R 450.00	<input type="checkbox"/>
EE	Electrical Engineering	R 450.00	<input type="checkbox"/>
ME	Mechanical Engineering	R 450.00	<input type="checkbox"/>
SA	Alarms, security & access control systems	R 450.00	<input type="checkbox"/>
SB	Asphalt works (supply & lay)	R 450.00	<input type="checkbox"/>
SC	Building Excavations, shaft sinking, lateral earth support	R 450.00	<input type="checkbox"/>
SD	Corrosion protection( cathodic, anodic & electrolytic)	R 450.00	<input type="checkbox"/>
SE	Demolition and blasting	R 450.00	<input type="checkbox"/>
SF	Fire prevention & protection systems	R 450.00	<input type="checkbox"/>
SG	Glazing, curtain walls & shop fronts	R 450.00	<input type="checkbox"/>
SH	Landscaping, irrigation & horticultural works	R 450.00	<input type="checkbox"/>
SI	Lifts, escalators & travellers (installation, commissioning & maintenance)	R 450.00	<input type="checkbox"/>
SJ	Piling & specialised foundations for buildings & structures	R 450.00	<input type="checkbox"/>
SK	Road markings & signage	R 450.00	<input type="checkbox"/>
SL	Structural steelwork fabrication & erection	R 450.00	<input type="checkbox"/>
SM	Timber buildings & structures	R 450.00	<input type="checkbox"/>
SN	Waterproofing of basements, roofs & walls using specialist systems	R 450.00	<input type="checkbox"/>
SO	Water supply & drainage for buildings (wet services, Plumbing)	R 450.00	<input type="checkbox"/>

**Total fees payable:** R \_\_\_\_\_  
 How are you paying?  Cash Deposit \*  Credit / Debit Card  Electronic Funds Transfer

**cidb Account Details**  
**Bank:** Standard Bank **Branch :** Menlyn **Account Type :** Current Account **Account Number:** 03 224 3464  
**Branch Code:** 01-23-45-15 **Account Name:** Construction Industry Development Board  
 \* Please note that the cidb does accept cash payments. Cash deposits may be transferred into this cidb account

## Section F Checklist For Supporting Documentation

Please provide the following supporting documentation

	Supplied by Contractor	Received (OFFICE USE ONLY)
• For Company/ Close Corporation: Certificate of Incorporation & most recent name change. Company: Shareholder certificates	<input type="checkbox"/>	<input type="checkbox"/>
• For Trusts: a copy of the trust deed	<input type="checkbox"/>	<input type="checkbox"/>
• Attach certified copies of Identity documents for a maximum of 20 principals. Use separate list, if necessary	<input type="checkbox"/>	<input type="checkbox"/>
• Attach certified copy of Electrical Contractor's License issued in the name of the enterprise (for electrical class of works only)	<input type="checkbox"/>	<input type="checkbox"/>
• Attach proof of Payment of fees	<input type="checkbox"/>	<input type="checkbox"/>
• Attach original valid Tax Clearance Certificate	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Registration is valid for a period of three years. Please notify the cidb of any change of your particulars. Incomplete applications result in delays in processing. Applications without relevant supporting documentation will not be processed.

## Section G

I, the undersigned, hereby authorise the cidb to publicly display my contractor grading designation, and declare that:

- I am duly authorized 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](http://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, manger 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;

Enterprise Name: \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Designation : \_\_\_\_\_ Print Name : \_\_\_\_\_

*Please complete SECTION F: Checklist above*

## cidb Construction Contact Centre's (CCC's)

### Western Cape

140 Long Street, Cnr Long and  
Dorp Street, Cape Town  
Tel: 0861 927 222  
Fax: 086 674 0293

### Kwazulu Natal

Department of Public Works  
428 Blink Bonnie Road, Mayville, Durban  
Tel: 0861 596 222  
Fax: 086 685 602

### Eastern Cape

Department of Public Works  
Independent Avenue, Bhisho  
Tel: 0861 222 327,  
Fax: 086 674 2908

### Gauteng

Blocks N & R, SABS Campus,  
2 Dr Lategan Road, Groenkloof, Pretoria  
Tel: 0861 428 222  
Fax: 086 680 8569

## cidb Helpdesks

### Limpopo

78 Hans Van Rensburg Street 1st Floor, Old Mutual Building Room 109, Polokwane, 0700, Tel (015) 293 8038

### Mpumalanga

30 Brown Street, 9th Floor, Nedbank Building Nelspruit, Tel: 013 753 6300, Fax: 013 755 1705.

### Free State

14 Elizabeth Street, 4th Floor, Room 408, Civillia Building, Bloemfontein, Tel: 051 409 8559, Fax: 051 400 8872

### Northern Cape

23 Market Street, Old Magistrates Court, Kimberley, Tel: 053 838 5200

### North West

Department of Public Works, West Gallery, 1st Floor, University Drive, Megacity Complex, Mmabatho, Tel: 018 - 384 9331, Fax: 018 - 384 1386

### Eastern Cape

Department of Public Works, Old Ford House Bldg, Cnr Albany & Westbourne Central, Port Elizabeth