

SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2



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.

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LETTER OF APPLICATION

The Chief Executive Officer
Construction Industry Council
P.O. Box 5020
Ligwalagwala House, Plot 427
J.S.M. Matsebula Street
Queensgate
Mbabane
Eswatini

Dear Sir/Madam

Being duly authorized to represent and act on behalf of.....(hereinunder referred to as “the Applicant”), in my capacity as the CEO/Managing Director of same and having reviewed and fully all the information requested, do hereby apply to be considered for registration and categorization/annual renewal with the Construction Industry Council for Building Works Specialist, Civil Works Specialist, Electrical Works Specialist, Mechanical Works Specialist, (underline as appropriate).

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.

I also understand that should the findings of such an exercise indicate dishonesty on my part, my application would not be considered, and as such my company would not be registered and categorized.

Signed:

Date:

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Instructions:

- Print, use black ink and complete only the relevant parts.
- Please submit the entire form to the CIC.
- Photocopy any pages that do not have sufficient space or add a page for additional information.
- Applications without relevant supporting information will not be processed. See checklist.
- For more information or assistance, please see our contact details on the cover page.

Conditions for Registration:

- Confirm particulars provided in this form annually.
- Pay the relevant registration fee(s), as well as the stipulated subscription fee.
- Notify the CIC of any change of particulars relating to an existing registration.
- Renew your CIC registration by paying an annual fee.

Categories:

- Building Works Specialist (BS);
- Civil Works Specialist (CS);
- Electrical Works Specialist (ES);
- Mechanical Works Specialist (MS);

How the Contractor Categorization and Grading process is determined:

The contractor categorization and grading process are determined by the following factors: **Best Annual Turnover**, **Largest Contract**, and **Available Capital**.

- **Best Annual Turnover** as determined by the best turnover over (3) three years.
- **Largest Contract** is determined by the largest contract undertaken and completed for **Projects done** in your class of construction works (completed during the (3) three years immediately preceding the application).
- **Available Capital** is the sum of total equity and retained income or any form of surety from recognized financial institutions over (3) three years.
- Your grading will be used by project owners to qualify your tender to be considered for a particular construction works contract. For example, if you are registered as a grade **BS2**, you will be considered for works of a value to a maximum of E12.5 million.

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Determining Grading Criterion

There shall be an annual grading of all construction firms as follows:

Weighted averages are given to the grading factors of Best Annual Turnover – **10**, Largest Contract – **70**, and Available Capital – **20**

The formula for the categorization and grading criterion will be calculated as the ‘*point allocated to the relevant graded factor multiplied by the weighted average*’. The totals acquired by multiplying the *point allocated to the relevant graded factor with the weighted average* of each graded factor will then be added together to acquire the determining score rating.

Illustration A – Classification of categories to score rating (Building Works Contractors)

Determining Score Rating	Grade	Maximum Tender Value Range (E)
501 - 600	BS1	60 000 000
401 - 500	BS2	12 500 000
301 - 400	BS3	5 000 000
201 - 300	BS4	2 500 000
101- 200	BS5	1 000 000
0 - 100	BS6	250 000

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Example to illustrate grading calculation (Building Works Contractors)

Best Annual Turnover (E) Weight of 10	<i>Points Allocation</i>	Largest Contract (E) Weight of 70	<i>Points Allocation</i>	Available Capital (E) Weight of 20	<i>Points Allocation</i>
30 000 000	6	12 000 000	6	6 000 000	6
6 250 000	5	2 500 000	5	1 250 000	5
2 500 000	4	1 000 000	4	250 000	4
1 250 000	3	500 000	3	125 000	3
500 000	2	200 000	2	50 000	2
1	1	1	1	1	1
0	0	0	0	0	0

NB – Points range from 1 – 6 and zero (0) is allocated where there is no figure in a relevant grading factor.

Example of Company to be graded

COMPANY NAME	BEST ANNUAL TURNOVER	LARGEST CONTRACT	AVAILABLE CAPITAL
ABC Construction	2 500 000	2 500 000	250 000

Grading Calculation

Company	best annual turnover at 10	the largest contract at 70	available capital at 20	grading score	Category
ABC Construction	4 x 10 = 40	5 x 70 = 350	4 x 20 = 80	40 + 350 + 80 = 470	BS2

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Illustration B – Classification of categories to score rating (Civil Works Contractors)

Determining Score Rating	Grade	Maximum Tender Value Range (E)
501 - 600	CS1	100 000 000
401 - 500	CS2	25 000 000
301 - 400	CS3	15 000 000
201 - 300	CS4	7 500 000
101- 200	CS5	2 500 000
0 - 100	CS6	500 000

Example to illustrate grading calculation

Best annual Turnover (E) Weight of 10	<i>Points Allocation</i>	Largest Contract (E) Weight of 70	<i>Points Allocation</i>	Available Capital (E) Weight of 20	<i>Points Allocation</i>
50 000 000	6	20 000 000	6	10 000 000	6
12 500 00	5	5 000 000	5	2 500 000	5
7 500 00	4	3 000 000	4	750 000	4
3 750 000	3	1 500 000	3	375 000	3
1 250 000	2	500 000	2	125 000	2
1	1	1	1	1	1
0	0	0	0	0	0

NB – Points range from 1 – 6 and zero (0) is allocated where there is no figure in a relevant grading factor.

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Illustration C – Classification of categories to score rating (Electrical Works Contractors)

Determining Score Rating	Grade	Maximum Tender Value Range (E)
301 - 400	ES1	No Limit
201 - 300	ES2	2 500 000
101- 200	ES3	1 500 000
0 - 100	ES4	500 000

Example to illustrate grading calculation

Best annual Turnover (E) Weight of 10	<i>Points Allocation</i>	Largest Contract (E) Weight of 70	<i>Points Allocation</i>	Available Capital (E) Weight of 20	<i>Points Allocation</i>
2 500 000	4	1 000 000	4	500 000	4
1 250 000	3	500 000	3	250 000	3
750 000	2	300 000	2	150 000	2
1	1	1	1	1	1

NB – Points range from 1 – 4 and zero (0) is allocated where there is no figure in a relevant grading factor.

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Illustration D – Classification of categories to score rating (Mechanical Works Contractors)

Determining Score Rating	Grade	Maximum Tender Value Range (E)
301 - 400	MS1	No Limit
201 - 300	MS2	2 500 000
101- 200	MS3	1 500 000
0 - 100	MS4	500 000

Example to illustrate grading calculation

Best annual Turnover (E) Weight of 10	<i>Points Allocation</i>	Largest Contract (E) Weight of 70	<i>Points Allocation</i>	Available Capital (E) Weight of 20	<i>Points Allocation</i>
2 500 000	4	1 000 000	4	500 000	4
1 250 000	3	500 000	3	250 000	3
750 000	2	300 000	2	150 000	2
1	1	1	1	1	1

NB – Points range from 1 – 4 and zero (0) is allocated where there is no figure in a relevant grading factor.

*NB 1: The determining amounts for grading are derived as a percentage (%) of the upper limit of the tender value range. The percentages determined as follows;

- **Best Annual Turnover** – is calculated as 50% of the maximum tender value range.
- **Largest Contract** – is calculated as 20% of the maximum tender value range.
- **Available Capital** – is calculated as 10% of the maximum tender value range.

*NB 2: A complete set of financial statements and balance sheet is required for grading categories BS3 to BS5; CS3 to CS5; ES3; and MS3 accompanied by stamped business bank statements for the period in question for verification of turnover as stated in the financial statements (not compulsory for audited financial statements). Audited financial statements will be required for the higher categories BS1, BS2; CS1, CS2; ES1, ES2; MS1, MS2.

*NB 3: Surety from Financial Institutions showing the amount that the contractor may qualify for that will form part of available capital.

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The specific requirements that a contractor needs to satisfy in respect of the grading and categorization process are as follows:

***NB 1: Important notes when submitting track record:**

NB 1.1 Certificates of Completion – the Certificates of Completion for **Projects done, under the following conditions:**

- a) *projects done in Eswatini Only – this condition applies where-upon a Foreign Construction Company has done construction works in Eswatini and intends to acquire the status of being recognized as a Swazi Company in accordance with the requirements of the CIC Act No.14 of 2013, whereby a majority shareholding of 60% or more will now be held by Swazi Citizens;*
- b) *projects done in Eswatini and/or Beyond the Swazi borders – this condition applies to Construction Companies that are strictly wholly owned by Swazi Citizens and Headquartered from Eswatini or Swazi Construction Companies who have a majority shareholding that is in accordance with the CIC Act No. 14 of 2013 (i.e. 60% or more of shares held by Swazi Citizens) and are Headquartered from Eswatini.*
- c) *The Certificates 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 contract amount.*

NB 1.2 Final Certificate of Payment – the Final Payment Certificate for **Projects done, encompassing the conditions mentioned in NB 1.1 above. Also, the final certificates of payment** must indicate the contract value and must be on the letterhead of the client. It must be addressed to the contractor and must include all part payments made.

NB 1.3 Certificates of Completion and Final Payment Certificates for Subcontracting Work must be accompanied by a Sub-Contracting Agreement for **Projects done, encompassing the conditions mentioned in NB 1.1 above.**

NB 1.4 Penultimate Certificates.

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Registration of Foreign Specialist Contractors

Foreign Construction Firms shall have the letter **F** at the end of their registration category, for example, BSF (building), CSF (civil), ESF (electrical), and MSF (mechanical).

Fees and Tender Value Ranges

The following fees will apply to the tender value ranges for each eligible category per construction firm. Construction firms registering for the first time shall pay a registration fee together with a subscription fee including administration fees. Registered construction firms shall pay an annual subscription fee yearly including the administration fees.

Building Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
BSF	Foreign Firms	1500	13 000	13 000
BS1	60 000 000	750	5 900	5 900
BS2	12 500 000	650	5 400	5 400
BS3	5 000 000	450	4 500	4 500
BS4	2 500 000	450	3 600	3 600
BS5	1 000 000	450	2 700	2 700
BS6	250 000	450	1 700	1 700

NB: Foreign Contractors may only tender for contracts above E60 million or only where a specialized skill is involved.

Civil Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
CSF	Foreign Firms	3 000	14 000	14 000
CS1	100 000 000	1 500	6 300	6 300
CS2	25 000 000	1 300	5 400	5 400
CS3	15 000 000	900	4 500	4 500
CS4	7 500 000	900	3 600	3 600
CS5	2 500 000	900	2 700	2 700
CS6	500 000	900	1 800	1 800

NB: Foreign Contractors may only tender for contracts above E100 million or only where a specialized skill is involved.

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Electrical Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
ESF	Foreign Firms	1 500	10 000	10 000
ES1	No Limit	750	4 500	4 500
ES2	2 500 000	650	3 600	3 600
ES3	1 500 000	450	2 700	2 700
ES4	500 000	450	1 800	1 800

NB: Foreign Contractors may only tender for contracts above E40 million or only where a specialized skill is involved.

Mechanical Specialist Works

Grade	Maximum Aggregate Value of Contracts (E)	Administration Fees (E)	Registration Fees (E)	Subscription/Annual Renewal Fees (E)
MSF	Foreign Firms	1 500	10 000	10 000
MS1	No Limit	750	4 500	4 500
MS2	2 500 000	650	3 600	3 600
MS3	1 500 000	450	2 700	2 700
MS4	500 000	450	1 800	1 800

NB: Foreign Contractors may only tender for contracts above E40 million or only where a specialized skill is involved.

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Specialist Categories

The table below shows the Specialists categories under each main category.

Main Category	Specialists Works
Building Works	BSa - Plumbing and Drainage Works BSb - Waterproofing Works BSc - Glazing, Aluminum, Partitions, and Ceiling Works BSd – Interior and Exterior Decoration Works Bse - Structural Steel Fabrication, Fixing, and Erection works BSf - Concrete and Construction Repairs Works BSG - Piling and Diaphragm Walling Works BSh - Shop Fittings, Timber and Carpentry Works BSi - Scaffolding, Cladding, and Insulation Works BSj – Fencing Works BSk – Flooring (tilling/terrazzo) Works BSl – Painting Works BSm - Wall Retaining Works BSn – Demolition and Blasting Works BSo – Granite, Quartz, and Marble Fabrication Works BSp – Pool Construction, Installation, and Maintenance Works BSq – Sign Craft Installation Works BSr - Landscaping, Irrigation & Gardening

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Civil Works	<p>CSa - Road and Pavement Rehabilitation and Maintenance Works CSb – Road Signage and Markings Works CSc – Landscaping, Irrigation and Gardening Works CSd - Water Restraining Works CSe – Drilling Works CSf – Flood Control Systems Works CSg - Demolition and Blasting Works CSh - Concrete and Construction Works CSi – Wall Retaining Works CSj – Fencing Works CSk – Labour Based Civil Works CSI – Tree Felling Works CSm –Water Treatment and Sanitation Plant Works CSn – Piling and Diaphragm Walling Works CSo – Prestressed Concrete Casting and Installation Works CSp – Scaffolding, Formwork,Cladding and Insulation Works CSq – Perway Railway Line Construction and Maintenance Works</p>
Mechanical Works	<p>MSa - Air-conditioning, Refrigeration and Ventilation Systems Works MSb - Fire Prevention and Protection systems Works MSc – Kitchen and Laundry Equipment Works MSd - Specialized Plant and Petro-Chemicals Works MSe - Renewable Energy & Efficiency Technologies Works MSf - PVC & Polyurethane Conveyor Belts Works MSg – Refractory Works MSh – Hospital and Medical Equipment Works MSi –Water Treatment and Sanitation Works MSj – Specialized Mechanical Systems Works MSk – Sand, Shot, Grit Abrasive Blasting Works MSl – Industrial Steel Fabrication and Bolier Making</p>

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Electrical works	ESa - Security, Safety and Surveillance System Works ESb - ICT and Electronic System Installations Works ESc – Renewable Energy Efficiency Technologies Works ESd – Sound System Works ESe – External Telecommunications Works ESf - High Voltage Installation Works ESg – Specialized Lighting System Works ESh – Industrial Instrumentation, Automation & Process Control Systems Works

NB: New Specialists Works will continue to be added under each category as required by the industry!

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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

IMPORTANT NOTICE

- 1. USE COMPANY NAME AS REFERENCE.**
- 2. BANK DEPOSIT SLIP OR EFT RECEIPT SHALL BE PRODUCED AS PROOF OF PAYMENT.**

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Rules for Registration

The Registration of specialist construction firms and specialists shall be done at the Construction Industry Council (CIC) offices.

- a) ***Building, Civil, Electrical and Mechanical Specialist Works*** to be registered shall lodge an application with the CIC.
- b) The CIC will register each contractor in the category in which they qualify, based on the information provided.
- c) A contractor may be registered in more than one class of works but may only hold one category in relation to a particular works discipline.
- d) In the case of any changes in the Partners/Directors, the construction firm shall be required to report to the CIC within one month of the date of such change.
- e) Change of Shareholding and Mergers shall only be approved by the Council on the authorization by the Eswatini Competition Commission.
- f) The name, address, and other particulars of the Firm/Company should exactly match those mentioned in all the Licenses/Registrations/Certificates issued by various authorities. It is the construction firm's responsibility to keep all the Licenses/Registrations/Certificates issued by various authorities up to date. A construction firm should produce all the renewed Licenses/Registrations/Certificates to the CIC well before their expiry.
- g) A construction firm shall not be registered if the required documentation is incomplete. In this instance, a construction firm will be allowed two (2) weeks to correct or submit the required documentation; thereafter a penalty of 10% will be imposed.
- h) Construction firms should be registered with Ministry responsible for company registration either as a limited liability company, partnership, or sole proprietorship.
- i) A construction firm must have a Technical Director as a requirement for registration. The Technical Director shall be a shareholder, partner, or sole-proprietor with certain minimum technical qualifications in the requisite field of application. For purposes of verification, the contractor will have to submit the necessary academic and professional certificates, Memorandum, and Articles of Association in the case of limited liability companies.
- j) Construction firms will be required to have operational facilities.
- k) A construction firm that wishes to change categories is free to apply to the Council, and the Council shall grade the construction firm to determine eligibility at the prescribed registration intervals.
- l) Unfair competition practices within the construction industry will be investigated and penalized accordingly.
- m) No holding company shall be registered in the same class of works and/or category wherein a subsidiary is already registered and no subsidiary company shall be registered in the same class of works and/or category wherein its holding company is registered.
- n) Subsidiary Companies shall not be graded and categorized with the grading information of a holding or sister company.
- o) Compliance in terms of the registration of all projects undertaken and being up to date with the remitting of construction levies shall be a pre-requisite for annual registration.
- p) The Council 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 the previous financial year.
- q) If a construction firm is not satisfied with their new category as decided by Council in the grading process, the construction firm will be allowed to appeal to the Minister responsible for Public Works.
- r) The late renewal of construction firms within a financial year, after the set deadline, shall carry a penalty of 10% of the annual renewal fees.
- s) In the event a construction firm does not return for renewal in the set financial year, the full administration fees, subscription fees, and 10% penalty of the annual renewal fees shall be required.

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Information required for a new application for registration/additional work discipline

The following information must be provided:

- a) Certified copy of company registration (*all companies*).
- b) Certified copies of share certificates (*all companies with more than one director*).
- c) Proof of registration with the Eswatini Contractors Association.
- d) Form C and Form J (*Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by -Swazi citizens*).
- e) A certified copy of the current trading license must be relevant to the scope of work (*Swazi Companies only and companies incorporated in Eswatini in which 60% or more of the shares are held by Swazi citizens*).
- f) Certified copies of identity documents of shareholders (*All companies*).
- g) Financial statements and balance sheet for the three years immediately preceding the application as follows:
 - i) Audited financial statements for Grades 1 and 2
 - ii) Financial Statements for Grades 3 to 5 (BS & CS) and grade 3 (ES & MS)
- i) Certificate or letter of completion of projects done within the previous 3 years – the Certificate or letter 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 contract amount. The letter of the award must be signed and dated by an official from the client. Subcontracting work must be accompanied by a Sub-Contract Agreement.

NB: For works done through a joint venture initiative the following shall be submitted:

 - A joint venture agreement of the works done and completed.
 - Completion certificates of the joint venture work.
 - Letter from project manager to provide proof that the parties involved in the joint venture participated fully in their components of the responsibilities.
 - Letter from client to provide proof that the parties involved in the joint venture participated fully in their components of the responsibilities
- j) Final Certificate of Payment – the Certificate must indicate the contract value and must be on the letterhead of the client. It must be addressed to the contractor and must include all part payments made or Penultimate Certificate
- k) Academic qualifications and curriculum vitae of technical staff or technical person in charge.
- l) Proof of payment of the prescribed fee.

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In the event of foreign construction firms, the following shall be required:

- Certified copies of company registration documents.
- Proof of qualifications of technical directors.
- Proof of compliance with the provisions of section 41 of the CIC Act No. 14 of 2013.
- Proof of compliance with tax laws.
- Certified copy of identity documents of Directors.

NB 4: Construction Firms applying for registration in categories B6, C6, E4, and M4 who have not undertaken any construction works in the construction industry are not required to submit any financial statements and certificates or letters of completion of projects.

Information required for annual renewal

Upon the expiry of a certificate of registration in terms of the Act, a registered contractor may apply for renewal.

An application for renewal of registration shall be accompanied by -

- a) Form J and Form C (if any change of directors).
- b) A certified copy of the current trading license must be relevant to the scope of work.
- c) Certified copies of ID documents of shareholders (if any change of directors).
- d) Latest audited financial statements (Grade 1 and 2), financial statements BS & CS (grade 3-5) and ES & MS (grade 3).
- e) Certificate or letter of completion of projects done over 3 years.

NB: For works done through a joint venture initiative the following shall be submitted:

- A joint venture agreement of the works done and completed.
- Completion certificates of the joint venture work.
- Letter from project manager to provide proof that the parties involved in the joint venture participated fully in their components of the responsibilities.
- Letter from client to provide proof that the parties involved in the joint venture participated fully in their components of the responsibilities.

- f) Proof of registration with the relevant association

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Checklist

Use the Checklist to make sure that all the required supporting information is submitted.

What 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 the application form to make sure that you have attached all the required supporting documentation.
- Make a photocopy of the application form to keep for your records.
- Deliver your completed application form, along with proof of payment and supporting documentation to the applicable address below.

CONSTRUCTION INDUSTRY COUNCIL OFFICES

LIGWALAGWALA HOUSE, PLOT 427

J.S.M. MATSEBULA STREET

QUEENSGATE

MBABANE

P.O. Box 5020

Mbabane

Eswatini

Tel: +268 404 9848/8481/1497

Email: info@cic.co.sz

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(Please Position Association Stamp on Text Box Below)

SECTION A - Type of Application

- i) New Application for Registration ii) Additional Work Discipline
iii) Registration Renewal

Association Name: _____
Name of Authorized Officer: _____
Signature of Authorized Officer: _____

SECTION B - Business Details

Business Names: _____

Trading Style: _____

Type of Business:

Sole Proprietorship Partnership Foreign Company Subsidiary Company
Public Company Private Company

Other: (please specify) _____

Date of Registration of Company: _____

Place of Registration of Company: _____

Company Registration Number: _____

Physical Address in Eswatini: _____

Company Head Office Physical Address: _____

Postal Address: _____

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Telephone No.: _____ Fax: _____ Email: _____

Category Applying for: Buildings Specialist Works Civils Specialist Works Electrical Specialist Works Mechanical Specialist Works

Present Grade Registered for: _____

Business Representative: Name: _____ Position: _____ Cell No.: _____

Fax: _____ Email: _____ Signature: _____

Directorship and Share Dividends

Name of Director(s)/Partners	Nationality	ID/Passport No.	Country of Residence	Cellphone No.	% Shares

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SECTION C - Determining Financial Capability

i) Annual Turnover (*attach financial statements for the 3 years immediately preceding the application and, if applicable, the description and proof of financial sponsorship*).

Financial Year 1 end Total Turnover: _____

Financial Year 2 end Total Turnover: _____

Financial Year 3 end Total Turnover: _____

ii) Financial Value of surety if any: E_____

Indicate the name of the Financial Institution(s): _____

iii) Available Capital E_____ (*attach financial statements for the 3 financial years immediately preceding the application*)

Applicants Banks

Bank Name	Branch Name	Branch Code	Account Holder Name	Account Number	Account Type	Telephone No.

***NB: Application will be deemed non-compliant if financial statements are not compiled by a qualified accounting officer or auditing firm.**

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Checklist for Supporting Documentation for New Application for Registration/Additional Work Discipline

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Certified copy of company registration (<i>all companies</i>).				
• Certified copies of share certificates (<i>all companies with more than one director</i>).				
• Proof of registration with the Eswatini Contractors Association				
• Certified Form C				
• Certified Form J				
• A certified copy of the current trading license must be relevant to the scope of work				
Company Shareholders/Directors/Technical Staff Particulars				
• Certified copies of identity documents of shareholders (<i>All companies</i>).				
• Certified academic qualifications and curriculum vitae of technical staff or technical person/s in charge				
Financial Requirements				
• Audited Financial Statements for the three years immediately preceding the application for Grades 1 and 2				
• Financial Statements for the three years immediately preceding the application Grades 3-5 (BS&CS) and Grade 3 (ES&MS)				
• Proof of financial sponsorship (<i>if any</i>)				
Track Record				
• Sub-Contract Agreement for sub-contracting works on Projects Done if applicable				
• Certificates or letter of Completion for Projects Done				
• Final Certificate of Payment for Projects Done				
*NB - Attach proof of payment (please use your company name as a reference when making payment)				
NB: For works done through a joint venture initiative the following shall be submitted: (please tick)				
• A joint venture agreement of the works done and completed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Completion certificates of the joint venture works.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from project manager to provide proof that the parties involved in the joint venture participated fully in their responsibilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from client to provide proof that the parties involved in the joint venture participated fully in their responsibilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

Checklist for Supporting Documentation for Information required for Annual Renewal

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Proof of registration with the Eswatini Contractors Association				
• Certified Form C(<i>if any change</i>)				
• Certified Form J(<i>if any change</i>)				
• A certified copy of the current trading license must be relevant to the scope of work				
Company Shareholders/Directors/Technical Staff Particulars				
• Certified copies of identity documents of shareholders (<i>All companies</i>).				
• Certified academic qualifications and curriculum vitae of technical staff or technical person/s in charge.				
Financial Requirements				
• Audited Financial Statements for the three years immediately preceding the application for Grades 1 and 2				
• Financial Statements for the three years immediately preceding the application Grades 3-5 (BS&CS) and Grade 3 (ES&MS)				
• Proof of financial sponsorship (<i>if any</i>)				
Track Record				
• Sub-Contract Agreement for sub-contracting works on Projects Done if applicable				
• Certificates or letter of Completion for Projects Done				
• Final Certificate of Payment for Projects Done				
*NB - Attach proof of payment (please use your company name as a reference when making payment)				
NB: For works done through a joint venture initiative the following shall be submitted: (please tick)				
• A joint venture agreement of the works done and completed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Completion certificates of the joint venture works.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from project manager to provide proof that the parties involved in the joint venture participated fully in their responsibilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter from client to provide proof that the parties involved in the joint venture participated fully in their responsibilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

Checklist for Supporting Documentation for Information required for Registration/Annual Renewal of Foreign Specialist Contractors

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
<ul style="list-style-type: none"> Certified copies of company registration documents. 				
Company Shareholders/Directors/Technical Staff Particulars				
<ul style="list-style-type: none"> Certified copy of identity documents of Directors. Certified academic qualifications and curriculum vitae of technical staff or technical person/s in charge. 				
Track Record				
<ul style="list-style-type: none"> Proof of compliance with tax laws Evidence of previously completed projects 				
Compliance				
<ul style="list-style-type: none"> Proof of compliance with the provisions of section 41 of the CIC Act No. 14 of 2013. 				

SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

DECLARATION

I/We declare that all the particulars and information provided in this application are complete, correct, and true and we agree that if any of the particulars or information provided is found to be untrue or fraudulent, my/our registration as a contractor with the Construction Industry Council may be revoked.

I/We also declare that all the documentation that was submitted to the Council for registration is correct and true.

I/We agree that in the event of revocation of registration, any registration fees paid to the Construction Industry Council shall be forfeited.

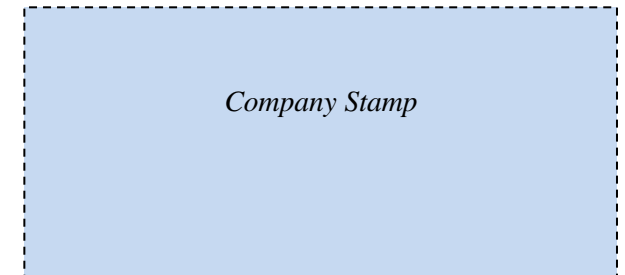
I/We declare that if the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorization may be revised.

Declared at.....this day of20..... by the following, who are duly authorized to sign.

_____	_____	_____
Name (Print)	Signature	Title/Designation

Witnessed by:

_____	_____	_____
Name (Print)	Signature	Title/Designation



SPECIALIST WORKS CONTRACTORS REGISTRATION FORM - CICF 2

For Official Use:

Date of Receipt of Application:

d	d	m	m	y	y	y	y
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Registration Certificate No:.....

Details Verified: Yes No

GRADING ALLOCATED:.....

Approved: : Yes No

Signature of Approving Officer:.....

<i>CIC Stamp</i>