

CONSULTANCY PRACTICES REGISTRATION FORM – CICF 4



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
Website: www.cic.co.sz

CONSULTANCY PRACTICES REGISTRATION FORM – CICF 4

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 with the Construction Industry Council as a Consultancy Practice.

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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PROCEDURE, RULES, TERMS, AND CONDITIONS FOR THE REGISTRATION OF CONSULTANCY PRACTICES

1) **Procedure for Registration:** The Consultancy Practice shall submit an application in the prescribed proforma to the Construction Industry Council (CIC) together with necessary documents in support of his application. The CIC will take action to verify the credentials and antecedents of the Consultancy Practice and issue a **“Registration Certificate”** to it in the work discipline applied for.

a) Work Discipline

The registration of Consultancy Practices shall be done for the following work discipline:

i. Civil Engineering/Structural Engineering (CE/SE);

Level of registration:

- *Professional Civil Engineer (Pr Eng)*
- *Professional Civil Engineering Technologist (Pr Tech Eng)*
- *Professional Civil Certificated Engineer (Pr Cert Eng)*
- *Professional Civil Engineering Technician (Pr Eng Tech)*

ii. Architecture (ARC);

Level of Registration:

- *Professional Architecture*
- *Professional Senior Architectural Technologist*
- *Professional Architectural Technologist*
- *Professional Architectural Draughtsmanship*

iii. Quantity Surveying (QS);

Level of registration:

- *Professional Quantity Surveyor (Pr. QS)*
- *Professional Technician Quantity Surveyor (Pr. Tech QS)*

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iv. Electrical Engineering (EE),

Level of Registration:

- *Professional Electrical Engineer (Pr Eng)*
- *Professional Electrical Engineering Technologist (Pr Tech Eng)*
- *Professional Electrical Certificated Engineer (Pr Cert Eng)*
- *Professional Electrical Engineering Technician (Pr Eng Tech)*

v. Mechanical Engineering (ME); and

Level of Registration:

- *Professional Mechanical Engineer (Pr Eng)*
- *Professional Mechanical Engineering Technologist (Pr Tech Eng)*
- *Professional Mechanical Certificated Engineer (Pr Cert Eng)*
- *Professional Mechanical Engineering Technician (Pr Eng Tech)*

vi. Allied Professionals (i.e. Project Managers, Interior Designers, Environmentalists, Property Valuer's, Town Planner Land Surveyors, Construction Managers etc.).

Level of Registration:

- *Professional level only*

b) Conditions for Registration of Consultancy Practices

Categorization of Consultancy Practices shall be twofold, i.e. Swazi or Foreign. There shall be a categorization of Consultancy Practices as determined by the Council Board and the Council Board shall consider the following factors in the categorization process:

- i. Ownership
 - Number of shares held by Swazi citizens
 - The majority of key/main shareholders of the company are permanently resident in Eswatini
- ii. Investment
 - Foreign construction industry professionals having their principal offices in Eswatini.

c) Information required for a new application for registration/additional work discipline (Swazi Companies):

The following information must be provided:

- i. Certified copy of company registration (*all companies*).
- ii. Certified copies of share certificates (*all companies with more than one director*).

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- iii. Proof of registration with Relevant Association.
- iv. Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP)
- v. Certified 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*).
- vi. Requirements of a Consultancy Practice to be registered and be recognized as a Swazi Company shall be in line with the Companies Act of 2009 of Eswatini and CIC Act No 14 of 2013 as follows:
 - At least 60% of the Board of Directors and/or Executive Directors covering all of the following – Management, Technical, Finance, and Administrative Staff – be of Swazi Citizens.
- vii. 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*).
- viii. Certified copies of identity documents of shareholders (*All companies*).
- ix. Proof of payment of registration prescribed fee.

d) Information required for annual renewal (Swazi Companies):

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 -

- i. Certified Form J and Form C (if any change of directors).
- ii. A certified copy of the current trading license must be relevant to the scope of work.
- iii. Certified copies of ID documents of shareholders (if any change of directors).
- iv. Proof of registration with the relevant association.
- v. Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP).

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

- i. Certified copies of company registration documents.
- ii. Proof of registration with Relevant Association.
- iii. Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP).
- iv. Proof of compliance with the provisions of section 41 of the CIC Act No. 14 of 2013.
- v. Proof of compliance with tax laws.
- vi. Evidence of previously completed projects.
- vii. Certified copy of identity documents of Directors.

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f) Checklist

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

g) What to do With Your Completed Application

- i. Double-check that you have filled in all the required information required.
- ii. Use the checklist at the end of the application form to make sure that you have attached all the required supporting documentation.
- iii. Make a photocopy of the application form to keep for your records.
- iv. 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
P.O. Box 5020
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Tel: +268 404 9848/2404 8481/24041497
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Website: www.cic.co.sz

h) Fees Structure:

Category	Administration Fees (E)	Registration Fees (E)	Annual Subscription Fees (E)
Local Consultancy Practice	750.00	3 900.00	3 900.00
Foreign Consultancy Practice	1 500.00	10 000.00	10 000.00

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

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- 2) **Rules for Registration:** The Registration of Consultancy Practices shall be done at the Construction Industry Council (CIC) offices.
- a) Firms wishing to be registered as a Consultancy Practice shall lodge an application with the CIC in form CICF4.
 - b) A Consultancy Practice shall renew its registration every (1) year.
 - c) In the case of joint ventures, any changes in the Partners/Directors shall be reported to the CIC within one month of the date of such change.
 - d) The name, address, and other particulars of the construction industry practice should exactly match with those mentioned in all the Licenses/Registrations/Certificates issued by various authorities. It is Consultancy Practice's responsibility to keep all the Licenses/Registrations/Certificates issued by various authorities up to date. A consultant should produce all the renewed Licenses/Registrations/Certificates to the CIC well before their expiry.
 - e) A Consultancy Practice should be registered with the Ministry responsible for trading license registration either as a limited liability company, partnership, or sole proprietorship.
 - f) In applying for registration, the applicant will be taken to have authorized the CIC to make all necessary enquiries relating to the applicant. Applicants are required to attach scanned references from clients/consultants of the projects.
 - g) A Consultancy Practice should have a staff that is qualified and experienced.
 - h) The Consultancy Practice shall have a full-time Principal with a professional qualification that shall be responsible for overseeing the entire operations of the Practice. For purposes of verification, the Consultancy Practice will have to submit the necessary academic and qualification certificates.
 - i) At least one person within the Consultancy Practice who is Professionally Qualified in the relevant discipline or disciplines for which the firm is registered is professionally registered. NB: - However this requirement shall be waived for Professionals who show proof that they have applied for registration with the Council for Architects, Engineers, Surveyors, and Allied Professionals (AESAP) for the 2019/20 financial year.
 - j) Consultancy Practices will be required to have an established office from which to operate from.
 - k) 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.
 - l) 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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(Please Position Association Stamp on Text Box Below)

SECTION A - Type of Application

i) New Application for Registration

ii) Registration Renewal

Association Name: _____

Name of Authorised Officer: _____

Signature of Authorised Officer: _____

SECTION B – Business Details

Business Name: _____

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: _____

Telephone No.: _____ Fax: _____ Email: _____

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Work Discipline Applying for Civil Engineering Architecture
 Quantity Surveying Electrical Engineering Mechanical Engineering
 Allied Professional *(Please Specify)* _____

Level of Registration: *(Please Specify as per AESAP Registration)* _____

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

Fax: _____ Email: _____ Signature: _____

Directorship and Share Dividends *(submit a certified copy of qualifications, CVs, and share certificates)*

Name of Director(s)/Partners	Nationality	Qualifications	ID No.	Country of Residence	Cell phone No.	% Shares

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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>).				
• A certified copy of the current trading license must be relevant to the scope of work.				
• Certified copies of share certificates (all companies with more than one director)				
• Certified Form C				
• Certified Form J				
• Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP)				
• Proof of registration with Relevant Association				
Company Shareholders/Directors/Technical Staff Particulars				
• Certified copies of identity documents of shareholders (<i>All companies</i>).				

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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				
<ul style="list-style-type: none"> A certified copy of the current trading license must be relevant to the scope of work. 				
<ul style="list-style-type: none"> Proof of registration with Relevant Association 				
<ul style="list-style-type: none"> Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP) 				
<ul style="list-style-type: none"> Certified Form C <i>(if there is any change)</i> 				
<ul style="list-style-type: none"> Certified Form J <i>(if there is any change)</i> 				

Checklist for Supporting Documentation for Information required for Registration/Annual Renewal of Foreign Consultancy Practices

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. 				
Track Record				
<ul style="list-style-type: none"> Proof of compliance with tax laws 				
<ul style="list-style-type: none"> 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. 				
<ul style="list-style-type: none"> Proof of registration with Relevant Association. 				
<ul style="list-style-type: none"> Proof of Registration with the Council for Architects, Engineers, Surveyors and Allied Professionals (AESAP). 				

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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 are 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.

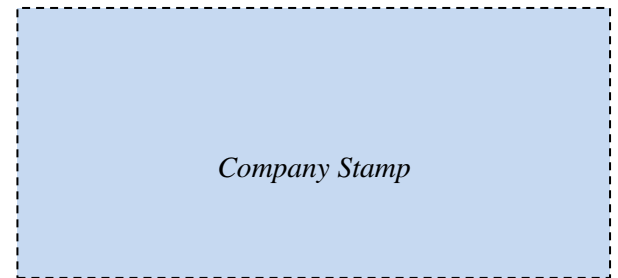
I/We declare that if the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorization may be revised.

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



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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

Approved: : Yes No

Signature of Approving Officer:

<i>CIC Stamp</i>