

JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FROM – CICF 5



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
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JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FROM – CICF 5

LETTER OF APPLICATION

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

Dear Sir/Madam

Being duly authorized to represent and act on behalf of.....(*name of Joint Venture*) in my capacity as the Lead Partner of same and having reviewed and fully understood all the information requested, do hereby apply to be considered for a Joint Venture 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 our part, our application shall not be considered, and as such our Joint Venture would not be registered.

Signed: Date:

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PROCEDURE, RULES, TERMS & CONDITIONS FOR REGISTRATION

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

(a) Work Discipline

The registration of Joint Venture Consultancy Practices shall be done for the following 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) Types of Joint Ventures

- "Swazi joint venture" means a joint venture in which 60% or more of the shares in the joint venture are held by Swazis.
- "Foreign joint venture" means a joint venture in which less than 60% of the shares in the joint venture are held by a Swazi citizen or company.

(c) Fees and Tender Value Ranges

Swazi Joint Venture Consultancy Practices shall pay an administration fee of E750. Joint Venture Foreign Consultancy Practices shall pay E10 000 upon registering with the CIC and E10 000 as an annual renewal fee including an administration fee of E1 500.

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2) Rules and instructions for registration:

- a) The Registration of Joint Ventures shall be done at the Construction Industry Council (CIC) Offices.
- b) A joint venture certificate will be issued to two or more registered Consultancy Practices whose CIC certificates are actively renewed, and are in good standing.
- c) The companies applying for the joint ventures must attach certified copies of their current CIC certificates
- d) The joint venture certificate shall be renewed annually.
- e) Attach a separate sheet where space on the form is limited, for additional information.
- f) 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.
- g) 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.
- h) The CIC shall not be held liable for any delay in processing the Application in case of incompleteness or inaccuracy of information.

3) Additional Information and documentation required for registration

- a) Valid Joint Venture Agreement (highly important)
- b) Valid CIC registration certificates.

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

JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FORM – CICF 5

SECTION A - Type of Application

i) New Application for Registration ii) Annual Registration Renewal

SECTION B - Business Details

Name of Joint Venture: _____

Type of Joint Venture: Swazi/Swazi Swazi/Foreign Foreign/Foreign

Telephone No.: _____ Fax No.: _____ Email Address: _____

Physical Address: _____

Authorized Contact Person:

Mr. /Mrs. /Ms.: _____ First Name: _____ Surname: _____

Designation: _____ Tel. No.: _____ Fax No.: _____

Mobile No.: _____ Email Address: _____

Business Registration:

Date of Incorporation/Registration: _____ Tax Identity No.: _____

JOINT VENTURE CONSULTANCY PRACTICES REGISTRATION FORM – CICF 5

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

SECTION C – Details of Project

Particulars of Joint Venture Parties

Name of Applicant	Country of Origin	Contact Details	CIC Registration No.	% Shareholding

(Copy of Joint Venture Agreement Shall be submitted)

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Sub-Consultants/Specialists to be employed on the Project

Name of Sub-Consultants/Specialists	Country of Origin	CIC Registration No.	Description of Works to be undertaken	Contract Value of Works (E)

(State the CIC Reference of each Sub-contractor)

Checklist for Supporting Documentation for Information required for Registration/Annual Renewal.

Provide the following documentation for all sections completed.

	Supplied by Contractor		Received (official use only)	
	Yes	No	Yes	No
Business Particulars				
• Certified copies of individual company CIC Registration Certificates				
• Valid Joint Venture Agreement (highly important).				

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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 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.

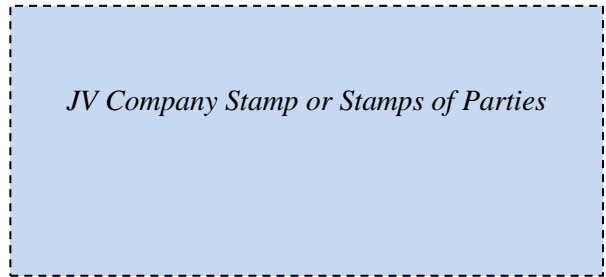
I/We declare that if the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration I/we will notify the Construction Industry Council in which case my/our registration may be revoked or my/our classification and categorization may be revised.

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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<i>CIC Stamp</i>

Registration Certificate No:.....

Details Verified: Yes

No

Approved: : Yes

No

Signature of Approving Officer:.....