

# NEW REGISTRATION PROCEDURES FOR GRADE 1 CONTRACTORS

*Inbrief #1*  
*February 2008*

The Construction Industry Development Amendment Regulations, 2007, (see Government Notice No 1121 published in Government Gazette No 30510 of 23 November, 2007) allows unregistered contractors to apply for CIDB registration in contractor grading designation 1 in terms of a new procedure.

## 1 What is the difference between the new and old procedure?

Previously all applications for registration including those for registration in contractor grading designation 1 were sent to the **cidb** offices in Pretoria for processing. The **cidb** assessors reviewed the applications and after confirming that the supporting documents were in order and the administration fee had been received, made a recommendation to the assessment committee who took a final decision regarding registration.

This time consuming process has now changed. The **cidb** CEO has designated persons in a number of centers to register a contractor in contractor grading designation 1 if he or she is satisfied that the application satisfies all the requirements.

## 2 Where does registration take place?

Registration may take place at any of the Construction Contact Centres in Gauteng, Western Cape, Eastern Cape or KwaZulu Natal. Contractors, who come in to a CCC and have all the required documentation and proof of payment, can be registered after their information has been verified and captured on the system.

## 3 Can registration take place outside of a CCC?

Contractors can also make an application on line on [www.cidb.co.za](http://www.cidb.co.za) or simply fill an application form and post it or deliver it by hand to the **cidb** or a help desk together with the supporting documentation and proof of payment.

## 4 How much does it cost?

The contractor grading designation 1 administration fee for registering in each class of construction works is R450 for a period of three years. No annual fee is payable for contractors registered in contractor grading designation 1

| Construction Contact Centre (CCC)        |  |
|--|--|
| <b>Gauteng</b><br>Tel 0861 928 222       | SABS Building<br>Block NR<br>Dr Lategan Road<br>Groenkloof, Pretoria |
| <b>Western Cape</b><br>Tel 0861 927 222  | 140 Long Street<br>Cape Town   |
| <b>Eastern Cape</b><br>Tel 0861 222 327  | DPW<br>Qhasana Building<br>Independence Ave<br>Bhisho                |
| <b>KwaZulu Natal</b><br>Tel 0861 596 222 | 428 Blinkbonnie Rd<br>Mayville<br>Durban                             |

| Postal address                   | Physical address                       |
|----------------------------------|--|
| Private Bag X14<br>Pretoria      | Block N&R,<br>SABS Campus,             |
| Brooklyn Square 0075<br>Pretoria | Leyds Street<br>Groenkloof<br>Pretoria |

[http://registers.cidb.org.za/contractor/contractor\\_Registration/formRegister.asp](http://registers.cidb.org.za/contractor/contractor_Registration/formRegister.asp)

| Class of construction works         |                              |
|-------------------------------------|------------------------------|
| CE                                  | Civil engineering works      |
| EE                                  | Electrical engineering works |
| GB                                  | General building works       |
| ME                                  | Mechanical engineering works |
| plus 16 classes of specialist works |                              |

Previously this administration fee was R250 and an annual fee of R200 applied.

### 5 How long is my registration valid for?

Registration will lapse after three years, unless the registration is renewed. The renewal fee for contractor registration is R450 for each class of construction works.

There is no requirement for contractor's registered in contractor grading designation 1 to submit annual update of particulars.

### 6 What supporting documentation is required?

Contractors need to bring to a CCC proof of payment into the **cidb**'s bank account of the administration fee for each and every class of construction work that a contractor applies for, as well as the following:

*Grade 1 contractors are only required to submit SARS Tax Clearance Certificates when they apply for registration or renewal of registration. They are not required to submit such a certificate every year to the **cidb***

| Type of business  | Original certified copies of identity documents | Additional Information required  | Certificates  | Electrical engineering class of works (only)   | SARS Tax clearance certificate |
|-------------------|---|--|---|--|--------------------------------|
| Sole proprietor   | ID of owner                                     | none   | none  | Original certified copy of electrical contractor license in the name of the contractor issued by the Electrical Contractor Board of South Africa | Original required              |
| Partnership       | ID of all partners                              | none   | none  |  |                                |
| Close corporation | ID of all members                               | Registration number of close corporation (cc)                                    | Certificate of incorporation and latest name change |  |                                |
| Company           | ID of all directors                             | Registration number of company<br>Certified copies of shareholder's certificates |   |  |                                |

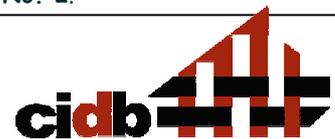
Alternatively, a contractor may complete an application form and post the proof of payment and the required documentation with the application form to the **cidb**.

### 7 Will I be issued with a registration certificate?

Registered contractors will not be issued with a registration certificate. They will only be issued with a receipt for the payment of the administration fee which contains the contractor registration number. This needs to be kept in a safe place.

Clients may look up and confirm the contractor's registration particulars on the **cidb** website [www.cidb.org.za](http://www.cidb.org.za) using the contractor's registration number or the name under which the contractor is registered.

**CIDB banking details**  
 Standard Bank Current Account number  
 03 224 3464, Branch Code 01-23-45-15  
 (Menlyn).  
 Payments must be made out to the  
**Construction Industry Development  
 Board No. 2.**



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