

## Registration Guideline

Institutions	Required Documents	Where to Register	Cost								
1. Company and Intellectual Property Commission (CIPC) 2. BizPortal	<ul style="list-style-type: none"> <li>Copy of ID</li> </ul>	Self-Register: <a href="https://www.bizportal.gov.za/login.asp">https://www.bizportal.gov.za/login.asp</a> x <a href="https://www.bizportal.gov.za/user_register.aspx">https://www.bizportal.gov.za/user_register.aspx</a>	R175								
3. Business Bank Account	<ul style="list-style-type: none"> <li>Copy of ID</li> <li>Proof of personal and business address</li> <li>Company registration documents</li> <li>Company resolution</li> </ul>	Examples: Absa, FNB, Standard Bank, Nedbank	Varies								
4. South African Revenue Service (SARS)	<ul style="list-style-type: none"> <li>Copy of ID</li> <li>Proof of personal and business address</li> <li>Company Resolution</li> <li>Proof of bank account</li> </ul>	Self-Register: <a href="https://secure.sarsefiling.co.za/loggedon_default.asp?reg=1">https://secure.sarsefiling.co.za/loggedon_default.asp?reg=1</a>	Free								
5. Construction Industry Development Board (CIDB)	<ul style="list-style-type: none"> <li>Copy of ID.</li> <li>Company registration documents</li> <li>List of all active directors</li> <li>Share certificates.</li> <li>Certified original tax clearance certificate</li> <li>Certified and signed copy of the enterprise's Electrical Contractor's Certificate</li> <li>Proof of payment</li> </ul>	Online Registration <a href="https://online.cidb.org.za/#/">https://online.cidb.org.za/#/</a>  <table border="1"> <thead> <tr> <th>Grade</th> <th>Contract Value</th> </tr> </thead> <tbody> <tr> <td>1-2</td> <td>R 130 000</td> </tr> <tr> <td>2-3</td> <td>R 450 000</td> </tr> <tr> <td>3-4</td> <td>R 900 000</td> </tr> </tbody> </table>	Grade	Contract Value	1-2	R 130 000	2-3	R 450 000	3-4	R 900 000	R 450
Grade	Contract Value										
1-2	R 130 000										
2-3	R 450 000										
3-4	R 900 000										
6. Compensation for Occupational Injuries and Diseases Act (COIDA)	<ul style="list-style-type: none"> <li>Copy of ID</li> <li>Company registration documents</li> </ul>	Self-register <a href="https://cfonline.labour.gov.za/OnlineSubmissions/wicket/bookmarkable/za.gov.labour.cf.RegisterOrganization?l">https://cfonline.labour.gov.za/OnlineSubmissions/wicket/bookmarkable/za.gov.labour.cf.RegisterOrganization?l</a>	Varies								
7. Building Industry Bargaining Council (BIBC)	<ul style="list-style-type: none"> <li>Fill in Employer and Employee form</li> <li>Company Registration documents (CK)</li> <li>ID documents of Director/s and Employee/s</li> </ul>	Self-register: <a href="https://www.bibc.co.za/registration">https://www.bibc.co.za/registration</a>	Varies								
8. National Home Builders Registration Council	<ul style="list-style-type: none"> <li>Complete application form</li> <li>Company Registration documents</li> <li>Certified ID copy of Director/s</li> <li>Business account confirmation letter</li> <li>Proof of address</li> <li>Appointment letter of the Technical Manager</li> <li>Copy of valid Tax clearance certificate</li> </ul>	Centennial Office Park 1 <sup>st</sup> Floor East Block Century Blvd Century City Tel: 021 913 9210 Email: WC-online@nhbrc.org.za	R 1300								

9. Public Liability Insurance	<ul style="list-style-type: none"> <li>Varies</li> </ul>	Examples: MiWay, Momentum, OUTsurance, Auto & General	Varies
10. Central Supplier Database (CSD)  Municipality Supplier Database	<ul style="list-style-type: none"> <li>Copy of ID</li> <li>Certified Copy of Company Registration Document</li> <li>Original valid Tax Clearance Certificate (TCC) &amp; a result summary page (PIN)</li> <li>Business account confirmation letter</li> <li>CIDB Certificate</li> <li>B-BBEE rating certificate</li> <li>Completed database registration form</li> <li>Declaration of Interest</li> <li>Preference Points Claim forms</li> </ul>	Self-Register: <a href="https://secure.csd.gov.za/Home">https://secure.csd.gov.za/Home</a>  (Or visit your nearest Municipal Office to learn more)	Free

**Contact Details:**

101 Lower Main Road  
OBSERVATORY 7925  
South Africa  
Tel: +27 (0)21 448-7886  
Fax: +27 (0)21 447-1987

