# Construction Industries Federation of Namibia

*P O Box 1479, WINDHOEK, Namibia*
*Tel: (+264-61)* **417300, Fax: (+264-61) 224534**
**Cnr Stein & Schwabe Streets, Klein Windhoek**


# APPLICATION FOR MEMBERSHIP- SME's

| | | | | |
|---|---|---|---|---|
| **COMPANY NAME:** | | | | |
| Postal address: | | | | |
| Street address: | | | | |
| Telephone No: | | Fax No: | | |
| E-mail address: | | | | |
| Owner / Director: | | Mobile No: | | |
| All Shareholders: | | | | |
| Nature of Business: | | | | |
| ∅ Annual Turnover: | | Number of Employees: | | |

**REGISTRATION NO'S:**
(Up to date documents showing proof of below requirements, including a copy of the owner/director's passport or ID must be attached)

| | | |
|---|---|---|
| ID / Passport No: | | |
| Income Tax & PAYE: | | |
| VAT Registration No: | | |
| Social Security No: | | |
| Pension Fund Name: | | |
| Company Reg. No: | | |
| SME Registration No: (Annual Turnover ≤1 mill) | | |
| Good Standing Certificate of Social Security | Date | No of Staff |
| | | |

Reference by CIF Member:

**For office use:**

Application received:

Application processed:

Membership date:

Member details form received:

I/We hereby apply for membership and I/we agree to abide by the **Code of Conduct** and the **Constitution** of the federation, its rules and by-laws, as amended from time to time. I/We certify that the particulars submitted on this application form are correct and accurate.

_____ DATE

_____ SIGNATURE

**ANNUAL FEES FOR CONTRACTING MEMBERS:**

| Category | Ø Turnover N$ | Fee N$ (excl. VAT) |
|---|---|---|
| A | >200 million | 42,106.00 |
| B | ≥100 - <200 mill | 31,578.00 |
| C | ≥50 - <100 mill | 22,805.00 |
| D | ≥20 - <50 mill | 15,786.00 |
| E | ≥10 - <20 mill | 10,523.00 |
| F | ≥5 - <10 mill | 7,012.00 |
| G | ≥2 - <5 mill | 4,382.00 |
| H | <2 million | 2,626.00 |

**ANNUAL FEES FOR TRADE & AFFILIATED MEMBERS:**

| Category | Ø Turnover N$ | Fee N$ (excl. VAT) |
|---|---|---|
| A | >50 million | 17,542.00 |
| B | ≥20 - <50 mill | 10,523.00 |
| C | ≥10 - <20 mill | 6,314.00 |
| D | ≥5 - <10 mill | 3,147.00 |
| E | <5 million | 1,393.00 |

**ANNUAL FEE FOR SME CONTRACTORS: N$1,393.00 (excl. VAT)**
(Copy of SME registration certificate from MTI must be submitted)

# RESTRICTION ON MEMBERSHIP

Please note that if you had a company registered with the CIF before but have failed to pay the membership fees, we reserve our right not to accept the application for membership, irrespective of whether all membership application requirements have been met.

Please, note also, there is a development in the industry, whereby construction projects are being abandoned and non-completed, and as a result, the involved appointed contractor is banned by the relevant authority. This often leads to the owner of the business to close their business and start-up a new business.

*Please confirm whether or not you have in the past a registered business providing building, construction and maintenance services*.

*By indicating the following:*

*No* ☐ *I have not had any previously registered business providing building, construction and/or maintenance services*

*Yes* ☐ *I have had a previously registered business providing building, construction and/or maintenance services and the details of this business is:*

*Company Name……*
*Company Registration Number …….*

*Has the business been closed down?*

*Yes* ☐ *No* ☐

*Please indicate the reason for the closure of your business…….....*
*…….*
*Was this business registered with the CIF?*

*Yes* ☐ *No* ☐

I/We hereby declare that the information provided is true and accurate.

DATE SIGNATURE

# Membership Application Procedure:

1. Applicants must complete the CIF Membership Application Form (page 1) and the Restriction of Membership Form (page 2)
2. Applicants must provide the following documentation (by fax, e-mail or hand deliver) together with completed application form:
   2.1. Copy of the ID / Passport of owners and shareholders (if any)
   2.2. Copy of the Income Tax, VAT and PAYE certificate and a Certificate of Good Standing from Inland Revenue (not older than one month)
   2.3. Copy of the Company Registration
   2.4. Copy of a valid SME Certificate or letter from the Ministry of Industrialisation, Trade and SME Development (given that the annual turnover is ≤ 1 million)
   2.5. Good standing from Social Security (not older than 1 month)
3. SME Applicants must provide 1 (one) written reference by an existing CIF member. The referring company must have been a member in good standing with the CIF for the previous three consecutive years.
4. A copy of the applicant's most recent financial statements must be provided. In the event the company has been operational for less than a year, a letter from the bank, stating that the company is in good financial health to do business, will be required. This letter may not be older than three months by the date of application for membership.
5. Once the application is complete and all the required documents have been provided, the applicant is required to make full payment. In the event that a company's application is not approved, a full credit will be granted. The invoice will follow approval.
6. On a bi-monthly basis, new membership applications are reviewed by the EXCO.
7. Applicants will be informed after the EXCO meeting whether they have been approved or not. The invoice will be generated and sent along with the welcome package and membership certificate shortly after the EXCO meeting has taken place.
8. Applicants will also have an active profile on the CIF website and relevant information will be e-mailed or posted.
9. The new member's details will be published in the CIF Annual Directory of the following year, if printed.
10. Membership is ongoing and an annual membership fee must be paid, unless the CIF has received a letter from the member indicating that the company wishes to revoke their membership. This letter must be received by a CIF representative before 30 June each year otherwise the company remains obligated to pay any outstanding debts.

I/We hereby agree to abide by the information stipulated above, and declare that the information provided by myself/ourselves is true and accurate.

DATE SIGNATURE