# 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- AFFILIATED OR TRADE MEMBER

| | | | |
|---|---|---|---|
| **COMPANY NAME:** | | | |
| **Postal address:** | | | |
| **Street address:** | | | |
| **Telephone No:** | | **Fax No:** | |
| **E-mail address:** | | | |
| **Owner / Director:** | | **Mobile No:** | |
| **All Shareholders:** | | | |
| | | | |
| | | | |
| **Nature of Business:** | | | |
| **Ø 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: 1.** | | | | |
| **2.** | | | | |
| **3.** | | | | |
| **Income Tax & PAYE:** | | | | **1 (one) Reference by CIF Member:** |
| **VAT Registration No:** | | | | |
| **Social Security No:** | | | | **<u>For office use</u>:** |
| **Pension Fund Name:** | | | | **Application received:** |
| **Company Reg. No:** | | | | **Application processed:** |
| | | | | **Membership date:** |
| **Good Standing Certificate of Social Security** | **Date** | **No of Staff** | | **Member details form received:** |
| | | | | |

# Membership Application Procedure:

1. Applicants must complete the CIF Membership Application Form
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. Good Standing from Social Security Commission (not older than 1 month)
3. SME applicants must provide 1 (one) written reference from an existing CIF member. The referring member must have been a member in good standing with the CIF for the previous three consecutive years.
4. Applicant must provide 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. All pages of the application form must be initialled, and signed where required.
6. 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.
7. On a bi-monthly basis, new membership applications are reviewed by the EXCO.
8. 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.
9. Applicants will also have an active profile on the CIF website and relevant information will be e-mailed or posted.
10. The new member's details will be published in the CIF Annual Directory of the following year, if printed.

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. The membership fee can increase as and when approved by the CIF Executive Committee.

11. Below are the current membership fees.

**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 WITH: N$**1,393.00 (excl. VAT)
(annual turnover must be < NAD1million & SME registration certificate submitted)

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 _____