

# APPLICATION FOR REGISTRATION AS AN EMPLOYER OR CHANGE OF BUSINESS PARTICULARS



## Guidelines for completion.

1. Area(s) of Service - These are the employer categories under which your business name will appear on our website: [www.bibc.co.za](http://www.bibc.co.za).
2. Form to be completed, and signed by the:  
Director(s) / Member(s) / Trustee(s) / Partners / Sole owner of the business.
3. If registered as a Company/Close Corporation/Co-operative/Trust, the employer is to provide a copy of the relevant registration certificate, reflecting the business and director/member/trustee names.
4. Partners to provide a copy of a Partnership Agreement.
5. Employer to submit proof of I.D. (Identity Document) of the:  
Director(s) / Member(s) / Trustee(s) / Partners / Sole owner of the business.
6. Registration is compulsory with the following statutory bodies, the Employer is to submit proof of registration:  
C.O.I.D.A. (Compensation for Occupational Injuries & Diseases Act), or FEM (Federated Employers Mutual Assurance Company)  
U.I.F. (Unemployment Insurance Contributions Act)  
P.A.Y.E. (South African Revenue Service)
7. Other registrations  
NHBRC (National Home Builders Registration Council)  
CIDB (Construction Industry Development Board)
8. On receipt thereof, the employer registration application form is processed and following the update of the Compliance Register on the BIBC website, a Compliance Certificate may be obtained under the heading "Compliance"; alternatively, on request from the BIBC Offices.
9. To maintain their BIBC-compliant status, the employer must:
  - i. purchase benefits in respect of BIBC registered employees, active in the building industry; OR
  - ii. provide proof that BIBC-compliant sub-contractors/labour brokers are being used; AND
  - iii. be in compliance with the BIBC Collective Agreement, as per Clause 7 of Government Gazette No. No. R 6498 dated 12 August 2025.
10. Benefit contributions must reach our offices no later than the 7th day of the month following the month in which benefits were earned. Late payments are subject to interest, (Clause 54(3) of the BIBC Collective Agreement).

### All correspondence to be addressed to the Secretary

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