

APPLICATION FOR REGISTRATION AS AN EMPLOYER OR CHANGE OF BUSINESS PARTICULARS



Note: The BIBC does not charge a registration fee.

BIBC REGISTRATION NO.: <i>Office use only</i>			
AREA(S) OF SERVICE <i>(e.g., Plumbing, plastering, bricklaying, etc.)</i>			
1. EMPLOYER BUSINESS NAME			
(PTY) LTD / CC / CO-OP / TRUST / SOLE PROP <i>(Delete whichever is not applicable)</i>		REG. NO.	
TRADING AS BUSINESS NAME <i>(if applicable)</i>			
2. ARE YOU A LABOUR BROKER	YES	NO	
3. PHYSICAL ADDRESS	4. POSTAL ADDRESS		
POSTAL CODE		POSTAL CODE	
5. PLACE WHERE DOCUMENTS THAT REQUIRE A SIGNATURE MAY BE DELIVERED <i>(domicilium citandi et executandi)</i>			
6. CONTACT PERSON		MOBILE PHONE	
BUSINESS PHONE		BUSINESS FAX	
BUSINESS E-MAIL			
7. RESPONSIBLE PERSON		MOBILE PHONE	
BUSINESS PHONE		BUSINESS FAX	
BUSINESS E-MAIL			
WEB ADDRESS		VAT NO.	
DATE WHEN BUSINESS FIRST COMMENCED			

All correspondence to be addressed to the Secretary

The BIBC House • 81 Voortrekker Road, Bellville 7530 • Private Bag X29, Bellville, 7535 • Tel: 021-950 7400 • Fax: 021-950 7405

Seven Oak Centre, Somerset West • Private Bag X29, Bellville, 7535 • Tel: 021-851 2160 • Fax: 021-950 7405

29 Lady Grey Street, Garlink Building, Paarl 7646 • PO Box 323, Paarl 7620 • Tel: 021-872 1505 • Fax: 021-872 2301

Unit B2 Birkenhead Building, 34 Main Road, Hermanus 7200 • PO Box 1825, Hermanus 7200 • Tel: 028-312 2861 • Fax: 028 312 2866

Email: [bipc@bipc.co.za](mailto:bibc@bipc.co.za) • Website: www.bipc.co.za | Registered under the Labour Relations Act No. 66 of 1995



8. FULL NAMES & HOME ADDRESSES OF DIRECTORS / MEMBERS / TRUSTEES / PARTNERS / OWNERS			
a)		ID NUMBER	
HOME ADDRESS		PHONE NO.	
b)		ID NUMBER	
HOME ADDRESS		PHONE NO.	
c)		ID NUMBER	
HOME ADDRESS		PHONE NO.	
d)		ID NUMBER	
HOME ADDRESS		PHONE NO.	

9. EMPLOYER CURRENTLY ACTIVE		YES		NO	
10. TOTAL NUMBER OF SITE EMPLOYEES <i>(Labourer to artisan)</i>		EMPLOYER USING SUB-CONTRACTORS AND/OR LABOUR BROKER <i>(Delete if not applicable)</i>			

N.B. AN EMPLOYER WHO IS REGISTERED WITH THE BIBC WILL BE INCLUDED ON THE COMPLIANCE REGISTER ON THE BIBC WEBSITE.

11. MEMBER OF AN EMPLOYER ORGANISATION? <i>(E.g., MBA?)</i>		YES		NO	
IF YES, PLEASE SPECIFY <i>(e.g., MBA WESTERN CAPE, MBA BOLAND, CEO, etc.)</i>					

12. REGISTERED WITH ANOTHER BARGAINING COUNCIL (BC)? <i>(Please specify the name of the BC and provide your employer registration number.)</i>					
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13. REQUIRED REGISTRATIONS THE EMPLOYER PROVIDES PROOF THAT THEIR BUSINESS IS REGISTERED WITH THE FOLLOWING STATUTORY BODIES, OR IF NOT, PROVIDES PROOF THAT AN APPLICATION HAS BEEN MADE FOR REGISTRATION.					
a) Insured under the Compensation for Occupational Injuries & Diseases Act (COIDA, previously known as Workmen's Compensation Act) or the Federated Employers Mutual Assurance Company (FEM).		YES		NO	
b) The Unemployment Insurance Contributions Act (UIF).		YES		NO	
c) The SA Revenue Service under the P.A.Y.E. System (SARS).		YES		NO	

14. OTHER REGISTRATIONS THE EMPLOYER PROVIDES PROOF IF REGISTERED WITH ONE OF THE FOLLOWING BODIES.					
a) Registered with National Home Builders Registration Council (NHBRC).		YES		NO	
b) Registered with the Construction Industry Development Board (CIDB).		YES		NO	



15. PENSION FUND

Employers who register with the BIBC, participate in the Building Industry Pension Scheme.

Section 13A of the Pension Fund Act, 1956 (Act No. 24 of 1956) (“The Act”) and Conduct Standard 1 of 2022 in respect of the requirements related to the payment of Pension Fund Contributions, 2022 (“the Conduct Standard”), places various duties, obligations and liabilities on employers, funds, fund administrators and the Principal Officer of funds related to the payment of pension fund contributions.

In terms of section 13A(1) of the Act, the employer is obliged to pay to the fund in full any contributions deducted from the members’ remuneration and the employer’s contribution on behalf of members.

In terms of section 13A(3) of the Act, the employer is obliged to pay such contributions into the fund’s bank account no later than 7 (seven) days after the end of the month for which the contribution is payable.

In terms of section 13A(8) of the Act, persons who are in control of or regularly involved in the management of the employer’s overall financial affairs shall be personally liable for any non-compliance with section 13A of the Act.

In terms of section 37(1) of the Act, any person who contravenes or fails to comply with the provisions of section 13A of the Act is guilty of an offence and may be liable on conviction to a fine not exceeding R10 million or to imprisonment for a period not exceeding 10 years, or both such fine and imprisonment.

You are required to provide the identity and particulars of the person(s) who will be personally liable for compliance with the requirements mentioned above as prescribed in section 13A(9)(a) of the Act.

RESPONSIBLE PERSON/S DETAILS

Name	Surname	Address	ID number	Phone number

Please note:

Section 13A(9)(b) of the Act provides that, where an employer fails to identify the Responsible Person/s as per the requirements of section 13A(9)(a) of the Act, all those persons listed under point 8 above, i.e. directors (in case of a company), all the members regularly involved in the management of the closed corporation (in respect of a closed corporation), all partners (in case of a partnership), or all the persons comprising the governing body of the employer, as the case may be, shall be personally liable in terms of section 13A(8) of the Act.



16. SIGNED AT	ON THIS	DAY OF	20
(Place)	(Day)	(Month)	(Year)

FOR AND ON BEHALF OF:

(Employer Business Name)

WHO BY HIS/HER SIGNATURE HERETO WARRANTS THAT HE/SHE IS DULY AUTHORIZED TO ENTER INTO THIS TRANSACTION ON BEHALF OF THE APPLICANT. (Copy of Identity Document is required)

SIGNATURE	FULL NAME

BIBC OFFICIAL:	SIGNATURE:
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EMPLOYER ORGANISATIONS

Employers can also join one of the Employer parties to the council of the BIBC. These organisations provide support and guidance to employers regarding industry, labour and other commercial matters.

ORGANISATION	CONTACT PERSON
MASTER BUILDERS' ASSOCIATION (MBA) WESTERN CAPE	Website: https://mbawc.org.za/apply-for-membership Allen Bodill: allen@albonza.com Telephone: 082 555 7291
MASTER BUILDERS' ASSOCIATION (MBA) BOLAND	Website: www.mbaboland.org.za Sulitha Swanepoel: info@mbaboland.org.za Telephone: 021 863 3330
CONSOLIDATED EMPLOYERS' ORGANISATION (CEO)	Website: www.ceosa.org.za Stephen Kirsten: stephen@ceosa.org.za Telephone: 021 879 1439

This completed and signed form with the require attachments must be emailed to employer@bipc.co.za

