

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

**No registration fee applies.**



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

**ATTACH PHOTOCOPIES OF I.D.(s), COMPANY REGISTRATION, CLOSE CORPORATION CO-OPERATIVE OR TRUST CERTIFICATE OR PARTNERSHIP AGREEMENT**

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  
 2 Argon Street, Sandbaai, Hermanus 7200 • PO Box 1825, Hermanus 7200 • Tel: 028-312 2861 • Fax: 028 312 2866  
 Email: [bibc@bibc.co.za](mailto:bibc@bibc.co.za) • Website: [www.bibc.co.za](http://www.bibc.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 (Labourer to artisan)		EMPLOYER USING SUB-CONTRACTORS AND/OR LABOUR BROKER (Delete if not applicable)			

**N.B. AN EMPLOYER WHO IS REGISTERED WITH THE BIBC WILL BE INCLUDED ON THE COMPLIANCE REGISTER AND HAVE ACCESS TO THE EMPLOYMENT BUREAU ON THE BIBC WEBSITE.**

11. MEMBER OF AN EMPLOYER ORGANISATION? (E.g., MBA?)	YES		NO	
IF YES, PLEASE SPECIFY (e.g., MBA PENINSULA, CEO, etc.)				

12. REGISTERED WITH ANOTHER BARGAINING COUNCIL? (Please specify.)				
13. PROOF OF REGISTRATION: THE EMPLOYER WARRANTS THAT THEIR BUSINESS IS REGISTERED WITH THE FOLLOWING STATUTORY BODIES, OR IF NOT, WARRANTS 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)	YES		NO	
b) The Unemployment Insurance Contributions Act (UIF)	YES		NO	
c) Registered with SA Revenue Service under the P.A.Y.E. System (SARS)	YES		NO	
d) Registered with National Home Builders Registration Council (NHBRC)	YES		NO	
e) Registered with the Construction Industry Development Board (CIDB)	YES		NO	

14. WHERE ARE YOU WORKING? FULL SITE ADDRESS TO BE GIVEN & DURATION OF THE CONTRACT

15. SUPPLY NAME & CONTACT NO. OF THE MAIN CONTRACTOR / SUB-CONTRACTOR / LABOUR BROKER / WORK PROVIDER



<b>16. SIGNED AT</b>	<b>ON THIS</b>	<b>DAY OF</b>	<b>20</b>
<i>(Place)</i>	<i>(Day)</i>	<i>(Month)</i>	<i>(Year)</i>

**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 ID required)**

<b>SIGNATURE</b>	<b>CAPACITY: DIRECTOR / MEMBER / TRUSTEE / PARTNER / OWNER</b>

<b>BIBC OFFICIAL:</b>	<b>SIGNATURE:</b>
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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.

<b>ORGANISATION</b>	<b>CONTACT PERSON</b>
MASTER BUILDER'S ASSOCIATION (MBA) PENINSULA	Website: <a href="https://mbawc.org.za/apply-for-membership">https://mbawc.org.za/apply-for-membership</a> Allen Bodill: <a href="mailto:allen@albonza.com">allen@albonza.com</a> Telephone: 082 555 7291
MASTER BUILDER'S ASSOCIATION (MBA) BOLAND	Website: <a href="http://www.mbaboland.org.za">www.mbaboland.org.za</a> Sulitha Swanepoel: <a href="mailto:info@mbaboland.org.za">info@mbaboland.org.za</a> Telephone: 021 863 3330
CONSOLIDATED EMPLOYER'S ORGANISATION (CEO)	Website: <a href="http://www.ceosa.org.za">www.ceosa.org.za</a> Stephen Kirsten: <a href="mailto:stephen@ceosa.org.za">stephen@ceosa.org.za</a> Telephone: 021 879 1439

