CONSTRUCTION INDUSTRY FEDERATION OF ZIMBABWE



APPLICATION FOR MEMBERSHIP

Please study the notes and classification on pages 5 and 6 before completing this form.

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| **HOW DID YOU KNOW ABOUT CIFOZ: *Please tick***  □Newspapers □Internet □CIFOZ Staff …………………………………….  □Magazines □Company…………………………….  **REGISTERED NAME OF COMPANY:**……………………………………………………………................  **TRADING NAME** (To be reflected on the Membership List)……………………………………………………………. |
| COMPANYREGISTRATION NUMBER:……………………………………… |
| NEC NUMBER   1. Construction:……………………… NSSA:…………………………………………... 2. Engineering:………………………. ZIMRA (I.T.F. 263)……………………………. 3. Other (specify):…………………… VAT NUMBER………………………………… |
| Are you a member of any other organisation e.g. ZNCC, CZI, ZBCA (specify) .………………………………………………………………………………….  ………………………………………………………………………………….. |
| Address of registered Office: …………………………………………………………………………...  ......……………………………………………………………………..  Telephone Numbers: …………………………………………………………………………………...  Fax Number: …………………………………………………………………………………...  Email Address: …………………………………………………………………………………... |
| Address of Workshop/Yard(if different from above): ……………………………………………….  ...................................................................................................................................  Telephone: …………………………………………………………………………………...  Fax Number: …………………………………………………………………………………... |

**PLEASE NOTE: Before Filling In This Page Refer to Pages 6 & 7**

**Tick Appropriate Box**

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| DIVISION / CATEGORY | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| **BUILDING** |  |  |  |  |  |  |  |  |
| **CIVIL ENGINEERING** |  |  |  |  |  |  |  |  |
| **ELECTRICAL** |  |  |  |  |  |  |  |  |
| **SUB-CONTRACTOR :-> CLASS 1** |  |  |  |  |  |  |  |  |
| **CLASS 2** |  |  |  |  |  |  |  |  |
| **CLASS 3** |  |  |  |  |  |  |  |  |
| **CLASS 4** |  |  |  |  |  |  |  |  |
| **CLASS 5** |  |  |  |  |  |  |  |  |
| **CLASS 6** |  |  |  |  |  |  |  |  |
| **CLASS 7** |  |  |  |  |  |  |  |  |
| **CLASS 8** |  |  |  |  |  |  |  |  |
| **CLASS 9** |  |  |  |  |  |  |  |  |
| **CLASS 10** |  |  |  |  |  |  |  |  |
| **CLASS 11** |  |  |  |  |  |  |  |  |
| **CLASS 12** |  |  |  |  |  |  |  |  |
| **CLASS 13** |  |  |  |  |  |  |  |  |
| **CLASS 14** |  |  |  |  |  |  |  |  |
| **CLASS 15** |  |  |  |  |  |  |  |  |
| **CLASS 16** |  |  |  |  |  |  |  |  |
| **CLASS 17** |  |  |  |  |  |  |  |  |
| **CLASS 18** |  |  |  |  |  |  |  |  |
| **CLASS 19** |  |  |  |  |  |  |  |  |
| **CLASS 20** |  |  |  |  |  |  |  |  |
| **ASSOCIATE MEMBER (SUPPLIER)** |  |  |  |  |  |  |  |  |

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| **NAMES OF DIRECTORS** | ADDRESS | **RELEVANT EXPERIENCE/KNOWLEDGE OF THE INDUSTRY** |
| ………………………………….  ………………………………….  …………………………………. | ………………………………….  ………………………………….  Tel. No………………………… | ………………………………….  ………………………………….  …………………………………. |
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| **NAME OF NOMINEE OF CIFOZ** | | |
| ………………………………….  …………………………………. | ………………………………….  ………………………………….  Tel. No………………………… | ………………………………….  ………………………………….  …………………………………. |

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| Major Contracts carried out over the last 5 years or since date of formation, whichever is the shorter period. | Architect, Consulting Engineers or Client |
| …………………………………………………….  …………………………………………………….  Address:……………………………………………  …………………………………………………….  ……………………………………………………  Type of Work: Date: | Name:  ……………………………………………………  Address:  …………………………………………………….  …………………………………………………….  …………………………………………………….  Value: |
| …………………………………………………….  …………………………………………………….  Address:……………………………………………  …………………………………………………….  ……………………………………………………  Type of Work: Date: | Name:  ……………………………………………………  Address:  …………………………………………………….  …………………………………………………….  …………………………………………………….  Value: |
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| …………………………………………………….  …………………………………………………….  Address:……………………………………………  …………………………………………………….  ……………………………………………………  Type of Work: Date: | Name:  ……………………………………………………  Address:  …………………………………………………….  …………………………………………………….  …………………………………………………….  Value: |
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| RESOURCES | |
| Value of Plant, wholly owned: | |
| Value of Vehicle, wholly owned: | |

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| --- | --- | --- | --- |
| **PROPOSED BY COMPANY**  **(Must be CIFOZ members)** | **NAME OF COMPANY DIRECTOR** | **COMPANY DIRECTOR’S SIGNATURE** | **COMPANY STAMP** |
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### DECLARATION

I declare the following: -

1. I agree to be bound by the Constitution, Rules and decisions of the Federation as taken by the Management Committee.
2. That the information in this is both correct and complete and that the Federation may request any proof including the Balance Sheet and Accounts necessary to confirm or support this application.
3. That in the event of such information being shown to be correct or incomplete, I accept that my application for membership may be invalidated by the Management Committee, in which event all monies paid or due shall be forfeited by the Federation and I will have to claim for damages against the Federation.
4. That, I understand and agree that, during the period of probation, all work undertaken by the company may be subject to inspection and that, after the compulsory probationary year, I shall nevertheless remain on probation if at any time I am unable to produce work which meets the minimum standards set by the Federation (being those contained in the Ministry of Works’ General Specification of Materials and Workmanship as read in conjunction with the CIFOZ Inspectorate’s Supplementary Requirements on building Standards) or if I am unable to produce work which is sufficiently substantial to be assessed for such purpose, in which event, I shall continue on probation – even if this proves to be indefinite – until such time as I can produce work which meets the minimum standards as set out above.

Date:……………………………………… Applicant’s Signature:……………………………

**PLEASE ATTACH THE FOLLOWING DOCUMENTS:-**

1. Updated Bank Report (not statement)
2. Company Certificate of Incorporation
3. Company CR 6
4. Company Profile (CVs of technical/critical staff, Financial Statements)
5. Zimra Valid Tax Clearance Certificate (ITF 263)
6. Plant and Equipment wholly owned & the valuation total
7. Reference letters from Clients and Consultants.

**NOTE:**

1. Tick Division/Category/Class on page 2 as appropriate. You may apply in more than one division/class.
2. There is once-only entrance fee equivalent to the category for which initial application is made.
3. Two or more membership categories involve two or more subscriptions, except only in case of Sub-Contractor classes where each additional class is charged at 50% of the full amount.
4. Members are encouraged to pay joining fees in full and arrange payment terms for annual subscriptions.
5. This completed application form to be returned to The Secretary, Construction Industry Federation of Zimbabwe, Conquenar House, 256 Samora Machel Avenue East, Eastlea, P.O Box 1502, Harare

**APPLICATION AND MEMBERS SITE INSPECTION FEE: USD 50**

**DIVISION, CATEGORIES AND ANNUAL SUBSCRIPTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DIVISION** | **CATEGORY** | **LIMIT PER CONTRACT** | **SUBSCRIPTIONS *(For April 2024 TO March 2025)*** |
| Building  And  Civil  Engineering  Contractors | A | Unlimited | USD800 |
| B | USD $6000 000 | USD700 |
| C | USD $3000 000 | USD650 |
| D | USD $1500 000 | USD550 |
| E | USD $1000 000 | USD500 |
|  | F | USD $ 800 000 | USD350 |
| Electrical  And Other  Sub-Contractors | G | USD $ 500 000 | USD200 |
| H | USD $ 250 000 | USD150 |
|  |  |  |
| A | Unlimited | USD650 |
| B | USD $3000 000 | USD550 |
|  | C | USD $1500 000 | USD500 |
|  | D | USD $1000 000 | USD450 |
|  | E | USD $600 000 | USD400 |
|  | F | USD $400 000 | USD300 |
|  | G | USD $200 000 | USD200 |
|  | H | USD $100 000 | USD150 |
| Associate/Suppliers |  |  | USD800 |
| Dormant Member |  |  | USD150 |

# SUB-CONTRACTORS: CLASSES OF TRADE

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | Acoustic Engineering Heating, Ventilation, Air Conditioning and Refrigeration Engineers. | **11.** | Landscaping, Swimming Pools & Outdoor-living |
| **2.** | Art Metal Work, Aluminium and Steel Window Specialist | **12.** | Plumbing, Drain Laying and Sheet Metal Work |
| **3.** | Solar and Liquified Petroleum Gas | **13.** | Roof Slating, Tiling and Sheeting |
| **4.** | Refractory Bricklaying | **14.** | Scaffolding, Formwork Specialists |
| **5.** | Painting and Decorating | **15.** | Structural Engineers, Steel Reinforcing Engineers |
| **6.** | Fencing, Precast Walling and Structures | **16.** | Wall tiling, Mosaics and marble workers, terrazzo specialists, reconstruction. Patent flooring & floor layers, Roof water proofing and tanking |
| **7.** | Fire Protection and Sprinkler Engineers | **17.** | Electro- Mechanical Engineers |
| **8.** | Burglar, Fire Detection and Alarm Systems | **18.** | Fumigation and Pest Control |
| **9.** | Demolishers, Excavation & Earthmoving, Tennis Courts, etc | **19.** | Suppliers & Hirers of Earthmoving Equipment |
| **10.** | Joinery and Shop fitting, Ceiling Specialists and Glazing | **20.** | Boreholes and Allied Services |

***Remit Payments to: Construction Industry Federation of Zimbabwe, Bank – Stanbic,Msasa Branch ZWLAcc 9140003623148 USD Acc 9140003623172 Ecocash Merchant Code - 86810***