



RENEWAL OF REGISTRATION RR001 (v7)

(Jan '18)

Note: The renewal process is the membership renewal of the homebuilder who is able to meet the obligations in terms of the requirements of the NHBRC. Please observe the following basic principles. Write in black pen. Take the time to complete all sections of the document and attach proof of payment, ensure you get a reference number from your local office before doing payment. A maximum of 3 working days is required to process this application. If this form is incomplete your application may be delayed. Submit to your nearest Provincial Customer Care Centre, See section E.

Type of legal institution

Close Corporation	<input type="checkbox"/>	Co-Operative	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Pty Limited	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Municipality / Provincial Housing Department	<input type="checkbox"/>				

SECTION A: COMPANY DETAILS

Enterprise Name

VHBRC Registration Number

CIPRO Registration Number

Postal Address Code

Physical Address

Code

Office Phone Number () -

Office Fax Number () -

Mobile Number () -

Email Address

SECTION B: COMPANY DIRECTOR DETAILS

1. Name

ID Number

Gender M F Disabled Y N Mobile No - -

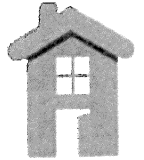
Race African Asian Coloured Indian White

2. Name

ID Number

Gender M F Disabled Y N Mobile No - -

Race African Asian Coloured Indian White



3. Name

ID Number

Gender M F Disabled Y N Mobile No - -

Race African Asian Coloured Indian White

4. Name

ID Number

Gender M F Disabled Y N Mobile No - -

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If there are more Directors (copy this page and fill their details in on the copy). Please mark if more pages are used Yes No

Technical Manager Details (if member of company directors, please repeat details)

Name

ID Number

Gender M F Disabled Y N Mobile No - -

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SECTION C: CREDIT CHECK

Consent for Credit Check (Please refer to section E for letter – page 3)

Signed consent for reference check letter.

Banking Details

Bank

Account Name

Branch Name Branch Number

Type of Account

Account Number

SECTION D: REQUIRED DOCUMENTS

Tick if attached or mark n/a if not applicable

- 1. Completed renewal form (RR001). Please remember that only a black pen is to be used and writing must be clear and readable. (ALL)
- 2. Certified ID copies of Managing Directors, Shareholders or Owner of the business, copies must have been certified within the last 3 months. If a person is not South African, then a certified copy of the passport and work permit is required. (ALL)
- 3. Banking details and either a copy of a cancelled cheque or a stamped letter from the bank confirming banking details and must not be older than 3 months. No email print outs will be allowed. (ALL)
- 4. Proof of residence which must not be older than 3 months. (ALL)
- 5. latest Abridged Certificate for Annual Returns(CIPC/CIPRO)
- 6. Signed consent for reference check letter. (ALL)



HEAD OFFICE
 Tel: +27 11 317 0000
 Toll Free No.: 0800 200 824
 Fraud Hotline: 0800 203 698
 Website: nhbc.org.za

PHYSICAL ADDRESS
 27 Leeuwkop Road
 Sunninghill
 Johannesburg
 2191

POSTAL ADDRESS
 PO Box 461
 Randburg
 2125



SECTION E: NHBC CUSTOMER CARE CENTRE'S

I (Full name and Surname)

ID

Company you are Representing

with CIPC number

Hereby voluntarily provide consent for a reference check to be carried out on me or the company I represent.

I accept that such check does not infringe any of my fundamental rights, and I accept that the reference check is part of the registration / renewal process in terms of the Act.

Signed

Dated 2 0