



ASSURING QUALITY HOMES

## COMPETENT PERSON QUESTIONNAIRE CPQ001 (v5)

**NOTE:** Please observe the following basic principles. **Print one letter per box. Write Clearly.** Please ensure the requested document copies are attached, if they are not, this will delay the process.

Name

Surname

ID Number    **Note:** If passport being used, copy of work permit required.

Passport Number

Company

Postal Address

Physical Address

Town

Postal Code

Postal Code

Eastern Cape

Free State

Gauteng

KZN

Limpopo

Mpumalanga

Northern Cape

North West

Western Cape

Telephone Number

Mobile Number

Fax Number

Email Address

Discipline of professional registration (Civil / Structural / Geotechnical)

Date Qualified  /  /

Qualification

To which institution do you belong?

Membership Number

ECSA Registration Number

Nat. Sci. Prof. Reg. Number

Personal Indemnity (PI) Details - please note that this expires yearly and has to be sent to NHBRC when placing re-orders for bar code labels.

Name of Insurer

Insurance Certification Number

Insurance Amount R

Insurance Start Date

Insurance End Date

**For Office Use**

Bar Code Number

System ID Number

75

Query Number

8

Approval Number

3

Should your application be approved, you will receive an approval letter from the NHBRC via email, which is valid for a one year period (the same dates as your PI cover). Please note that you have to update your PI details yearly with us, otherwise your status will become inactive. When renewing please fill in form CPR001 - competent person renewal.

Please also note that on approval, you will be sent via Registered Mail the approval letter and 100 bar code labels to start off with. An email will be sent to you with the registered mail reference number, so that you can track your envelope with the Post Office directly by either sending your tracking number to 35277 or by visiting their website - <https://www.postoffice.co.za/Contactus/trackandtracedomestic.html>

Should you wish to collect your labels from one of our offices, please choose a province below. If someone else will be collecting on your behalf, please ensure that the authorisation letter for a 3rd party to collect is completed and sent with that person.

**EASTERN CAPE**

- East London
- Port Elizabeth

**FREE STATE**

- Bethlehem
- Bloemfontein

**GAUTENG**

- HO Sunninghill
- Pretoria

**KWA ZULU NATAL**

- Durban
- Richards Bay
- Newcastle

**LIMPOPO**

- Polokwane
- Bela Bela
- Tzaneen

**MPUMALANGA**

- Nelspruit
- Witbank

**NORTHWEST**

- Rustenburg
- Klerksdorp
- Mahikeng

**WESTERN CAPE**

- Cape Town
- George

Signature	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**TO APPLY**  
 EMAIL TO [competentperson@nhbrc.org.za](mailto:competentperson@nhbrc.org.za)

**\* Please attach the following documents**

- Clear copy of ID Book
- If a passport is being used for this application, please ensure that a clear copy of the work permit is sent through
- Copy of professional registration certificate from professional council, i.e. ECSA
- PI insurance document
- Cipro document
- Graduation Certificate



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**AUTHORIZATION LETTER FOR 3RD PARTY TO COLLECT NHBRC BAR CODE LABELS**

I,

with ID number

or

Passport Number

Passport only to be used if not SA citizen.

the approved competent person by the NHBRC, am not able to collect the ordered bar code labels and hereby give permission for

with ID number

to collect the said bar code labels.

Telephone Number  
 ()

Mobile Number  
 ()

Signature

**Please attach the following documents**

Clear copy of ID Book of person collecting bar code labels on your behalf.

**ONLY REQUIRED WHEN COLLECTING FROM A PROVINCIAL OFFICE - TO BE BROUGHT WITH BY PERSON COLLECTING**