



COMPANY REGISTRATION GUIDE / CHECK LIST

1. Forms
 - 1.1. AR003 application for registration (8 pages)
 - 1.2. Reference check letter (1 page)

2. Cost of registration
 - 2.1. Initial application fee is R745.61 which is not refundable (once off).
 - 2.2. An annual membership fee of R526.32 is due every year.

3. Document Check List
 - 3.1. Registered competent person – bar code label is given to registered Engineers.
 - 3.2. Types Legal Institution
 - 3.2.1. Close Corporation (CK)
 - 3.2.2. Co-Operative
 - 3.2.3. Municipality / Provincial Housing Department
 - 3.2.4. Partnership
 - 3.2.5. Pty Limited
 - 3.2.6. Sole Trader
 - 3.2.7. Trust
 - 3.3. Ensure that all documentation is handed in; if any documentation is outstanding the application **will not be accepted**. Please refer to list below for documentation required. Please note that only a black pen is to be used.

Tick if attached or mark n/a if not applicable

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Completed registration application (AR003). Please remember that only a black pen is to be used and writing must be clear and readable. (ALL) |
| <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | 3. Valid company Intellectual Property Commission (CIPC) registration certificate. (ALL) |
| <input type="checkbox"/> | 4. 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) |
| <input type="checkbox"/> | 5. Proof of residence which must not be older than 3 months. (ALL) |
| <input type="checkbox"/> | 6. Appointment letter of the Technical Manager and a written acceptance of his/her appointment - confirmation of their technical ability must be included in the appointment letter.

<i>(Only required should the Technical Manager not be part of the Managing members of the company or a Sole Trader.)</i> |

HEAD OFFICE

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

PHYSICAL ADDRESS

27 Leeuwkop Road
 Sunninghill
 Johannesburg
 2191

POSTAL ADDRESS

PO Box 461
 Randburg
 2125



- 7. Latest Abridged Certificate for Annual Returns (CIPC/CIPRO). **(ALL)**
- 8. Signed consent letter for credit check. **(ALL)**
- 9. Notice of Incorporation (Co 14.1). **(PTY ONLY)**
- 10. Registration certificate (Co 14.3). **(PTY ONLY)**
- 11. Certified copy of incorporation (CM 29). Please note that a Memorandum of Corporation is no longer supplied to companies. **(PTY ONLY)**
- 12. Notice of incorporation. **(PTY ONLY)**
- 13. Certified copy of shareholding certificate. **(PTY ONLY)**
- 14. Trust Resolution / Deed of Trust **(TRUST ONLY)**
- 15. Certified copy of Partnership agreement letter. **(PARTNERSHIP ONLY)**
- 16. Constitution of Co-Operative limited to be supplied. **(CO-OPERATIVE ONLY)**

4. Technical Assessment

- 4.1. These are conducted from a Monday to Friday at your local NHBRC office. Please enquire with your local office for times of technical assessments.
- 4.2. Please note that only 2 attempts are allowed in order to pass the technical test within 30 days of payment of application fee.

5. Builders Induction

- 5.1. To confirm approval of your application, applicant will be required to attend a Builder's Induction which is held Monday to Friday at your local NHBRC, after attendance of the induction the registration certificate will be handed over.
- 5.2. Ensure that all fees (application fee and annual fee) due are paid through EFT or SpeedPoint (office dependant) or cash deposit into the NHBRC bank account before attendance of builders induction. Please note that **NO CASH** is accepted at any NHBRC. Please ensure that a **reference number** is obtained before making any payment.

Should you have any queries, please contact your closest office or the Toll Free Number – 0800-200-824.

Regards, NHBRC – **ASSURING QUALITY HOMES**