



*DEVELOPMENT THROUGH PARTNERSHIP*

**CHANGE OF PARTICULARS /  
ANNUAL UPDATE APPLICATION FORM**

# NOTIFICATION OF CHANGE OF PARTICULARS / ANNUAL UPDATE

## SECTION A: TYPE OF CHANGE REQUEST

Please tick the applicable selection to indicate the type of amendment that is being requested.

### Note

Identification in accordance with the cidb regulations is essential.

Annual Update	Proof of Payment of Annual Fees
Change of Enterprise name	Updated Company Registration Document
Change of Address / Contact Information	Confirmation of the updated details on a letterhead of the Enterprise
Change of Banking Details	Copy of cancelled cheque OR Confirmation of the banking details on a letterhead of the Enterprise
Change of Ownership	Updated Company Registration Document AND Originally certified Identity Document for additional principal members

## SECTION B i. PARTICULARS OF THE ENTERPRISE (COMPULSORY)

CRS Number \_\_\_\_\_ Type of Enterprise \_\_\_\_\_

Legal Name of Enterprise \_\_\_\_\_

Trading Name of Enterprise \_\_\_\_\_

Company Registration number or Sole traders' ID number

## SECTION B ii. CONTACT INFORMATION

Name of Contact Person \_\_\_\_\_ Designation \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Number

Is this the same Contact Person as is currently indicated on the cidb Database?  Yes  No

If 'no' then this may be amended with the approval of a principal member.

Principal Member's Name \_\_\_\_\_

Principal Members' signature \_\_\_\_\_

Principal Members' contact number

## FOR OFFICE USE ONLY

### Provincial Offices

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Provincial Office Date Stamp

### Registrations Capturer

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Registers Date Stamp

# NOTIFICATION OF CHANGE OF PARTICULARS / ANNUAL UPDATE

## SECTION C: CHANGE OF COMPANY NAME

Current Legal Name of Enterprise \_\_\_\_\_

Current Trading Name of Enterprise \_\_\_\_\_

New Legal Name of Enterprise \_\_\_\_\_

## SECTION D: COMPANY ADDRESS INFORMATION

Head Office \_\_\_\_\_ Head Office \_\_\_\_\_

Physical Address \_\_\_\_\_ Postal Address \_\_\_\_\_

Code \_\_\_\_\_ Code \_\_\_\_\_

Province \_\_\_\_\_ Province \_\_\_\_\_

Telephone Number \_\_\_\_\_ Facsimile Number \_\_\_\_\_

## SECTION E: PRINCIPALS AND OWNERSHIP / INTEREST

Please provide an updated list of ALL active principal members of the Enterprise.  
Please indicate that you are "BLACK" if you are either Indian or Coloured.  
(This information is used to determine the Previously disadvantaged status of the Enterprise.)

Initials and Surname	Identity Number	RSA Citizen		Black		Gender		% of work time devoted to this enterprise	% of shares of interest held
		Y	N	Y	N	M	F		

*Attach updated company registration document and any new principals Identity documents.*

## SECTION F: ENTERPRISE BANKING DETAILS

Account Holder \_\_\_\_\_ Branch Code \_\_\_\_\_

Bank Name \_\_\_\_\_ Account Type \_\_\_\_\_

Branch Name \_\_\_\_\_ Account Number \_\_\_\_\_

*Attach updated company registration document and any new principals Identity documents.*

# NOTIFICATION OF CHANGE OF PARTICULARS / ANNUAL UPDATE

---

**SECTION G: DECLARATION BY CONTRACTOR**

I, the undersigned, hereby: **declare that:**

- I am duly authorised to sign this application on behalf of the enterprise;
- The information furnished in support of this application, is true and correct in every respect;
- I will provide the cidb with any additional information that may be required;

**authorise:**

- The cidb to verify the information supplied in this form;
- The cidb to publicity display my contractor grading designation.

Enterprise Name \_\_\_\_\_ Designation \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_