



## SERENGETI ESTATES

FORGED BY NATURE

### **PROCESS FOR CONTRACTORS TO ENROL**

**Main Contractor must be registered at the Building Control Department at the SPOA (Serengeti Property Owner's Association) for every stand.**

A main contractor and his personnel / sub-contractors can only be registered/enrolled after the registration has been approved by Building Control.

At the Enrolment Office the Main Contractor / Sub-Contractors must register his company by submitting the following compulsory documents:

- Company Registration Documents (CIPC Documents)
- Letter of Good Standing from the Department of Labour (FEM)
- Appointment Letter from the owner to confirm the Main Contractor on site
- Application Letter as per the Registration Documents below

The registration of a company or close corporation is valid for as long as the Letter of Good Standing from the Department Labour is valid.

If the Letter of Good Standing expires, the access of the contractor and his personnel is suspended with immediate effect.

The suspension will be lifted once a valid Letter of Good Standing from the Department of Labour is submitted.

### **ENROLMENT PROCESS FOR CONTRACTORS ACCESS CARDS**

- Contractor and personnel hand in all prescribed documents
- Documents are checked at the Enrolment Office
- Contractor goes through the criminal check procedure and is issued with an access card.

### **ENROLMENT FEES**

- |                          |   |                 |
|--------------------------|---|-----------------|
| - Registering of Company | = | R50.00 once-off |
| - Criminal Check         | = | R200.00 pp      |
| - Wave Access            | = | R50.00 pp       |



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### THE FOLLOWING DOCUMENTS ARE REQUIRED

- **Registration of Contractor form**
  - o Otherwise known as the Enrolment form
  - o All personnel that will be registering on the day, their details will be filled in on the form.
  
- **Personal Detail & Indemnity Form**
  - o Each person who will be applying for access has to fill out their details on these forms as per the below documents.
  - o Where necessary, when asked 'any criminal offence or conviction', please state yes or no. If the answer is yes, the individual must be specific such as **YEAR, OFFENCE, CONVICTED AND SENTENCE.**
  
- **ID Documents / Passport / Asylum**
  - o A colour copy of ID / Passport and Work Permit / Asylum
  - o In the case of an Asylum seeker document, the person will have to fill in a consent form provided by the Enrolment office, that must be completed. The Consent form will then be sent to the Department of Home Affairs alongside with the Asylum for verification. The Turn Around Time on the verification is 3-5 working days.
  - o In the case where the verification from the Department of Home Affairs is received and the Asylum is fraudulent, access to the estate will be denied. Should the Department of Home Affairs confirm the validity of the Asylum, the Asylum Holder will go through the enrolment process.
  - o No Contractor or Personnel with a Passport but without a work permit will be granted access to the estate.
  - o Work Permit- and Asylum Seekers access to the Estate will be limited to the expiry date of such permits.
  
- Wave Access for Contractors and their personnel is valid for six months if a contractual period is not in place or capped at 12 months per contractual period.
- Access renewal will require a follow up crim check.