



NATIONAL CONTRACT CLEANERS' ASSOCIATION

APPLICATION FORM FOR MEMBER CATEGORY

I/We, the undersigned, do hereby make application for membership of the National Contract Cleaners Association.

Please tick applicable box of the NCCA Branch you wish to join:

Border-Kei	Eastern Cape	Gauteng	KwaZulu Natal	Western Cape	Limpopo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I/We agree, if admitted as a member, to uphold and abide by the Constitution, the Code of Ethics, all Legislation applicable to the industry, any Rules and decisions of the Association as may be determined from time to time, and the payment of subscriptions and levies when due.

1. DETAILS OF APPLICANT

Trade name of applicant.....

Indicate Sole Proprietor, Partnership, Ltd or Pty Ltd Company or CC.....

Street address.....

Postal address.....Code.....

Email address..... Website address.....

Telephone No (code.....)..... Fax No (code.....).....

Main contact person - name of representative to whom all correspondence should be directed

..... Cell No.....

E-mail address.....

Full names of Proprietor, Partners, Directors, Members

.....
.....

Additional persons in your organisation who you would like to receive NCCA correspondence:

Name Email address.....

Name Email address.....

2. DATE OF ESTABLISHMENT OF BUSINESS.....

- **Member Category:** means an enterprise which in the opinion of the Branch Membership Committee is a "bona fide" contract cleaner.

3. **DATE, IF ANY, OF ACQUISITION OF BUSINESS BY PRESENT OWNER**

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4. **TRADE REFERENCES**

Give the names and addresses of two trade references:

.....
.....

5. **SCOPE OF BUSINESS**

State briefly the scope of your business, i.e., commercial / domestic cleaning etc

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6. **BRANCHES/SUBSIDIARY COMPANIES**

Do you have any branches and/or subsidiary companies? YES/NO.....

If yes, state address and name under which branch subsidiary is trading:

NAME OF BRANCH/SUBSIDIARY

ADDRESS

.....
.....

7. **EMPLOYEES (NOT Directors/Members/Partners) (this info remains strictly confidential)**

NUMBER of **CLEANING** employees

○ paid monthly (Number)

○ paid weekly..... (Number)

PLEASE NOTE: IF YOU HAVE CLEANERS, a compliance audit will be conducted.

Name the person in your organization who will be responsible for the audit.

Name Cell

Email

8. **COMPANY REGISTRATION**

8.1 Company Registration Number

8.2 VAT Number (if applicable)

8.3 Income Tax Number

8.4 UIF Number

8.5 Skills Development Levy – “Cleaning Services Chamber”, state your SARS.
Registration Number (if applicable)

Note: Registration is only applicable if you have an annual turnover in excess of R6 Million Rand, and / or an annual payroll in excess of R½ Million Rand.

9. **NCCA REQUIREMENTS**

► **Note: 9.1, 9.2 and 9.3 are statutory requirements**
WRITTEN PROOF IS REQUIRED AND IS TO BE LODGED WITH THIS APPLICATION

9.1 Provident Fund for Contract Cleaners, administered by NBC Fund Administrators –
Gauteng (010) 206-0171/0120 / **W. Cape** (021) 403-9200 / **E. Cape** (041) 391-5200
Email: *contractcleaning@nbc.co.za*
State your Registration Number for this fund

KZN BCCCI Provident Fund, administered by NBC Fund Administrators for
KwaZulu Natal (031) 366 7714 / (031) 366 7700
Email: *bcccinatalpf@nbc.co.za*
State your Registration Number for this fund

9.2 Letter of Good Standing - Compensation for Occupational Injuries and Diseases Act (COIDA)
State your Registration Number for this fund
Are your payments to the Department of Labour for this fund in good standing? YES/NO

9.3 Public Liability Cover
State name of insurance company
Amount of public liability cover held (min R1mil)? R.....

10. **INSPECTION OF TRADING OPERATION**

Are you prepared to allow an inspection of your trading operation? YES / NO.....

DECLARATION BY APPLICANT

I declare that I am authorised to complete this application on behalf of the applicant, and if accepted, will be responsible for the payment of fees / levies as set out on page 4. The information supplied herein is true and correct to the best of my knowledge. I hereby agree that the information supplied herein may be captured in terms of the Labour Relations Act and POPI Act. I further **AGREE** that the information provided may be shared whether by email or on the internet or by any other means with the exception of any cleaner numbers declared. With respect to the disclosing party's confidential information, the receiving party agrees it shall use the same degree of care in safeguarding the confidential information as it uses for its own confidential or like information, but in no event less than reasonable care.

SIGNATURE.....DATE.....

NAME..... DESIGNATION.....

PLEASE NOTE: In addition, applicant's applying for membership in KwaZulu Natal, the certificate of registration or compliance from the Bargaining Council for the Contract Cleaning Industry (Kwazulu Natal).

The NCCA reserves the right to accept or reject any application for Membership.

FOR OFFICE USE ONLY

BRANCH MEMBERSHIP COMMITTEE

APPROVAL REFUSAL

CHAIRMAN.....BRANCH.....

SIGNATURE.....DATE.....

SCHEDULE OF ANNUAL FEES APPLICABLE PER REGIONAL BRANCH FOR THE FINANCIAL YEAR 1st APRIL 2023 TO 31st MARCH 2024 - MEMBER – CONTRACTOR

Note: updated fee structure-updated and applicable for GAUTENG FEE due to BRANCH VAT REG. 4550315248

FEES	EASTERN CAPE (EC) / BORDER-KEI (BK)	GAUTENG /	LIMPOPO	KWAZULU NATAL	WESTERN CAPE
NON-REFUNDABLE					
ADMINISTRATION FEE <u>[on submission of application]</u>	R200	R400 excl. R460 incl.	R400	R400	R200
ENTRANCE FEE	R525	R560 excl. R644,00 incl.	R560	R600	R550
ANNUAL SUBSCRIPTION FEES					
0 (zero cleaners)	R400 (BK) R300 (EC)	R500 excl. R575 incl.	R500	R300 (3-month) pro- bationary period	N/A
1 to 100 cleaning employees	R290 (BK) R350 (EC)	R350 excl. R402.50 incl.	R350	R150	R350
More than 100 cleaning employees	R1 055	R1272 excl. R1462.80 incl.	R1272	R1 000	R1 250
MONTHLY LEVY <u>(Not applicable if no cleaning employees on the books)</u>					
1 to 50 cleaning employees	R65	R80 excl. R92 Incl.	R80	R100	R75
More than 50 cleaning employees	R1.27 per employee	R1.52 excl. R1.75 incl. per employee	R1.52 per employee	R2.00 per employee	R1.50 per employee

NOTES

- Annual Subscription
Companies joining in any month after the beginning of the financial year will be invoiced on a pro rata basis, for subscription fees only (with the exception of cleaning companies with 0 cleaners).
- Monthly Levy Payments
Payment of the monthly levy will commence, by agreement, in the month the company is accepted as a member.
- Payment of fees
Only the ADMINISTRATIVE FEE is payable when making application for membership.
All other fees will only be due after your application has been approved by the applicable Branch Membership Committee, whereupon an invoice will then be raised.
- Application Form
After completion, please email or fax this form to the Secretary at the applicable Branch Office as detailed below.

PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE
Branch Offices

Border-Kei
The Secretary
NCCA

Tel: 0861 105 881
E-mail:
border-kei@ncca.co.za

Eastern Cape
The Secretary
NCCA

Tel: 041 484 3773
E-mail:
ecbranch@ncca.co.za

Gauteng & Limpopo
The Secretary
NCCA

Tel: 0861 105 881
E-mail:
gauteng@ncca.co.za /
gautengbranch@ncca.co.za

limpopo@ncca.co.za

KwaZulu Natal
The Secretary
NCCA

Tel: 031 312 2630
E-mail:
nccakzn@telkomsa.net

Western Cape
The Secretary
NCCA

Tel: 021 686 3394
E-mail:
natasha@nccawc.co.za



NATIONAL CONTRACT CLEANERS' ASSOCIATION

WHAT ARE THE BENEFITS OF JOINING THE NCCA?

The NCCA was established in 1987 with the goal of creating professionalism in the cleaning industry.

NCCA Membership Certificate

A NCCA membership certificate is a guarantee that the holder complies with all the statutory legislation applicable to the contract cleaning industry in South Africa.

During a [Compliance audit](#), the experienced, independent compliance auditors verify compliance.

This benefits customers by reducing the exposure to financial and reputational risks associated with using the services of a non-compliant service provider.

Membership of the ISSA – International Sanitary Supply Association (est. 1923)

To join the ISSA as an individual company costs around R15 000 p.a. NCCA members automatically enjoy all the benefits of ISSA membership:

- use of the ISSA Membership Logo on your website and marketing material
- link issa.com on your websites
- receive notifications from the NCCA updating them on topical news releases by the ISSA
- access [Cleaning Industry Management Standard \(CIMS\)](#) and [Global Biorisk Advisory Council \(GBAC\) star certified courses](#)
- NCCA membership discounts on all ISSA training resources

Advice on Labour Relations Contractual Matters

Although the NCCA cannot become directly involved in any labour disputes, members have access to advice on labour matters.

NCCA Recognition and Advocacy

The NCCA is officially recognised as an Employers Association by the Department of Employment and Labour.

NCCA representatives serve on the following bodies:

- The Cleaning Chamber of the [Services SETA](#)
- The board of the Professional Body for Environmental Hygiene (PBEH)

and regularly communicate its members interests on skills development bodies such as the [Quality Council for Trades and Occupations \(QCTO\)](#) and the [South African Qualifications Authority \(SAQA\)](#).

Marketing and PR

The association maintains an interactive website at <http://www.ncca.co.za/> – members have exclusive access to the members' section.

As a member you can display the NCCA logo on your website. Membership listings are accessible on the website.

Members receive a free online copy of the only local cleaning industry trade journal – [African Cleaning Review](#).

You can also register for an electronic copy of the authoritative [European Cleaning Journal](#).

Networking and Communication

NCCA branches hold members' meetings four times per year, with some branches holding Golf days.

Code of Ethics

NCCA members commit themselves to a [Code of Ethics](#) to ensure that customers can rely on their adherence to business norms and standards.

NATIONAL CONTRACT CLEANERS ASSOCIATION



CODE OF ETHICS

A MEMBER WILL UNCONDITIONALLY:

- **PROVIDE APPROPRIATE SERVICES TO MEET CUSTOMER NEEDS, AT PRICES ECONOMIC TO BOTH PARTIES.**
 - **EMPLOY COMPETENT STAFF AND MAKE THEM EFFECTIVE THROUGH TRAINING AND THE PROVISION OF SUITABLE EQUIPMENT AND MATERIALS.**
 - **RESPECT COMPETITORS WITHIN THE SPIRIT OF FREE ENTERPRISE.**
 - **PROMOTE THE INDUSTRY THROUGH PROFESSIONALISM AT ALL LEVELS.**
 - **COMPLY WITH THE STATUTES AND THE ASSOCIATION'S CONSTITUTION, AND BE OPEN TO AUDIT IN ORDER TO ENSURE COMPLIANCE.**
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