



NATIONAL CONTRACT CLEANERS' ASSOCIATION

RENEWAL FOR MEMBER CATEGORY 2024/2025

CONTRACT CLEANING COMPANY

(i.e. Offers an outsourced, specialised cleaning service, where cleaners and equipment are supplied at a cost per month)

Please Note: A renewal membership is only granted to a member who was an active member in the previous membership year, failing which the application will be treated as a new membership application, to ensure criteria with all NCCA Membership statutory requirements are met.

IMPORTANT NOTES:

Please Note: The Gauteng Branch of the NCCA is registered for VAT.

Branch Membership:

- Gauteng - Includes application for the following regions. Northwest, Mpumalanga, Free State and Northern Cape Province.
- Border-Kei – As this region forms part of the Eastern Cape Branch effective 1 April 2024, all membership applications must be directed to the Eastern Cape Branch Secretary - ecbranch@ncca.co.za

NCCA KZN Branch Membership

As KZN Branch falls under the KZN Bargaining council, the rules and fee structure of the Council are applicable to membership in this region.

Criteria: Applications for membership require in addition, a certificate of registration or compliance from the KZN Bargaining Council for the Contract Cleaning Industry.

Membership applications must be directed to the KZN branch secretary - nccakzn@telkomsa.net

National Membership:

National membership is optional and allows for automatic membership with all NCCA Branches at a discounted fee. This excludes NCCA KZN branch.

Criteria: Member company to have cleaner representivity nationally incl., (GP, LP, EC, WC).

Application: Please contact the National Secretary – national@ncca.co.za

I/We, the undersigned, do hereby request renewal of membership of the National Contract Cleaners Association the membership period 2024/2025.

Company ame:

Branch membership no:.....

Please tick below applicable box for renewal purposes-

Gauteng

Limpopo

Eastern Cape

West Cape

KwaZulu Natal

1. DETAILS OF MEMBER

Registered name of member.....

Trading name

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

.....

Physical address.....

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

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

Telephone No (code.....) Cell No.....

Update of Primary contact person -Representative to who all correspondence should be directed.

Name..... Cell No.....

Email address.....

(If applicable)- please list any additional contacts to be included for communication /admin purposes.

<u>Department</u>	<u>Name</u>	<u>Email</u>	<u>Contact No/Cell</u>
Accounts			
Payroll/HR			

2. COMPANY DETAILS UPDATE

a) Company Registration Number

b) VAT Number (if applicable)

c) Income Tax Number

d) UIF Number

e) Skills Development Levy No (if applicable).....

Note: Where an employers' total salaries exceed R500 000 or expects that the total salaries will exceed the threshold over the following 12 months, that employer becomes liable to register for and pay SDL.

NCCA REQUIREMENTS (Compulsory)

Note: 3.1, 3.2 are Statutory Requirements –

3.1 PROVIDENT FUND FOR CONTRACT CLEANERS-

Provident Fund, administered by NBC Fund Administrators –

Provident Fund Registration Number.....

KZN BCCCI Provident Fund, administered by NBC Fund Administrators for KwaZulu Natal (only applicable to NCCA KZN Members)

Provident Fund Registration Number.....

3.2 LETTER OF GOOD STANDING or (TENDER LETTER) Applicable to ZERO Cleaners

Compensation for Occupational Injuries and Diseases Act (COIDA)

COIDA Registration Number

Are your payments to the Department of Employment and Labour in good standing? YES/NO.....

3.3 PUBLIC LIABILITY COVER-

State name of Insurance company

Amount of public liability cover held (min R1mil) R.....

4 BRANCHES/SUBSIDIARY COMPANIES

Do you have any Branches..... / or Subsidiary Company/'s (YES/NO)

NOTE: A branch being a separate physical office which is part of a larger company and a subsidiary being a separate company whose shares are owned by a larger 'parent' company '

If YES, please indicate region below and provide name and address of branch under which branch/subsidiary is trading.

Gauteng Limpopo Eastern Cape West Cape KwaZulu Natal

CONTACT DETAILS

<u>Name of Branch/Subsidiary</u>	<u>Contact Name</u>	<u>Email</u>	<u>Contact No/Cell</u>

5 EMPLOYEES (NO. OF CLEANERS) – RENEWAL DECLARATION

Number of employees as at last payroll month end. (This info remains strictly confidential)

- Branch membership - indicate cleaner no's under relevant region for renewal.

<u>Employee Category</u>	<u>Gauteng</u>	<u>Limpopo</u>	<u>Eastern Cape</u>	<u>Western Cape</u>	<u>KwaZulu Natal</u>	<u>TOTAL</u>
Permanent (employee with benefits)						
Temporary (Less than 3 month)						

MEMBERSHIP WITH CLEANERS requires an annual compliance audit to be conducted – (this is at no additional cost to members).
A Membership certificate will only be issued on successful outcome of the Compliance Audit and will be valid for a period of 12 months.

Please indicate below details of person/s in your organization who will be responsible for the audit.

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Contact No/Cell</u>

5.1 ZERO CLEANERS (EMPLOYEES) - RENEWAL DECLARATION

In the event of NO employees (cleaners) at the time of renewal, please indicate ZERO.....

Please indicate valid reason/s for Zero cleaners declared as a renewing member of the NCCA

.....
.....

IMPORTANT NOTES:

PLEASE NOTE:

MEMBERSHIP WITH NO CLEANERS requires attendance at a Compliance workshop (this is at no additional cost to members) and based on attendance, a Letter of Membership (reflecting ZERO Cleaners declared), will be issued. This will be valid for a period of 12 months from date of issue.

**The NCCA reserves the right to conduct verification audits, at the discretion of the NCCA National or Branch Exco), based on any continual period/s of renewals with zero cleaner numbers.

INSPECTION OF TRADING OPERATION

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

6 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.

7 DECLARATION BY MEMBER FOR RENEWAL-

I/We, declare that I am authorised to complete this renewal application on behalf of the applicant, and if accepted, will be responsible for the payment of fees / levies as set out on page 5.

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.

I/We, agree that in the event of renewal, 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.

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

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

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

FOR OFFICE USE ONLY

BRANCH MEMBERSHIP COMMITTEE

APPROVAL **DECLINED**

CHAIRPERSON..... **BRANCH**.....

SIGNATURE.....**DATE**.....



**NCCA - SCHEDULE OF ANNUAL FEES APPLICABLE
FOR THE FINANCIAL YEAR 1st APRIL 2024 TO 31st MARCH 2025**

FEES	GAUTENG (Fees excl. VAT)	EASTERN CAPE	LIMPOPO	WESTERN CAPE	KWAZULU NATAL
<u>NON-REFUNDABLE</u>					
ADMINISTRATION FEE [on submission of application]	N/A				R400
ENTRANCE FEE					R600
ANNUAL SUBSCRIPTION FEES					
O (Zero Cleaners)	R1500 (excl. VAT)	R1500	R1500	R1500	R300 (3-month) probationary period
1 to 100 cleaning employees	R2500 (excl. VAT)	R2500	R2500	R2500	R150
More than 100 cleaning employees					R1 000
<u>NATIONAL MEMBERSHIP</u> Cleaner representativity in all regions	R6000.00 excl. VAT				N/A
MONTHLY CLEANER LEVY					
<u>(Not applicable if no cleaners employees) on the books)</u>					
1 to 50 cleaning employees	R80 (excl. VAT)	R80	R80	R80	R100
More than 50 cleaning employees	R1.52 per employee (excl. VAT)	R1.52 per employee	R1.52 per employee	R1.52 per employee	R2.00 per employee

NOTES:

1. Annual Subscription

Companies renewing in any month after the beginning of the financial year will be invoiced in full for the annual subscription fees.

Fees are non-refundable in the event of-

- non-compliant Audit findings; (applicable to members with cleaners)
- non attendance to compulsory compliance workshop

2. Monthly Cleaner Levy Payments – (Applicable to members with cleaners)

Payment of the monthly levy will commence in the month the company is accepted as a member.

3. Payment of fees

All fees will only be due after your renewal application has been approved whereupon an invoice will then be raised.

4. NCCA Annual Compliance Audits

In the event of a non-compliance audit, a request for a second audit within the same financial period, would lead to the cost of the second audit being borne by the member/applicant.

5. Membership renewal application

Please email your renewal application form to the Secretary or Membership administrator, at the applicable Branch Office as detailed below.

Branch Offices

Gauteng

Membership administrator
Tel: 0861 105 881
gautengbranch@ncca.co.za
The Secretary
gauteng@ncca.co.za

Limpopo

The Secretary
Tel: 0861 105 881
limpopo@ncca.co.za

Eastern Cape

The Secretary
Tel: 041 484 3773
ecbranch@ncca.co.za

KwaZulu Natal

The Secretary
Tel: 031 312 2630
nccakzn@telkomsa.net

Western Cape

The Secretary
Tel: 0861 105 881
natasha@nccawc.co.za
national@ncca.co.za



NATIONAL CONTRACT CLEANERS ASSOCIATION

BENEFITS OF MEMBERSHIP

NCCA Recognition and Advocacy - The NCCA was established in 1987 with the goal of creating professionalism in the cleaning industry and is officially recognised as an Employers Association by the Department of Employment and Labour.

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

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.

Ensuring Compliance - During a [NCCA compliance Audit](#), an experienced, independent compliance auditor will 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.

Compliance workshops - These workshops are offered on a regular basis with no cost to members. These workshops are aimed at assisting members in ensuring compliance and understanding the benefits thereof.

NCCA Members Handbook - This handbook is a resource provided to members and offers a basic guideline relating to the legislative requirement within the Contract cleaning industry.

Tender Access - A link to access tenders is made available to members, which is updated regularly.

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 by means of the NCCA labour hotline.

Bargaining Council - Collective Bargaining: Bargaining councils provide a platform for employers and trade unions to negotiate and conclude collective agreements that govern conditions of employment, wages, benefits, and other industry-specific matters. [NCCA KZN](#) Branch of then currently have a Bargaining council, and an application has been submitted for a Regional Bargaining council for Area A as per the Sectorial Determination 1 for the Cleaning Sector.

Networking and Communication - NCCA branches hold members' meetings four times per year.

Marketing - Members have exclusive access to the Members section on the NCCA website, www.ncca.co.za.

Access to Supplier Database - We partner with reputable and established Suppliers Companies allowing them opportunities to market their product/s to our members in a forum provided, thus sharing in their product knowledge and expertise, which in turn enables the cleaning company to optimise their service delivery holistically.

NCCA Annual Golf Day - This event is well-supported by both Contract Cleaning Company members and Supplier members, with the aim of supporting a Charity Organisation.

NCCA Membership with ISSA - NCCA members automatically enjoy all the benefits of [ISSA](#) membership as a result of NCCA affiliation.

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