



NATIONAL CONTRACT CLEANERS' ASSOCIATION

APPLICATION FORM FOR MEMBER CATEGORY 2024/2025

CONTRACT CLEANING COMPANY

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

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 make application for membership of the National Contract Cleaners Association.

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

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

1. DETAILS OF APPLICANT

Trade name of applicant.....

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

Briefly state the scope of Business, i.e., commercial / domestic cleaning etc

Physical address.....

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

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

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

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

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

Email address.....

Please list any additional contacts to be in communication /admin purposes- (if applicable)

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

2. COMPANY REGISTRATION

Date of establishment of Business.....

Date, if any, of acquisition of business by present owner.....

Full names of Proprietor, Partners, Directors, Members

.....

.....

Please provide the following information-

- a) Company Registration Number
(Please include a copy of Co. Registration document with this application)
- b) VAT Number (if applicable)
- c) Income Tax Number
- d) UIF Number
- e) Skills Development Levy No

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.

3. NCCA REQUIREMENTS FOR MEMBERSHIP (COMPULSORY)

Note: 3.1, 3.2 are Statutory Requirements – (Written proof is required with application)

3.1 PROVIDENT FUND FOR CONTRACT CLEANERS-

Provident Fund, 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 / ccnpfregistration@nbc.co.za

Provident Fund Registration Number.....

KZN BCCCI Provident Fund, administered by NBC Fund Administrators for KwaZulu Natal
(031) 366 7714 / (031) 366 7700 / Email: bcccinatalpf@nbc.co.za

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 R1 mil) R.....;

4. TRADE REFERENCES

Please provide contact details for two trade references: (Company Name, Contact, Tel No.)

- 1)
- 2)

5. 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
<input type="checkbox"/>				

CONTACT DETAILS

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

6. EMPLOYEES – (NO OF CLEANERS) - DECLARATION

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

Please provide detail below:

<u>Employees</u>	<u>Gauteng</u>	<u>Limpopo</u>	<u>Eastern Cape</u>	<u>Western Cape</u>	<u>KwaZulu Natal</u>	<u>TOTAL NO</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>

6.1 ZERO CLEANERS (EMPLOYEES)- DECLARATION

In the event of no employees (cleaners) at the time of application, please indicate ZERO.....

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.

7. INSPECTION OF TRADING OPERATION

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

8. 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.

9. DECLARATION BY APPLICANT

I/We, 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 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 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.

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

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

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

FOR OFFICE USE ONLY

BRANCH MEMBERSHIP COMMITTEE

APPROVED **DECLINED**

CHAIRPERSON**BRANCH/NATIONAL**.....

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



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

FEES	GAUTENG (Fees excl. VAT)	EASTERN CAPE -	LIMPOPO	WESTERN CAPE	KWAZULU NATAL
NON-REFUNDABLE					
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
NATIONAL MEMBERSHIP 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

- Annual Subscription** - Companies joining in any month after the beginning of the financial year will be invoiced in full for the annual subscription fees, and fees are non-refundable in the event of.
 - New membership applicants (declaring ZERO cleaners) - not attending the scheduled Mandatory NCCA Compliance workshop as per date agreed on. (NB. Applicable to relevant Branch).
 - New membership or renewals (with cleaners) - non-compliant Audit findings.
- Monthly Cleaner Levy Payments** - Payment of the monthly levy will commence in the month the company is accepted as a member.
- Payment of fees** - All fees will only be due after your application has been approved by the NCCA, whereupon an invoice will then be raised.
- 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.
- Application Form** - Please email your completed application form with the supporting documentation to the secretary or membership administrator, at the applicable branch Office as listed below. For national membership and queries, please contact the national secretary – national@ncca.co.za

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 CLEANER 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](#) thereby ensuring that customers can rely on the member's adherence to ethical business norms and standards.

NCCA Membership Certificate - An NCCA membership certificate is recognition of the holder's compliance with all material aspects of the legislation specifically 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 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 hotline. This advice is given in good faith, but each NCCA member specifically agrees that the NCCA consultant and the NCCA shall not be held liable in any manner whatsoever for any information or advice provided to NCCA member companies.

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.

As a member in good standing, you can display the NCCA Logo on your website.

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](#).