



NATIONAL CONTRACT CLEANERS' ASSOCIATION

APPLICATION FOR RENEWAL OF MEMBERSHIP 2025/2026

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)

OR

SUPPLIER/ASSOCIATE MEMBER

(A Supplier Company or Individual not being eligible for admission as a Contract Cleaning Member, but by nature of products and/or services supplied to the Contract Cleaning Industry, is in the opinion of the Branch Membership Committee eligible for membership)

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.

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.

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

Renewal of Membership type:- (Please indicate current Membership No. _____)

**Contract
Cleaning Co
(with cleaners)**

☐

**Contract
Cleaning Co
(zero cleaners)**

☐

**Supplier/Associate
Member**

☐

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

National

☐

Gauteng

☐

Limpopo

☐

Eastern Cape

☐

West Cape

☐

KwaZulu Natal

☐

1. COMPANY DETAILS

Trade Name of applicant.....

Company Registration Number.....

Website Address.....

VAT No. (if applicable).....

SARS Tax Number.....

Organisation type: Sole Proprietor

☐

Partnership

☐

Company

☐

CC

☐

Other

☐

2. PRIMARY CONTACT DETAILS

Title First Name..... Last Name.....

Email Address

Co. Telephone No Primary Mobile No.....

3. COMPANY ADDRESS

Head Office Physical Address.....

.....

City/Town Code.....

Head office Postal Address.....

.....

City/Town Code.....

Select Provinces in which your Company operate

GP FS MP NW NC LP EC WC KZN

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

4. SCOPE OF WORK:

Please indicate below your current service offering to the cleaning industry-

Contract Cleaning services ☐ Cleaning service workwear ☐

Cleaning Chemicals ☐ Protective clothing and equipment ☐

Cleaning equipment ☐ Rental services ☐

Industrial Cleaning machinery ☐ Training - Product / Service ☐

Other services (not listed) applicable to industry.....

.....

5. NCCA REQUIREMENTS

Please provide the following information-

**** Provident fund (CCNPF) is not a requirement for Supplier members**

a) PAYE Tax Number

b) UIF Number

c) 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.

- d) COIDA (Workman's Compensation Registration) No.....
- e) Public Liability Cover:
Name of insurance Company.....
- Amount of Liability cover held (min, R1m).....
- f) 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.....

6. REQUIRED DOCUMENTS

****Mandatory**

Please provide the following supporting documentation with your application

**** Provident fund (CCNPF) is not a requirement for Supplier Members**

- | | | | |
|--|--------------------------|-------------------------------------|--------------------------|
| CO. Registration Doc | <input type="checkbox"/> | CCNPF registration (NBC) | <input type="checkbox"/> |
| TAX pin with date of issue | <input type="checkbox"/> | NBC Letter of good standing | <input type="checkbox"/> |
| COIDA Registration/letter of good standing | <input type="checkbox"/> | Section 16.1 OHS Appointment letter | <input type="checkbox"/> |
| B- BBEE Certificate/or Affidavit | <input type="checkbox"/> | Proof of Public liability cover | <input type="checkbox"/> |
| EE submission (confirmation letter DEL)
(i.e. In the event of 50 or more employees) | <input type="checkbox"/> | | |

7. BRANCH/S -SUBSIDIARY COMPANIES

****Only Companies applying for NATIONAL MEMBERSHIP need to complete this section.**

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.

Please indicate region

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

CONTACT DETAILS

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

8. EMPLOYEE DECLARATION – (**For completion by CONTRACT CLEANING COMPANIES only)

8.1 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 which is included in the subscription fee.

A Letter of Membership will be issued thereafter which will be a temporary membership valid for a period of 3 (three) months from date of issue.

Thereafter a renewal fee will become applicable for the renewal of the probationary membership which will be applicable for a further 3 months.

** 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.

8.2 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>GP</u>	<u>FS</u>	<u>MP</u>	<u>NW</u>	<u>NC</u>	<u>LP</u>	<u>EC</u>	<u>WC</u>	<u>KZN</u>
Permanent (employee with benefits)									
Temporary (Less than 3 months continuous employment) - No benefits									

MEMBERSHIP WITH CLEANERS requires an annual compliance audit to be conducted.

A Membership certificate will only be issued on the successful outcome of the compliance audit and the NCCA Certificate issued will be valid for a period of 12 months.

Additional note: Compliance audits pertaining to membership renewals only

Members who are compliant at time of renewal and have a history of three consecutive years' full compliance, such members will only be due an audit every second year.

NCCA Membership certificates will remain 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>

9. INSPECTION OF TRADING OPERATION

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

10. 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.

11. 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 6.

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 RENEWAL
FOR THE FINANCIAL YEAR 1st APRIL 2025 TO 31st MARCH 2026**

FEES	GAUTENG (Fees excl. VAT)	EASTERN CAPE	LIMPOPO	WESTERN CAPE	KWAZULU NATAL
ADMINISTRATION FEE	N/A				R400
ENTRANCE FEE					R600
CONTRACT CLEANING COMPANY MEMBERSHIP					
ZERO CLEANER SUBSCRIPTION (PROBATIONARY MEMBERSHIP)					
<u>O (Zero Cleaner) Declaration</u>	R1500 (excl. VAT)	R1500	R1500	R1500	N/A
Subscription fee					
3-month probation fee applicable for re issuing of membership letter	R300 (excl. VAT) (3-month probationary period	R300 (3-month) probationar y period	R300 (3-month) probationary period	R300 (3-month) probationary period	R300 (3-month) probationary period
ANNUAL SUBSCRIPTION FEE					
1 to 100 cleaning employees	R2500 (excl. VAT)	R2500	R2500	R2500	R150
More than 100 cleaning employees					R1000
<u>NATIONAL MEMBERSHIP</u>	R6000 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
<u>SUPPLIER/ASSOCIATE MEMBER</u>					
ANNUAL SUBSCRIPTION FEE					
	R2500 (excl. VAT)	R2500	R2500	R2500	R1800
<u>NATIONAL MEMBERSHIP</u>	R6000 excl. VAT				N/A

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 membership renewal application form with the supporting documentation to the secretary or membership administrator, at the applicable Branch Office as listed below.
For National membership enquiries please contact national@ncca.co.za

Gauteng
Membership administrator
Tel: 0861 105 881
gautengbranch@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
wcbbranch@ncca.co.za