



**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:*

<b>Border-Kei</b>	<b>East Cape</b>	<b>Gauteng</b>	<b>Kwazulu Natal</b>	<b>West Cape</b>	<b>Limpopo</b>
<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.....

E-mail address.....Website address.....

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

Full names of Proprietor, Partners, Directors, Members

.....

.....

.....

Name of representative to whom all correspondence should be directed i.e. the main contact person

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

E-mail address.....

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

Name:.....E-mail address.....

Name.....E-Mail address.....

Name.....E-mail 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**.....

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

.....  
.....

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)**

7.1 State total monthly paid cleaning employees ..... (Number)

7.2 State total weekly paid cleaning employees..... (Number)

8. **REGISTRATION**

8.1 Company Registration Number (if applicable).....

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 your have an annual turnover in excess of R6 Million Rand, and / or an annual payroll in excess of R½ Million Rand.

8.6 Your registration number for the Provident Fund for Cleaners, administered by NBC Fund Administrators – **Gauteng** (010) 206-0171/0120 & **Western Cape** 021-4039200  
**Email:** *contractcleaning@nbc.co.za*

State your Registration Number .....

**► Note: This registration is a statutory requirement**  
**WRITTEN PROOF IS REQUIRED AND IS TO BE LODGED WITH THIS APPLICATION**

**9 INSURANCE**

9.1 Compensation for Occupational Injuries and Diseases Act (COID) - State your Registration Number for this fund.....

**► Note: This Insurance is a statutory requirement  
WRITTEN PROOF IS REQUIRED AND IS TO BE LODGED WITH THIS APPLICATION**

9.2 Are your payments to the Department of Labour for this fund in good standing?  
YES / NO

9.3 State the name of the insurance company with whom you have Public Liability Cover.....

9.4 What is the amount of cover you hold? R.....

**10. COMPANY AUDITOR**

10.1 Name.....

10.2 Address.....

10.3 Telephone No.....E-mail address.....

**11. 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.

**► Note: I attach with this application written proof of the following:  
Registration as per 8.6 above, and Insurances as per 9.2 and 9.3 above.**

**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).**

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

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

**NOTE**

***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 2021 TO 31st MARCH 2022**

**MEMBER - CONTRACTOR**

<u>FEES</u>	<u>EASTERN CAPE (EC) / BORDER-KEI (BK)</u>	<u>GAUTENG / LIMPOPO</u>	<u>KWAZULU NATAL</u>	<u>WESTERN CAPE</u>
<b><u>ADMINISTRATION FEE</u></b> <b><u>(Non-refundable and payable on submission of form)</u></b>	R200 EC N/A BK	R400	R400	R200
<b><u>ENTRANCE FEE</u></b> <b><u>(Once off)</u></b>	<b><u>R525</u></b>	<b><u>R560</u></b>	<b><u>R600</u></b>	<b><u>R550</u></b>
<b><u>ANNUAL SUBSCRIPTION FEES</u></b> 0 (zero cleaners)	N/A	R500	R300 (3-month) probationary period	N/A
1 to 100 cleaning employees	R290	R350	R150	R350
More than 100 cleaning employees	R1 055	R1272	R1 000	R1 250
<b><u>MONTHLY LEVY</u></b> <b><u>(not applicable if no cleaning employees on the books)</u></b>				
1 to 50 cleaning employees	R65	R80	R100	R75
More than 50 cleaning employees	R1.27 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 (with the exception of companies in Gauteng with 0 (zero) cleaners).
- Monthly Levy Payments  
Payment of the monthly levy will commence in the month the company is accepted as a member.
- Payment of fees  
**Do not send any fees with your application (except admin fee applicable to Gauteng/Limpopo, Kwazulu-Natal and Western Cape).**  
Fees and levies will only be due after your application has been approved by the applicable Branch Membership Committee, whereupon invoices 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.

**Branch Offices**

**Border-Kei**  
The Secretary  
NCCA  
9 Longfellow Str  
Quigney Beach  
East London 5201

Tel: 043 722 3033  
E-mail:  
border-kei@ncca.co.za

**Eastern Cape**  
The Secretary  
NCCA  
P O Box 12516  
Centrahill  
Port Elizabeth 6000

Tel: 041 484 3773  
Fax: 041 364 2458  
E-mail:  
ecbranch@ncca.co.za

**Gauteng & Limpopo**  
The Secretary  
NCCA  
c/o P O Box 46319  
Orange Grove  
2119

Tel: 0861 105 881  
Fax: 086 773 1743  
E-mail:  
gauteng@ncca.co.za  
limpopo@ncca.co.za

**KwaZulu Natal**  
The Secretary  
NCCA  
P O Box 47321  
Greyville  
4023

Tel: 031 312 2630  
Fax: 031 312 2583  
E-mail:  
nccakzn@telkomsa.net

**Western Cape**  
The Secretary  
NCCA  
P O Box 12997  
Mowbray  
7725

Tel: 021 686 3394  
E-mail:  
nccawc@telkomsa.net



## **NATIONAL CONTRACT CLEANERS ASSOCIATION**

# **WHAT'S IN IT FOR YOU?**

### **THE BENEFITS OF NCCA MEMBERSHIP**

The following outlines in a nutshell the many benefits you derive when you invest in NCCA membership:

#### **THE NCCA**

The National Contract Cleaners Association was formed by responsible companies in 1987, desirous of creating professionalism in the Industry.

#### **MEMBERSHIP**

The degree of success of an organisation such as the NCCA depends to a large extent upon member participation and input into its affairs.

Membership affords you the opportunity of sharing experiences and knowledge with your fellow contractor and supplier members.

#### **INDUSTRY VOICE**

No Industry can afford to be without its own authoritative National Body, as a fragmented industry is of little or no consequence to Government, Industry stakeholders, or the end-user. Each and every member therefore has a "voice" in organised Industry.

#### **OUTSOURCING OF CLEANING SERVICES**

The outsourcing of cleaning services nowadays is common practice, evidenced by the fact that many end-users require tenderers for the supply of these services to be registered with the Association. This in itself illustrates that clients have confidence that our members are professionally qualified and competent to carry out the work required.

#### **AFFILIATION TO THE INTERNATIONAL SANITARY SERVICES ASSOCIATION (ISSA)**

#### **LABOUR RELATIONS**

The NCCA is recognised as the Industry's only Employer organisation. As a member you are afforded the opportunity of having a "say" in this extremely important issue. Members are regularly informed on matters such as wage rates and employment conditions.

A labour telephone "hot line" is operated (currently only in the Gauteng & Limpopo Regions) for members who can obtain free advice on such issues as:

- Advice on contractual agreements with employees.
- Disciplinary issues.
- Operational requirements.
- Trade Union advice.
- Minimum wages and benefits in terms of the Sectorial Determination and Bargaining Council. The latter only in Kwazulu.

#### **CONTRACTUAL MATTERS**

By its very nature the contractual cleaning process is a risk business, however, it is inevitable that members can occasionally find themselves in a dispute situation even after all reasonable steps have been taken to resolve the matter.

The NCCA will not become involved in a complaint unless both parties have formally put their case forward and the grievance is fully outlined in writing. Following this, the matter will be investigated and evaluated resulting in an independent and impartial opinion being offered.

The Association freely provides advice in terms of general contractual matters. One call, one solution to a potentially costly problem, could more than offset your annual fees.

## **STANDARDS**

The heart of the Association's very existence revolves around the ongoing development and maintenance of "standards" relevant to the Industry, which is of prime importance to both the Association and its members.

The NCCA requires all its members to unconditionally subscribe to a Code of Ethics relating to its standards – *refer below*.

Standard documentation is made available to members e.g. Articles of Agreement between contracting parties, Conditions of Employment for cleaners, Estimating checklist, Fundamentals of Estimating and Tendering, Window Cleaning Safety Standards etc.

Standing committees meet to address all projects relating to standards.

## **SKILLS DEVELOPMENT**

The Association is represented on the "Services" Sector Education and Training Authority (SETA), as well as the Cleaning Industry Chamber of the SETA. In addition, informative educational workshops/seminars are held on an ongoing basis for the purpose of improving member's business knowledge.

The Association was instrumental in developing the cleaning unit standards and associated skills programs for Levels 1, 2, 3, and 4, as published on the National Qualifications Framework.

## **COMMUNICATION**

The Association provides a communication forum, both formal and informal, for establishing co-operation between competitive member companies on matters of common interest, including the expression of views on industry matters.

Branch meetings for members are held four times per year.

## **SOCIAL ACTIVITIES**

Certain Branches holds an annual golf day.

## **PUBLIC RELATIONS**

The NCCA is the only source for raising the level of professionalism and status of the contract cleaning industry. As such, the Association adopts a pro-active marketing approach in promoting its interests with regard to:

- Consumer awareness of the benefits of contracting to an NCCA member for cleaning services.
- Promoting the image of the "bona fide" contract cleaning professional.
- Endorsing the only trade journal for the cleaning industry namely "African Cleaning Review", which is distributed to a wide spectrum of interested stakeholders. All members also receive a free electronic copy of this publication.
- The particulars of all members are shown on this site at address: [www.ncca.co.za](http://www.ncca.co.za).

## **CONSTITUTION**

Members are governed by the Association's Constitution – a copy of which is available on our website.

## **COMPLIANCE AUDITS**

Gauteng members (which include members in the Free State, Mpumalanga, North West, Northern Cape) as well as our Limpopo Branch undergo compliance audits. Once they have been found compliant, they receive a membership certificate stating they are compliant. The compliance audit process was launched as a pilot programme in Gauteng a few years back and has proven to be of great value to those members who are compliant. This process has also led to many companies and government departments who put out tenders requesting proof that those applying are members of the NCCA.

This programme will be rolled out to the Western Cape and Eastern Cape members in due course. KwaZulu-Natal members have their own compliance process through the KZN Bargaining Council.

## **WORKSHOPS**

The Gauteng Branch runs regular **Compliance Audit** and **Emerging Entrepreneur** workshops.

Topics covered in the **compliance audit** workshop include among others: Sectoral Determination for the contract cleaning sector; Sectoral Determination relating to the Contract Cleaners National Provident Fund, Bonus Legislation; provident fund rules; gazette wage rate, area A towns, NCCA Constitution, COID compliance details, occupational health and safety guidelines and pay slip template.

Topics covered by the **Emerging Entrepreneur** workshops include among others: Pre-audit checklist; labour costing; audit manual; Sectoral Determination relating to the Contract Cleaners National Provident Fund, Bonus Legislation; provident fund rules; gazette wage rate, area A towns, NCCA Constitution, COID compliance details, occupational health and safety guidelines and pay slip template.

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## **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.**