

NATIONAL COUNCIL FOR CONSTRUCTION

REGISTRATION OF CONTRACTORS

HEAD OFFICE

Off Sheki Sheki Road, Plot 1609/1625, Light Industrial Area
P.O. Box 39548
Lusaka, Zambia
 Tel: +260-211-247185 / +260- 1-240386
 Fax: +260-211-243115 / +260-1-247264
 Email: registrar@ncc.org.zm
 Website: www.ncc.org.zm

REGIONAL OFFICE

Mukuba Pension House, Room 209, 212, & 213
P.O Box 23163
Kitwe, Zambia
 Tel: +260-212-220590
 Fax: +260-212-228121
 Email: regionalinspector@ncc.org.zm
 Website: www.ncc.org.zm

APPLICATION FORM FOR RENEWAL OF REGISTRATION

[In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia]

INSTRUCTIONS TO APPLICANTS

THIS FORM SHOULD NOT BE SOLD

- a) Please fill in the form completely as provided. Print clearly using ink. *Incomplete forms will not be processed*
- b) All Applicable Fees Must be Paid Directly to the National Council for Construction
- c) Attach a separate sheet where space on the form is limited for additional information.
- d) Only additional information that was not earlier submitted should be provided and attached.
- e) All applicants for renewal should attach the previous NCC registration certificate
- f) Copies of all certificates attached must be “Certified True Copies” and where applicable must be translated into English language. *(Only certificates for additional personnel and equipment/assets not yet submitted should be attached)*
- g) The penalty fee for late renewal is as follows: 25% of Annual registration fee, for January the current year; the subsequent months will attract a 2% cumulative increment. Contractors not wishing to renew in a particular year should notify the Council in writing giving reasons, at the beginning of the year, failure to which a 100% annual fee will be charged for each year of non-renewal as penalty, at the time of the next renewal.
- h) One of the directors of all construction companies to have attained formal training in a construction field.
- i) All professionals declared by contractors to bear current and valid membership with their professional bodies.
- j) Applications can be deposited directly at NCC offices or relevant contractor associations in the provinces and Lusaka.

COMPANY NAME:	
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FOR OFFICIAL USE ONLY			
Date Application Form Received :			
Registration Approved for Grade :		Category :	
Date :			
Application Not Approved due to :	Remarks		
1			
2			
3			
4			
5			
6			

1.0 COMPANY DETAILS

1.1 Trading Name (if different).....

1.2 PACRA Registration No.:

1.3 Registered Office Address:-

Physical

Postal

Tel no/s: Fax No.

E-mail:

1.4 Branch Office/s Address/s in/or outside Zambia (if different):-

Physical

Postal

Tel no/s: Fax No.

E-mail:

1.5 Description of business / contracting activities:

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2.0 GRADE AND CATEGORY OF CONSTRUCTION ACTIVITIES

b) Indicate the **Grade** and **Category** of Construction in which you **have been** registered. Please fill in the Boxes below

GRADE (1,2,3,4,5 or 6)	MAIN CATEGORY (B,C,R,M, or E)	SPECIALIST WORKS (Sa,... to St)

3.0 TECHNICAL DATA

3.1 ADDITIONS OR CHANGES IN KEY PERSONNEL – PROFESSIONAL

(Engineers, Architects, Quantity Surveyors, Building Scientists, Surveyors, Accountants etc)

Do you have additional personnel or changes as above? *(Yes/No)*

If *Yes*, Attach list with certificates.

3.2 ADDITIONS OR CHANGES IN KEY PERSONNEL – SKILLS BASED

(Bricklayers, Carpenters, Plumbers, Electrician, Steel Fixers, Metal Fabricators etc)

Do you have additional personnel or changes as above? *(Yes/No)*

If *Yes*, Attach list with certificates.

TECHNICAL DATA (Continued)

3.3 COMPANY'S ADDITIONAL FIXED ASSETS AND MOVABLE PLANT, EQUIPMENT & TOOLS OWNED OR LEASED

Attach detailed list with appropriate documents and any hire/lease agreements if applicable

3.4 CONTRACTS COMPLETED IN THE PRECEDING YEAR

Have you completed any projects in the last year? (Yes/No)

If Yes, Attach a well typed detailed list in the format shown below.

Project Name	Client / Employer	Consulting Engineer / Architect	Contract Value	Date of Completion
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(a) Certificates / Documents Which Must Be Attached:

- a) Copies of the Certificate of Completion/Final Payment/Handover Certificate for each project or
- b) Reference from the Consulting Engineers / Architects regarding project completion
- c) Reference from the Clients / Employers regarding each project

(b) Technical Referees:

Attach list of Names and physical addresses of traceable **technical** referees, i.e. Consulting Engineers / Architects /Quantity Surveyors, from whom references may be sought, in the format shown below.

Consulting Engineering / Architectural / Quantity Surveying Firm	Contact Person	Physical Address	Telephone No.	Facsimile No.	E-mail
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(c) Client References:

Attach Names and physical addresses of traceable **clients**, from whom reference may be sought regarding the Firm's performance and reputation, in the format shown below.

Client / Employer	Contact Person	Physical Address	Telephone No.	Facsimile No.	E-mail
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3.5 CONTRACTS ON HAND

Provide a detailed list of all projects on hand as guided below.

Project Name	Client / Employer	Consulting Engineer / Architect	Contract Value	Start Date	Expected Date of Completion
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Certificates / Documents Which Must Be Attached:

- d) Copies of the Letter of award/ Certificate of Site Possession / Latest Interim Payment Certificate etc. for each project or

Refer to Checklist for further guidance – Appendix II

FEE STRUCTURE FOR FOREIGN COMPANIES OR FIRMS

CLASSIFICATION GRADE >	1	2	3
Application Form	FREE	FREE	FREE
Annual Registration Fee	K100,000,000	K75,000,000	K50,000,000

ALL FEES SHOULD BE PAID DIRECTLY TO THE NATIONAL COUNCIL FOR CONSTRUCTION

BANK DETAILS

Barclays Bank
 Branch: Longacres
 Account Name: National Council for Construction
 Account No: 17-5121854

Finance Bank
 Branch: Lusaka Corporate
 Account Name: National Council for Construction
 Account No: 0010300544002

FEE STRUCTURE FOR ZAMBIAN COMPANIES OR FIRMS

CLASSIFICATION GRADE >	1	2	3	4	5	6
Application Form	FREE	FREE	FREE	FREE	FREE	FREE
Annual Registration Fee	K15,500,000	K11,625,000	K7,750,000	K1,875,000	K937,500	K625,000

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Barclays Bank
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Finance Bank
 Branch: Lusaka Corporate
 Account Name: National Council for Construction
 Account No: 0010300544002

RENEWAL SCRUTINY CHECKLISTS FOR VARIOUS GRADES

GRADE 1 TO 4			GRADE 5			GRADE 6		
1	Receipts for all Payments		1	Receipts for all Payments		1	Receipts for all Payments	
2	Audited Accounts		2	Financial Statements		2	Financial Statements	
3	Proof of Ownership of Additional Assets		3	Proof of Ownership of Additional Assets		3	Proof of Ownership of Additional Assets	
4	Certificates/Ref/CVs/ Prof. registration for Additional technical employees		4	Certificates/Ref/CVs / Prof. registration for Additional technical employees		4	Certificates/Ref/CVs/Prof. registration for Additional technical employees	
5	Current/previous NCC Certificate copy		5	Current/previous NCC Certificate copy		5	Current/previous NCC Certificate copy	
6	All Copies to be Certified as True		6	All Copies to be Certified as True		6	All Copies to be Certified as True	
7	Declaration to be signed by the applicant and Commissioner of Oaths		7	Declaration to be signed by the applicant and Commissioner of Oaths		7	Declaration to be signed by the applicant and Commissioner of Oaths	

