

# 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](mailto:registrar@ncc.org.zm)

Website: [www.ncc.org.zm](http://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](mailto:regionalinspector@ncc.org.zm)

Website: [www.ncc.org.zm](http://www.ncc.org.zm)

## APPLICATION FORM FOR UPGRADING OF CONTRACTORS

[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**

- Please fill in the form completely as provided. Print clearly using ink. *Incomplete forms will not be processed*
- All Applicable Fees Must be Paid Directly to the National Council for Construction
- Attach a separate sheet where space on the form is limited for additional information.
- Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into English language.
- Contractors applying to be up-graded must show proof of relevant past experience in the category applied for.
- Upgrading of contractors will take into account Continued Professional Development (CPD), expansion of business portfolio (in terms of turnover, equipment, projects done, etc) and fulfilment of criteria in grade applied for.
- One of the directors of all construction companies to have attained formal training in a construction field.
- All professionals declared by contractors to bear current and valid membership with their professional bodies.
- All applicants for upgrading should attach their previous/current NCC registration certificate.
- 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.
- Applications can be deposited directly at NCC offices or relevant contractor associations in the provinces and Lusaka.

COMPANY NAME :

### FOR NCC OFFICIAL USE ONLY

Date Application Form Received :

Registration Approved for **Grade** :

**Category** :

**Date** :

Application Not Approved due to :

Remarks

- .....
- .....
- .....
- .....
- .....
- .....

.....  
.....  
.....  
.....  
.....

**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 State whether Listed Company / Limited Company / Partnership or Sole Proprietor

.....

1.6 Description of business / Contracting activities: .....

.....

1.7 Share holders, directors, managers, partners of firms whose signatures will carry authority in decision making matters.

Name	Position	Passport No. / NRC No.	Status (Citizen / Resident / Non- resident)	Shareholding (%)	Qualification

1.8 State the name, branch, account number, address and contact details of the firms Bankers:

1.8.1 Bank Name: ..... Branch: .....

Account No.: ..... Address: .....

Contact Person: ..... Tel No: ..... Fax No: .....

1.8.2 Bank Name: ..... Branch: .....

Account No.: ..... Address: .....

Contact Person: ..... Tel No: ..... Fax No: .....

**Certificates / Documents Which Must Be Attached: (Refer To Checklist – Appendix V)**

**2.0 TECHNICAL DATA**

**KEY PERSONEL-PROFESSIONAL**

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

(Attach separate sheet where space is not enough):

2.1.1 Name: ..... Position in company or firm: .....  
Date of Birth: ..... NRC / Passport No: .....  
Date Employed: ..... Education level: .....  
Profession: ..... Professional Membership: .....  
Professional Membership No: ..... Validity of Membership (date): .....

2.1.2 Name: ..... Position in company or firm: .....  
Date of Birth: ..... NRC / Passport No: .....  
Date Employed: ..... Education level: .....  
Profession: ..... Professional Membership: .....  
Professional Membership No: ..... Validity of Membership (date): .....

2.1.3 Name: ..... Position in company or firm: .....  
Date of Birth: ..... NRC / Passport No: .....  
Date Employed: ..... Education level: .....  
Profession: ..... Professional Membership: .....  
Professional Membership No: ..... Validity of Membership (date): .....

2.1.4 Name: ..... Position in company or firm: .....  
Date of Birth: ..... NRC / Passport No: .....  
Date Employed: ..... Education level: .....  
Profession: ..... Professional Membership: .....  
Professional Membership No: ..... Validity of Membership (date): .....

**Certificates / Documents Which Must Be Attached:**

- a) Certified copies of all degrees/certificates
- b) Certified copies of professional registration

**2.2 KEY PERSONEL-SKILLS BASED**

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

(Attach separate sheet where space is not enough):

2.2.1 Name: ..... Position in company or firm: .....  
Date of Birth: ..... NRC / Passport No: .....  
Date Employed: ..... Education level: .....  
Skills: .....  
Courses attended / Training received: .....

2.2.2 Name: ..... Position in company or firm: .....  
Date of Birth: ..... NRC / Passport No: .....  
Date Employed: ..... Education level: .....  
Skills: .....  
Courses attended / Training received: .....

2.2.3 Name: ..... Position in company or firm: .....  
 Date of Birth: ..... NRC / Passport No: .....  
 Date Employed: ..... Education level: .....  
 Skills: .....  
 Courses attended / Training received: .....  
 .....

2.2.4 Name: ..... Position in company or firm: .....  
 Date of Birth: ..... NRC / Passport No: .....  
 Date Employed: ..... Education level: .....  
 Skills: .....  
 Courses attended / Training received: .....  
 .....

2.2.5 Name: ..... Position in company or firm: .....  
 Date of Birth: ..... NRC / Passport No: .....  
 Date Employed: ..... Education level: .....  
 Skills: .....  
 Courses attended / Training received: .....  
 .....

**Certificates / Documents Which Must Be Attached:**

a) Certified copies of all certificates / trade papers / references from employers

2.3 **COMPANY'S FIXED (IMMOVABLE) ASSETS** (Attach separate sheet where space is not enough):

	Name of Asset	Value	Document Attached
1			
2			
3			
4			
5			

**Certificates / Documents Which Must Be Attached:**

a) Certified copies of documents proving ownership i.e. Title deeds or Letters of offer

2.4 **VEHICLES, PLANT, EQUIPMENT & TOOLS OWNED OR LEASED BY THE FIRM**

(Attach separate sheet where space is not enough):

	Type	Make	Capacity (m <sup>3</sup> / ton / Hp)	Age (Years)	Condition (Good / Fair / Poor)	Owned / Leased
1						
2						
3						
4						
5						

	Vehicle / Plant / Tools - Type	Make	Capacity (m <sup>3</sup> / ton / Hp)	Age (Years)	Condition (Good / Fair / Poor)	Owned / Leased
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**Certificates / Documents Which Must Be Attached:**

- a) Copies of registration certificates for all rubber tyred vehicles and plant owned by firm
- b) Proof of ownership of all off-road vehicles, plant & equipment owned by firm
- c) Lease or hire agreements for vehicles, plant and equipment that are not owned by the firm

**2.5 CONTRACTS COMPLETED BY THE FIRM WITHIN THE PAST FIVE YEARS**

(Attach separate sheet where space is not enough):

	Project Name	Client / Employer	Consulting Engineer / Architect	Value of Works	Date Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					

**Certificates / Documents Which Must Be Attached:**

- a) Copies of Completion / Final Payment Certificates of each completed project  
or
- b) Reference from the Consulting Engineers / Architects regarding each completed project  
or
- c) Reference from the Clients / Employers with respect to each completed project

2.5 **CONTRACTS ON HAND** (Attach separate sheet where space is not enough):

	Project Name	Client / Employer	Consulting Engineer / Architect	Contract Value	Expected Date of Completion
1					
2					
3					
4					
5					
6					
7					
8					

**Certificates / Documents Which Must Be Attached:**

- a) Copies of the latest Interim Payment Certificates for each project  
or
- b) Reference from the Consulting Engineers / Architects regarding progress on each project  
or
- c) Reference from the Clients / Employers regarding each project

2.6 **TECHNICAL REFEREES:**

Name and physical address of traceable **technical** referees, i.e. Consulting Engineers / Architects / Quantity Surveyors, from whom references may be sought.

Consulting Engineering / Architectural / Quantity Surveying Firm	Contact Person	Physical Address	Telephone No.	Facsimile No.	E-mail

2.7 **CLIENT REFERENCES:**

Name and physical address of traceable **clients**, preferably established organisations, government bodies and institutions from whom reference may be sought regarding the firms' performance and reputation.

Client / Employer	Contact Person	Physical Address	Telephone No.	Facsimile No.	E-mail

### 3.0 CATEGORIES OF CONSTRUCTION ACTIVITIES

- a) Contractors approved under the main categories may carry out construction works in any or all of the applicable subsequent sub-categories, e.g. a category “C” contractor may tender for and carry out construction works in sub-categories “Ca”, “Cb”, “Cc”, “Cd”, “Ce”, “Cf”, “Cg” & “Ch”. (See Appendix I for Categorisation Guidelines)
- b) A contractor will only select **ONE main category per application**.
- c) Contractors wishing to apply for **more than one Main Category** must submit **Separate Applications**.

MAIN CATEGORY	CODE	TICK <i>(Only one per application)</i>
<b>1. GENERAL BUILDING &amp; HOUSING</b>	<b>B</b>	
<b>2. GENERAL CIVIL ENGINEERING WORKS</b>	<b>C</b>	
<b>3. GENERAL ROADS &amp; EARTHWORKS</b>	<b>R</b>	
<b>4. GENERAL MINING SERVICES</b>	<b>M</b>	
<b>5. GENERAL ELECTRICAL &amp; TELECOMMUNICATION WORKS</b>	<b>E</b>	
<b>6. SPECIALIST WORKS</b> <b>SPECIFY FIELD OF SPECIALISATION:</b> .....	Sa... to St	

### 3.1 CLASSIFICATION GRADE OF CONTRACTOR

The contractor must indicate the classification grade in which the firm wishes to register. This selection will also determine the maximum value of contract for which the firm may tender. (See Appendix II for Classification Guidelines)

Notes:

- a) Only select a classification grade where all criteria can be met by the firm
- b) Classification grades 6 to 4 are reserved for emerging, small to medium scale local contractors

Indicate your selection in the box below:

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

**CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED FOR SUBMISSION:**

Refer to Checklist – Appendix V



CATEGORISATION OF CONTRACTORS		
CATEGORY CODE	Type of Category	CONSTRUCTION ACTIVITY
<b>B</b>	<b>Main Category</b>	<b>General Building and Housing</b>
<b>Ba</b>	<b>Sub-category</b>	Brick/Masonry works/Wet trades, Concrete in Buildings, Building frame/shell,
<b>Bb</b>	<b>Sub-category</b>	Partitions and Ceiling finishes ( Aluminium, Steel, Timber, Boards, etc)
<b>Bc</b>	<b>Sub-category</b>	Painting, Glazing, Interior & Exterior Decorating Services
<b>Bd</b>	<b>Sub-category</b>	Electrical Installations to Buildings
<b>Be</b>	<b>Sub-category</b>	Flooring & Tiling Services
<b>Bf</b>	<b>Sub-category</b>	Plumbing and Sanitary Installations
<b>Bg</b>	<b>Sub-category</b>	Carpentry, Joinery, Roofing & Waterproofing Services.
<b>C</b>	<b>Main Category</b>	<b>General Civil Engineering Works</b>
<b>Ca</b>	<b>Sub-category</b>	Bridges and other related ancillary works
<b>Cb</b>	<b>Sub-category</b>	Precast & Pre-stressed Concrete
<b>Cc</b>	<b>Sub-category</b>	Piling & Foundation Engineering
<b>Cd</b>	<b>Sub-category</b>	Structural Steel Engineering Works, Piping
<b>Ce</b>	<b>Sub-category</b>	Construction of Harbours, Ports and other related works
<b>Cf</b>	<b>Sub-category</b>	Public Health Engineering Works (Incl. Water, Drainage & Sewerage infrastructure)
<b>Cg</b>	<b>Sub-category</b>	Dams and Earthworks
<b>Ch</b>	<b>Sub-category</b>	Bore-hole Drilling and other related works
<b>Ci</b>	<b>Sub-category</b>	Railways Construction and Maintenance
<b>R</b>	<b>Main Category</b>	<b>General Roads &amp; Earthworks</b>
<b>Ra</b>	<b>Sub-category</b>	Bituminous Surfacing & Paving Applications
<b>Rb</b>	<b>Sub-category</b>	Drainage Structures
<b>Rc</b>	<b>Sub-category</b>	Off-carriageway Rehabilitation & Maintenance
<b>Rd</b>	<b>Sub-category</b>	On-carriageway Rehabilitation & Maintenance
<b>Re</b>	<b>Sub-category</b>	Road Furniture, signage & markings
<b>M</b>	<b>Main Category</b>	<b>General Mining Services</b>
<b>Ma</b>	<b>Sub-category</b>	Mining - Civil & Building
<b>Mb</b>	<b>Sub-category</b>	Mining - Roads, Earthworks & Dams, Tailings Dam
<b>Mc</b>	<b>Sub-category</b>	Mining - Structural steelworks & piping
<b>Md</b>	<b>Sub-category</b>	Mining - Drilling & Blasting
<b>Me</b>	<b>Sub-category</b>	Mining - Quarrying & Crushing
<b>E</b>	<b>Main Category</b>	<b>Electrical &amp; Telecommunications</b>
<b>Ea</b>	<b>Sub-category</b>	Works related to Heavy current transmission & distribution power lines
<b>Eb</b>	<b>Sub-category</b>	Light current transmission & distribution
<b>Ec</b>	<b>Sub-category</b>	ICT and Communication Infrastructure, Installation of CCTV, Access Control, and Fire Detection systems
<b>Ed</b>	<b>Sub-category</b>	Civil works to power stations, sub-stations, communication systems
<b>Ee</b>	<b>Sub-category</b>	Works related to Telecommunication network installations(including towers, etc)
<b>Code</b>	<b>Type of Category</b>	<b>Specialist Works</b>
<b>Sa</b>	<b>Specialist</b>	Bricklaying Works
<b>Sb</b>	<b>Specialist</b>	Plumbing Works
<b>Sc</b>	<b>Specialist</b>	Painting Works
<b>Sd</b>	<b>Specialist</b>	Borehole Drilling Works.
<b>Se</b>	<b>Specialist</b>	Electrical Works.
<b>Sf</b>	<b>Specialist</b>	Quarrying and Crushing Works
<b>Sg</b>	<b>Specialist</b>	Air Conditioning, Mechanical and Refrigeration Installations
<b>Sh</b>	<b>Specialist</b>	Flooring (Tiling and/or Terrazzo) Works
<b>Si</b>	<b>Specialist</b>	Interior and Exterior Decorations
<b>Sj</b>	<b>Specialist</b>	Water Proofing Works

<b>Sk</b>	<b>Specialist</b>	Carpentry Works.	
<b>Sl</b>	<b>Specialist</b>	Land Scaping and Gardening Works.	
<b>Sm</b>	<b>Specialist</b>	Mechanical services and Ventilation Systems	
<b>Sn</b>	<b>Specialist</b>	Glazing Works	
<b>So</b>	<b>Specialist</b>	Aluminium Works, Partitions and Ceiling finishes	
<b>Sp</b>	<b>Specialist</b>	Premix Concreting Works	
<b>Sq</b>	<b>Specialist</b>	Road Furniture, Signage and Markings	
<b>Sr</b>	<b>Specialist</b>	Rigging	
<b>Ss</b>	<b>Specialist</b>	Security Installations, Access Control, CCTV installations	
<b>St</b>	<b>Specialist</b>	Off Carriageway Rehabilitation and Maintenance	

**NOTE:**

*Specialist contractors will not be allowed to register in any other categories.*



<b>GUIDELINES FOR VARIOUS CLASSIFICATIONS</b>							
	<b>CLASSIFICATION GRADE &gt;</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	Maximum Annual Turnover in any one year during the past 5 years (Certified and/or Invoiced)	> K 25 bn	K15bn to 25bn	K10bn to 15bn	K2bn to 10bn	K1bn to 2bn	
2	Fixed & Movable Assets	> K 5 bn	> K 2.5 bn	> K 1.0 bn	> K 0.5 bn	>K 0.1 bn	K50 M
3	Credit Facility (Attach letters from Banks, Insurance Companies & Suppliers)	> K5.0 bn	> K3.0 bn	> K1.5 bn	> K 0.75 bn	> K 75 mil	K20 M
4	Professional Staff - Reg. Eng. / QS / Arch	> 5 No.	> 4 No.	> 3No.	> 2 No.	> 1 No.	-
5	Technical Staff - Technicians (Diploma related construction field)	> 10 No.	> 6 No.	> 3 No.	> 1 No.	> 1 No.	1
6	Skilled Staff - Artisans / On-job training >10yr	> 15 No.	> 9 No.	> 5 No.	> 4 No.	>4 No.	2
7	Financial/Accountants - CIMA/CIS/ZICA Member	Yes	Yes	Yes	Yes	Yes	Yes
8	Bookkeeper - Accounting Diplome / On-job trained bookkeeper >10 years	> 1 No	> 1 No	> 1 No	> 1 No	> 1 No	> 1 No
9	Audited Accounts to IAS in English	Yes	Yes	Yes	Yes	Yes	-
10	Un-Audited Financial Statements	-	-	-	-	Yes	Yes
11	Limitation on Contract Value to be Tendered - Category B	Unlimited	K25 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn
12	Limitation on Contract Value to be Tendered - Category C	Unlimited	K25 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn
13	Limitation on Contract Value to be Tendered - Category R	Unlimited	K150 billion	K50.0 bn	K10.0 bn	K3.5 bn	K1.0 bn
14	Limitation on Contract Value to be Tendered - Category M	Unlimited	K25 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn
15	Limitation on Contract Value to be Tendered - Category E	Unlimited	K25 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn

\* No - For newly established companies

\* Yes - For companies which have been in operation for at least one year

**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

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

**CHECKLISTS / DOCUMENTS TO ATTACH**

GRADE 1 TO 4			GRADE 5		
1	Receipts for all Payments		1	Receipts for all Payments	
2	Audited Accounts		2	Financial Statements	
3	Proof of a Company Bank Account		3	Proof of a Company Bank Account	
4	Proof of Credit Facilities		4	Proof of Credit Facilities	
5	Proof of Asset Ownership - Fixed/Movable		5	Proof of Asset Ownership - Fixed/Movable	
6	Certificates/CVs for Key Professionals		6	Certificates/CVs for Key Professionals	
7	Professional Registration for Key Personnel		7	Professional Registration for Key Personnel	
8	Certificates for Technical Staff		8	Certificates for Technical Staff	
9	Certificates/ References for Artisans		9	Certificates/ References for Artisans	
10	Current/Previous NCC Certificate		10	Current/Previous NCC Certificate	
11	All Copies to be Certified as True		11	All Copies to be Certified as True	
12	Declaration to be signed by the applicant and Commissioner of Oaths		12	Declaration to be signed by the applicant and Commissioner of Oaths	