



NATIONAL COUNCIL FOR CONSTRUCTION

REGISTRATION OF CONTRACTORS

HEAD OFFICE

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

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.co.org

APPLICATION FORM FOR RENEWAL OF CONTRACTORS 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

- Please fill in the form completely as provided. Print clearly using ink. *Incomplete forms will not be processed*
- All Scrutiny and Annual Registration 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.
- 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.
- 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.
- The current tax clearance certificate is mandatory for qualification for renewal.
- All applicants for renewal should attach the previous NCC registration certificate.

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 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	MAIN CATEGORY

FOR SPECIALISED CONTRACTORS, STATE FIELD	
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2.1 TECHNICAL DATA

ADDITIONAL OR CHANGES IN KEY PERSONNEL-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):

Certificates / Documents Which Must Be Attached

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

2.2 TECHNICAL DATA

KEY PERSONNEL-SKILLS BASED

(Bricklayers, Carpenters, Plumbers, Electrician, Steel Fixers, Metal Fabricators etc) Attach Certified copies of all certificates and references. (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:

2.3 **COMPANY'S ADDITIONAL FIXED (IMMOVABLE) ASSETS**

(Attach separate sheet where space is not enough):

	Name of Asset	Value	Document Attached
1			
2			
3			
4			
5			

2.4 **ADDITIONAL / HIRED VEHICLES, PLANT, EQUIPMENT & TOOLS OWNED OR LEASED BY THE FIRM** (Attach separate sheet where space is not enough):

	Type	Make	Capacity (m ³ / ton / Hp)	Age (Years)	Condition (Good / Fair / Poor)	Owned / Leased
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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 IN THE PRECEDING YEAR** (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					

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

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

Project Name	Client / Employer	Consulting Engineer / Architect	Contract Value	Expected Date of Completion

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED FOR SUBMISSION:

Refer to Checklist – Appendix VI

FEE STRUCTURE FOR FOREIGN COMPANIES OR FIRMS

CLASSIFICATION GRADE >	1	2	3
Initial Application Form	FREE	FREE	FREE
Renewal Form	FREE	FREE	FREE
First Application/Upgrade Scrutiny Fee	K10,000,000	K7,500,000	K5,000,000
Renewal Scrutiny Fee	K5,000,000	K3,750,000	K2,500,000
Annual Registration Fee	K50,000,000	K37,500,000	K25,000,000

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
Application Form for First Registration/Upgrade	FREE	FREE	FREE
Renewal Form	FREE	FREE	FREE
First Application/Upgrade Scrutiny Fee	K400,000	K250,000	K200,000
Renewal Scrutiny Fee	K200,000	K125,000	K100,000
Annual Registration Fee	K10,000,000	K7,500,000	K5,000,000

CLASSIFICATION GRADE >	4	5	6
Application Form for First Registration/Upgrade	FREE	FREE	FREE
Renewal Form	FREE	FREE	FREE
First Application/Upgrade Scrutiny Fee	K150,000	K100,000	K 50,000
Renewal Scrutiny Fee	K75,000	K50,000	K 25,000
Annual Registration Fee	K1,500,000	K750,000	K500,000

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

**REGISTRATION RENEWAL SCRUTINY
CHECKLISTS FOR VARIOUS GRADES**

ITEM	GRADE 1 TO 4		
1	Receipts for all Payments		
2	NCC Certificate for preceeding year		
3	Current tax clearance certificate		
4	Audited Accounts		
5	Bank Statements		
6	Proof of Additional Asset Ownership		
7	Certificates/CVs for Additional Staff **		
8	Professional Registration for Key Personnel		
9	All Copies to be Certified as True		
10	Declaration to be signed by the applicant and Commissioner of Oaths		

ITEM	GRADE 5		
1	Receipts for all Payments		
2	NCC Certificate for preceeding year		
3	Current tax clearance certificate		
4	Financial Statements		
5	Bank Statements		
6	Proof of Additional Asset Ownership		
7	Certificates/CVs for Additional Staff **		
8	Professional Registration for Key Personnel		
9	All Copies to be Certified as True		
10	Declaration to be signed by the applicant and Commissioner of Oaths		

ITEM	GRADE 6		
1	Receipts for all Payments		
2	NCC Certificate for preceeding year		
3	Current tax clearance certificate		
4	Financial Statements		
5	Bank Statements		
6	Proof of Additional Asset Ownership		
7	Certificates/CVs for Additional Staff **		
8	All Copies to be Certified as True		
9	Declaration to be signed by the applicant and Commissioner of Oaths		

**** Declare Personnel No longer with your Company through a Separate Letter.**

CONTRACTORS WHO WISH TO UPGRADE MUST FILL IN THE FORM FOR UPGRADE/FIRST REGISTRATION