



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.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 FIRST REGISTRATION OR 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 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.
- Upgrading of contractors to be based on Continued Professional Development (CPD), expansion of business portfolio (in terms of turnover, equipment etc) and fulfilment of criteria in grade advancing to.
- All applicants for upgrading should attach the previous NCC registration certificate.

COMPANY NAME :

FOR 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 Registration No.:

1.4 Registered Office Address:-

Physical

Postal

Tel No/s: Fax No:

E-mail:

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

Physical.....

Postal

Tel No/s: Fax No:

E-mail:

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

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1.7 Description of business / Contracting activities:

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1.8 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

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

1.9.1 Bank Name: Branch:

Account No.: Address:

Contact Person: Tel No: Fax No:

1.9.2 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 ³ / ton / Hp)	Age (Years)	Condition (Good / Fair / Poor)	Owned / Leased
1						
2						
3						
4						
5						

	Vehicle / Plant / Tools - Type	Make	Capacity (m ³ / 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 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 may 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>
1. GENERAL BUILDING & HOUSING	B	
2. GENERAL CIVIL ENGINEERING WORKS	C	
3. GENERAL ROADS & EARTHWORKS	R	
4. GENERAL MINING SERVICES	M	
5. GENERAL ELECTRICAL & TELECOMMUNICATION WORKS	E	
6. SPECIALISED CONTRACTORS SPECIFY FIELD OF SPECIALISATION:	S	

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	MAIN CATEGORY

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED FOR SUBMISSION:

Refer to Checklist – Appendix V

