APPLICATION FORM FOR FIRST REGISTRATION
MANUFACTURERS AND SUPPLIERS OF CONSTRUCTION MATERIALS AND EQUIPMENT
[In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia]

INSTRUCTIONS TO APPLICANTS

a) Please fill in the form completely as provided and bind with all necessary attachments. Print clearly using ink.
b) Incomplete and unbound applications will not be processed
c) Attach a separate sheet where space on the form is limited;
d) Copies of all certificates attached must be “Certified True Copies” and where applicable must be translated into the English language;
e) All Applicable Fees Must be Paid Directly to the National Council for Construction through its Bank accounts
f) All Applicable Fees Paid to the National Council for Construction are Non-refundable and Not transferable. Bank transfers will only be receipted after two days from the date the transfer was effected and upon confirmation that the transfer has been cleared.

COMPANY NAME

FOR OFFICIAL USE ONLY

Date Application Form Received : 

Registration Approved for: ( TICK)
MANUFACTURER
SUPPLIER

Application Not Approved due to :

1 …………………………………………………………………………………………………………………………………………………………………
2 …………………………………………………………………………………………………………………………………………………………………
3 …………………………………………………………………………………………………………………………………………………………………
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5 …………………………………………………………………………………………………………………………………………………………………
6 …………………………………………………………………………………………………………………………………………………………………

Approved by: (Name)………………………………
Signature: ………………………………………

HEAD OFFICE
Plot 1612/1623 Luchengo Road,
Off Sheki Sheki Road,
Light Industrial Area
P.O. Box 39548
Lusaka
Tel: +260-211-247185/240386
Fax: +260-211-243115 / 247264
Email: ncc@ncc.org.zm

NORTHERN REGION
Room 213 Mukuba Pension House,
P.O Box 23163,
Kitwe
Tel: +260-212-220590
Fax: +260-212-228121
Email: northernregion@ncc.org.zm

SOUTHERN REGION
Stand No. 252 Kaima Street,
Mochipapa, Choma
Tel: +260-213-221162
Fax: +260-213-2211
Email: southernregion@ncc.org.zm

CENTRAL REGION
Plot 30741
Off Lubansenshi Road,
Olympia, Lusaka
Tel: +260-211-293906/293908
Email: centralregion@ncc.org.zm

Website: www.ncc.org.zm
1.0 COMPANY DETAILS

1.1 Name of Registered Company or firm: .................................................................

1.2 Trading Name (if different) ....................................................................................

1.3 Registered Office for Trading/Operations:

   Physical Address: ........................................................................................................

   Postal Address: ...........................................................................................................

   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 Business Description (Manufacturer or Supplier)

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Passport No. / NRC No.</th>
<th>Status (Citizen / Resident / Non-resident)</th>
<th>Shareholding (%)</th>
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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:

   a) Company or firms registration certificate
   b) Investment Licence Certificate (if applicable)
   c) Trade licence from local authority
   d) Tax Clearance Certificate/VAT Registration Certificate
   e) Proof of ownership of company Bank Account or Bank reference

2.0 TECHNICAL EMPLOYEES FOR MANUFACTURERS ONLY

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th>Position in Company</th>
<th>Profession/Skill</th>
<th>Social Security No.</th>
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3.0 TECHICAL DATA FOR SUPPLIERS AND MANUFACTURERS
   3.1 State details of materials and/or equipment manufactured or supplied:


4.0 COMPLIANCE TO ANY ZAMBIAN AND/OR INTERNATIONAL STANDARDS FOR MANUFACTURERS
   4.1
DECLARATION BY THE APPLICANT:

I/We declare that all the particulars and information provided in this application are complete, correct and true and I/we agree that in the event that any of the said particulars and information provided is found to be untrue or fraudulent, registration as a manufacturer or supplier with the National Council for Construction will be terminated.

I/We agree that in the event of revocation of registration any registration fee paid to the National Council for Construction shall be forfeited.

I/We declare that in the event that the nature of my/our business changes and/or I/we no longer carry out operations in terms of our registration as a manufacturer or supplier I/we will notify the National Council for Construction in which case my/our registration may be revoked.

Declared at…………………………this .............. day of ....................... 20…… by the following, persons who are duly authorised to sign for and on behalf of the applicant under the authority of the Power of Attorney or Board Resolution which is hereby attached.

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<th>Name (Print)</th>
<th>Signature</th>
<th>Title/Designation</th>
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Witnessed by:

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<th>Signature</th>
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Before me: ........................................................................................................

Commissioner of Oaths/Notary Public
# APPENDIX

## REGISTRATION FEE FOR SUPPLIERS AND MANUFACTURES

<table>
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<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tr>
<td>Annual Registration Fee</td>
<td>K625.00</td>
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<td>Application Form</td>
<td>K20.00</td>
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ALL FEES MUST BE PAID DIRECTLY TO THE NATIONAL COUNCIL FOR CONSTRUCTION BANK ACCOUNTS HEREUNDER

**BANK DETAILS**

- **Account Name**: National Council for Construction
- **Bank**: Barclays Bank Zambia
- **Branch**: Longacres
- **Account No**: 17-5121854
- **Swift code**: BARCZMLXXXX

- **Account Name**: National Council for Construction
- **Bank**: Finance Bank Zambia
- **Branch**: Lusaka Corporate
- **Account No**: 0010300544005
- **Swift code**: ZFBAZMLU