APPLICATION FORM FOR RENEWAL OF 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

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 …………………………………………………………………………………………………………………………………..
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6 …………………………………………………………………………………………………………………………………..

Remarks
Approved by: (Name)........................................
Signature: ......................................................
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: ......................................................................................................................................................

CERTIFICATES/ DOCUMENTS WHICH MUST BE ATTACHED:

  a) Copy of receipt of payment
  b) Previous years Manufacturer or Supplier certificate
  c) Tax Clearance Certificate/VAT Registration Certificate

2.0 ADDITIONS OR CHANGES IN TECHNICAL EMPLOYEES (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 ADDITIONS OR CHANGES IN TECHICAL DATA (Manufacturers and Suppliers)
3.1 State details of materials and/or equipment manufactured or supplied:

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4.0 ATTAINMENT OR COMPLIANCE TO ANY ZAMBIAN AND/OR INTERNATIONAL STANDARDS
(Manufacturers and Suppliers)
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.

Name (Print) __________________________ Signature __________________________ Title/Designation __________________________

Witnessed by:

Name (Print) __________________________ Signature __________________________ Title/Designation __________________________

Before me: …………………………………………………………………………………………………………………………………………………………………………………………………………

Commissioner of Oaths/Notary Public
# APPENDIX

REGISTRATION FEE FOR SUPPLIERS AND MANUFACTURES

<table>
<thead>
<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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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