



NATIONAL COUNCIL FOR CONSTRUCTION-2021

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 Kalima 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: +260-211-293908 or
+260-211-293906
Email:
centralregion@ncc.org.zm

Website: www.ncc.org.zm

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 provided.
- f) Present original deposit slip/transmission copies to NCC for receipting
- g) 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	
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FOR OFFICIAL USE ONLY

Date Application Received:

Registration Approved for: (TICK)

MANUFACTURER	
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Date:

SUPPLIER	
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Application Not Approved due to :

Remarks

- | | |
|---------|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

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:
- 1.5 State whether Listed Company / Limited Company / Partnership or Sole Proprietor

- 1.6 Business Description (Manufacturer or Supplier)

- 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 (%)

- 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

Name of Employee	Position in Company	Profession/Skill	Social Security No.

APPENDIX

REGISTRATION FEE FOR SUPPLIERS AND MANUFACTURES

DESCRIPTION	AMOUNT
Application Form	K50.00
Annual Registration Fee	K950.00
TOTAL	K1,000.00

Present the original copies of deposit slips/transmission copies for all payments to NCC in order to be receipted

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 PLC Branch: Longacres Account No: 17-5121854 Swift code: BARCZMLXXX	Account Name: National Council for Construction Bank: Atlas Mara Zambia Branch: Lusaka Corporate Account No: 0010300544005 Swift code: ZFBAZMLU	Account Name: National Council for Construction Bank: First National Bank Branch: Commercial Account No: 0062668217998 Swift code: FIRNZMLX	Account Name: National Council for Construction Bank: Zambia Industrial Commercial Bank Branch: Lusaka Business Centre Account No: 1010036463174 Swift code: ZICBZMLU
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