



REGISTRATION OF CONTRACTORS – 2021

HEAD OFFICE

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NORTHERN REGION

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SOUTHERN REGION

Stand No. 252 Malima Street, Mochipapa, Choma Tel: +260 213 221162 Fax: +260 213 221167 southernregion@ncc.org.zm

CENTRAL REGION

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APPLICATION FORM FOR RENEWAL OF 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

- a) This form can be used for renewal of more than one NCC certificate of registration... b) Please fill in the form completely as provided... c) All applicable fees must be paid directly to the National Council for Construction (NCC)... d) All applicable fees paid to the NCC are Non-refundable and Non-transferable... e) Attach a separate sheet where space on the form is limited for additional information... f) All applicants for renewal should attach copies of the previous NCC Registration Certificate(s) and a valid PACRA Computer Printout for the current year... g) Late renewals shall attract penalty fees as follows: 25% of the Annual registration fee... h) Applications should be submitted directly to the National Council for Construction Regional Offices... i) Ensure that your application for EXPRESS REGISTRATION is scrutinized by NCC before any payments are made.

COMPANY NAME: .....

FOR OFFICIAL USE ONLY Date Application Form Received: [ ] No. of Cert. of Registration Submitted for Renewal: [ ] Classification of Contractor: [ ] Date of Approval: ..... APPROVED REGISTRATION CERTIFICATES: Table with columns Grade, Category, Comments, Remarks. Approved by: Signature:

**1.0 COMPANY DETAILS**

1.1 Trading Name (if different).....

1.2 PACRA Registration No.:

1.4 Registered Office Address:-

Physical .....

Postal .....

Tel No/s: ..... Fax No. ....

Mobile Phone No. /s .....

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 Shareholders, Directors and/or Partners of Firms whose signatures will carry authority in decision-making matters.  
(Attach a PACRA computer printout)**

Name	Passport No. / NRC No.	Nationality Status (Citizen /Non-Citizen)	Shareholding Holding (%)	Academic Qualification

1.6.1 Ownership: Please tick appropriate box:

MALE OWNED (Males holding more than 50% Shares)	FEMALE OWNED (females holding more than 50% Shares)	FEMALE OWNED (females holding 100% shares)	EQUAL SHARES (50/50)	CORPORATE SHARES

**1.6.2**

On-going Projects during the year registered					
Project Name	Client	Contract Amount	Project Location	Start Date	End Date

1.6.3

Completed Projects during the year registered					
Project Name	Client/Main or Subcontractor	Contract Amount	Project Location	Start Date	End Date

1.6.4

Type of Project	Building	Civil	Electrical	Mechanical	Mining	Specialists
Number of projects	.....	.....	.....	.....	.....	.....
Total Value of projects (Zmk)	.....	.....	.....	.....	.....	.....

2.0 GRADE AND CATEGORY OF CONSTRUCTION ACTIVITIES

- a. Indicate the **Grade(s)** and **Category (ies)** of Registration which you wish to renew.
- b. Space below has been provided for more than one entry if you are renewing multiple certificates of registration.

GRADE	CATEGORY	MINING SERVICES SUB - CATEGORY ONLY	SPECIALIST WORKS ONLY CLASS A OR B	SPECIALIST WORKS Sa.....Sz

**NOTE: EACH CATEGORY OF REGISTRATION MUST BE PAID FOR IF YOU ARE RENEWING MORE THAN ONE CERTIFICATE. ATTACH PREVIOUS NCC CERTIFICATE FOR EACH CATEGORY APPLIED FOR AND RECEIPTS FOR ALL PAYMENTS MADE.**

**3.0 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 contractor with the National Council for Construction will be terminated.

I/We agree that in the event of revocation of registration any registration fees 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 contractor I/we will notify the National Council for Construction in which case my/our registration may be revoked or our classification grade and categorisation as a contractor may be revised.

I/We declare that the premises that I/we occupy, the plant, vehicles and equipment that we own, hire or lease and our staffing levels are suitable to carry out construction works in the grade and category selected by us.

I/We declare not to offer any bribe(s) or any form of inducement prior, during or after registration, tendering and contract execution. I/We will not permit anyone (employee, company representative or agent) to do so on our behalf.

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.

Authorised signatory:

_____	_____	_____
<b>Name (print)</b>	<b>Signature</b>	<b>Title/Designation</b>

Witnessed by:

_____	_____	_____
<b>Name (print)</b>	<b>Signature</b>	<b>Title/Designation</b>

**Before me:**.....  
Commissioner of Oaths/Notary Public

4.0 FEES APPLICABLE FOR DIFFERENT TYPES OF COMPANIES IN VARIOUS GRADES

4.1 FEE STRUCTURE FOR FOREIGN COMPANIES

CLASSIFICATION	GRADE 1	GRADE 2
Application form	FREE	FREE
Annual registration fee	K125,000.00	K93,750.00
Express registration fee	K250,000.00	K187,500.00

4.2 FEE STRUCTURE FOR ZAMBIAN COMPANIES

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
Application form	FREE	FREE	FREE	FREE	FREE	FREE
Annual registration fee	K17,050.00	K12,800.00	K8,525.00	K2,100.00	K1,050.00	K690.00
Express registration fee	K34,100.00	K25,600.00	K17,050.00	K4,200.00	K2,100.00	K1,380.00

4.3 FEES FOR SPECIALIST CONTRACTORS

FEE STRUCTURE FOR FOREIGN SPECIALIST CONTRACTORS		FEE STRUCTURE FOR LOCAL SPECIALIST CONTRACTORS	
	CLASS A	CLASS A	CLASS B
Registration Fees	K125,000.00	K8,525.00	K 2,100.00
Express	K250,000.00	K17,050.00	K 4,200.00

**NOTE:** Ensure that the NCC approves your application for EXPRESS registration before Express registration fees are paid

4.4 RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 14<sup>th</sup> JANUARY 2021 [ZAMBIAN CONTRACTORS]

	1	2	3	4	5	6	A	B
	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW
JANUARY @25%	21,312.50	16,000.00	10,656.25	2,625.00	1,312.50	862.5	10,656.25	2,625.00
FEBRUARY @ 27%	21,653.50	16,256.00	10,826.75	2,667.00	1,333.50	876.3	10,826.75	2,667.00
MARCH @ 29%	21,994.50	16,512.00	10,997.25	2,709.00	1,354.50	890.1	10,997.25	2,709.00
APRIL @ 31%	22,335.50	16,768.00	11,167.75	2,751.00	1,375.50	903.9	11,167.75	2,751.00
MAY @ 33%	22,676.50	17,024.00	11,338.25	2,793.00	1,396.50	917.7	11,338.25	2,793.00
JUNE @ 35%	23,017.50	17,280.00	11,508.75	2,835.00	1,417.50	931.5	11,508.75	2,835.00
JULY @ 37%	23,358.50	17,536.00	11,679.25	2,877.00	1,438.50	945.3	11,679.25	2,877.00
AUGUST @ 39%	23,699.50	17,792.00	11,849.75	2,919.00	1,459.50	959.1	11,849.75	2,919.00
SEPTEMBER @ 41%	24,040.50	18,048.00	12,020.25	2,961.00	1,480.50	972.9	12,020.25	2,961.00
OCTOBER @ 43%	24,381.50	18,304.00	12,190.75	3,003.00	1,501.50	986.7	12,190.75	3,003.00
NOVEMBER @ 45%	24,869.13	18,670.08	12,434.57	3,063.06	1,531.53	1,006.43	12,434.57	3,063.06
DECEMBER @ 47%	25,366.51	19,043.48	12,683.26	3,124.32	1,562.16	1,026.56	12,683.26	3,124.32

4.5 RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 14<sup>th</sup> JANUARY 2021 [FOREIGN CONTRACTORS]

	1	2	CLASS A
	ZMW	ZMW	ZMW
JANUARY @25%	156,250.00	117,187.50	156,250.00
FEBRUARY @ 27%	158,750.00	119,062.50	158,750.00
MARCH @ 29%	161,250.00	120,937.50	161,250.00
APRIL @ 31%	163,750.00	122,812.50	163,750.00
MAY @ 33%	166,250.00	124,687.50	166,250.00
JUNE @ 35%	168,750.00	126,562.50	168,750.00
JULY @ 37%	171,250.00	128,437.50	171,250.00
AUGUST @ 39%	173,750.00	130,312.50	173,750.00
SEPTEMBER @ 41%	176,250.00	132,187.50	176,250.00
OCTOBER @ 43%	178,750.00	134,062.50	178,750.00
NOVEMBER @ 45%	182,325.00	136,743.75	182,325.00
DECEMBER @ 47%	185,971.50	139,478.63	185,971.50

**5.0 BANK DETAILS**

**All applicable fees must be deposited directly into the National Council for Construction Bank accounts provided below**

<p><b>Account Name:</b> National Council for Construction <b>Bank:</b> Barclays Bank Zambia PLC <b>Branch:</b> Longacres <b>Account No:</b> 17-5121854 <b>Swift code:</b> BARCZMLXXX</p>	<p><b>Account Name:</b> National Council for Construction <b>Bank:</b> Atlas Mara Zambia <b>Branch:</b> Lusaka Corporate <b>Account No:</b> 0010300544005 <b>Swift code:</b> ZFBAZMLU</p>	<p><b>Account Name:</b> National Council for Construction <b>Bank:</b> First National Bank (FNB) <b>Branch:</b> Commercial <b>Account No:</b> 0062668217998 <b>Swift code:</b> FIRNZMLX</p>	<p><b>Account Name:</b> National Council for Construction <b>Bank:</b> Zambia Industrial Commercial Bank <b>Branch:</b> Lusaka Business Centre <b>Account No:</b> 1010036463174 <b>Swift code:</b> ZICBZMLU</p>
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**6.0 GUIDE FOR SCRUTINY**

<b>RENEWAL SCRUTINY CHECKLISTS FOR ALL GRADES</b>		
<b>GRADE 1 TO 6</b>		
1	NCC Receipts for all payments	
2	Copy(ies) of Previous NCC Certificate(s)	
3	Current PACRA Computer Print-out (Shareholding Structure)	
4	Declaration must be completed by the Director, the Witness and the Commissioner of Oaths (Page 3)	