



REGISTRATION OF CONTRACTORS - 2021

www.ncc.org.zm

HEAD OFFICE

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NORTHERN REGION

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SOUTHERN REGION

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CENTRAL REGION

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APPLICATION FORM FOR JOINT VENTURE REGISTRATION RENEWAL [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

NOTE: THIS FORM CAN BE USED FOR RENEWAL OF MORE THAN ONE NCC CERTIFICATE OF REGISTRATION

- a) Please fill in the form completely as provided and upload on your NCC portal. Print clearly using ink. Incomplete applications will not be processed
b) All applicable fees must be paid directly to the National Council for Construction (NCC) through its Bank accounts as provided herein.
c) All applicable fees paid to the NCC are Non-refundable and Non-transferable. Electronic Bank transfers will only be receipted after two days of the transfer and upon confirmation that the transfer has cleared.
d) Attach a separate sheet where space on the form is limited for additional information.
e) All applicants for renewal should attach copies of their current NCC and JV Registration Certificate(s).
f) Late renewals shall attract penalty fees as follows: 25% of the Annual registration fee from 15th January to 31st January in the current year. 2% cumulative increment for each subsequent month (Please refer to table 5.0). Contractors who do not intend to renew their NCC Joint Venture certificate should notify the council in writing before 14th January of the registration year failure to which a 100% annual fee will be charged for each year of non-renewal as penalty, at the time of the next renewal. Note that the Council shall not waive penalties on any late renewal submissions.
g) A joint venture renewal certificate will be issued to registered contractors whose NCC certifications are current and in good standing.
h) Ensure that your application for EXPRESS REGISTRATION is scrutinized by NCC before any payments are made.

JV COMPANY NAME: []

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

1.0 WE, THE CONTRACTORS LISTED BELOW, WITH CURRENT NCC REGISTRATION, HEREBY APPLY FOR RENEWAL OF OUR JOINT VENTURE CERTIFICATE IN PURSUANT TO THE PROVISIONS OF THE NCC ACT No. 13 OF 2003 OF THE LAWS OF ZAMBIA.
 (If more parties are involved, kindly attach below information for each as indicated).

LEAD PARTNER

NAME AND ADDRESS OF COMPANY	TEL:	NCC CURRENT GRADE:	
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	CELL:	CATEGORY:	
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PACRA No.:	NCC SERIAL No:
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NAME OF DIRECTOR/ OWNER/ PARTNER BELOW	DATE:
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	SIGNATURE:	
	PERCENTAGE SHARES HELD:	

OTHER PARTNER

NAME AND ADDRESS OF COMPANY	TEL:	NCC CURRENT GRADE:	
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	CELL:	CATEGORY:	
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PACRA No.:	NCC SERIAL No:
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NAME OF DIRECTOR (S)/ OWNER(S)/ PARTNER BELOW	DATE:
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	SIGNATURE:	
	PERCENTAGE SHARES HELD:	

2.0 COMPANY OWNERSHIP STATUS

MALE OWNED (Males holding 100% Shares)	MALE DOMINATED (Males holding more than 50% Shares)	FEMALE OWNED (Females holding 100% shares)	FEMALE DOMINATED (Females holding more than 50% Shares)	EQUAL SHARES (Males and Females holding 50% equal shares)	CORPORATE SHARES

3.0 WORKS OPPORTUNITIES DURING YEAR 2020

ON-GOING PROJECTS IN PREVIOUS YEAR OF REGISTRATION							
Project Name	Client	Contract Sum	Project Location	Start Date	End Date	Main /Sub	

COMPLETED PROJECTS IN PREVIOUS YEAR OF REGISTRATION							
Project Name	Client	Contract Sum	Project Location	Start Date	End Date	Main /Sub	

4.0 GRADE AND CATEGORY OF JOINT VENTURE

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

GRADE (1,2,3,4,5,6, A or B)	MAIN CATEGORY (B,C,R, ME, M, E or S)	MINING SERVICES (Specify Sub-Category in Full)	SPECIALIST WORKS (Specify Sub-Category in Full) (Sa,... to Sz)

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

JOINT VENTURE COMBINATIONS FOR QUALIFICATION FOR VARIOUS UPGRADES INCLUDING FEES PAYABLE FOR RENEWAL

CURRENT GRADE COMBINATIONS TO ACHIEVE A HIGHER COMBINED JOINT VENTURE GRADE IN THE SAME CATEGORY	GRADE ACHIEVED BY THE JOINT VENTURE	APPLICABLE FEES FOR JOINT VENTURES BETWEEN		
		FOREIGN COMPANY	FOREIGN COMPANY AND LOCAL COMPANY	LOCAL COMPANY
Two or more Grade 2 contractors / One Grade 2 and two Grade 3 contractors. With the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 1 turnover requirement in both scenarios	Grade 1	K100,000	K15,500	K8,000
		Express Fees K200,000	K31,000	K16,000
Two or more Grade 3 contractors / One Grade 3 and two Grade 4 contractors. With the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 2 turnover requirement in both scenarios	Grade 2	K75,000	K11,625	K6,000
		Express Fees K140,000	K23,250	K12,000
Two or more Grade 4 contractors / One Grade 4 and two Grade 5 contractors. With the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 3 turnover requirement in both scenarios	Grade 3	N/A	N/A	K4,000
		Express Fees N/A	N/A	K8,000
Two or more Grade 5 contractors / One Grade 5 and two Grade 6 contractors. With the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 4 turnover requirement in both scenarios	Grade 4	N/A	N/A	K1,500
		Express Fees N/A	N/A	K3,000
Two or more Grade 6 contractors with the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 5 turnover requirement in both scenarios	Grade 5	N/A	N/A	K850
		Express Fees N/A	N/A	K1,700
Two or more Grade 6 contractors with the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 5 turnover requirement in both scenarios	Grade A	K100, 000	K15, 500	K8, 000
		Express Fees K200,000	K31,000	K16,000

RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 14TH JANUARY

MONTH	LOCAL COMPANIES					FOREIGN COMPANIES		LOCAL/ FOREIGN COMPANIES	
	1 & A	2	3	4	5	1 & A	2	1 & A	2
	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW
JAN @ 25%	10,000.00	7,500.00	5,000.00	1,875.00	1,062.50	125,000.00	93,750.00	19,375.00	14,531.25
FEB @ 27%	10,160.00	7,620.00	5,080.00	1,905.00	1,079.50	127,000.00	95,250.00	19,685.00	14,763.75
MAR @ 29%	10,320.00	7,740.00	5,160.00	1,935.00	1,096.50	129,000.00	96,750.00	19,995.00	14,996.25
APR @ 31%	10,480.00	7,860.00	5,240.00	1,965.00	1,113.50	131,000.00	98,250.00	20,305.00	15,228.75
MAY @ 33%	10,640.00	7,980.00	5,320.00	1,995.00	1,130.50	133,000.00	99,750.00	20,615.00	15,461.25
JUN @ 35%	10,800.00	8,100.00	5,400.00	2,025.00	1,147.50	135,000.00	101,250.00	20,925.00	15,693.75
JUL @ 37%	10,960.00	8,220.00	5,480.00	2,055.00	1,164.50	137,000.00	102,750.00	21,235.00	15,926.25
AUG @ 39%	11,120.00	8,340.00	5,560.00	2,085.00	1,181.50	139,000.00	104,250.00	21,545.00	16,158.75
SEP @ 41%	11,280.00	8,460.00	5,640.00	2,115.00	1,198.50	141,000.00	105,750.00	21,855.00	16,391.25
OCT @ 43%	11,440.00	8,580.00	5,720.00	2,145.00	1,215.50	143,000.00	107,250.00	22,165.00	16,623.75
NOV @ 45%	11,600.00	8,700.00	5,800.00	2,175.00	1,232.50	145,000.00	108,750.00	22,475.00	16,856.25
DEC @ 47%	11,760.00	8,820.00	5,880.00	2,205.00	1,249.50	147,000.00	110,250.00	22,785.00	17,088.75

APPENDIX III

BANK DETAILS

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

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 (FNB) 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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APPENDIX VI

GUIDE FOR SCRUTINY

RENEWAL SCRUTINY CHECKLISTS FOR ALL GRADES		
GRADES 1 TO 5 AND A		
1	NCC Receipts for all payments	
2	Copy (ies) of Current NCC Certificate(s)	
3	Copy (ies) of Previous NCC JV Certificate(s)	
4	Declaration must be completed by the Directors, a Witness and the Commissioner of Oaths (Page 4)	