



**1.0 COMPANY DETAILS**

- 1.1 Trading Name (if different): ..... 1.2 PACRA Registration No.: .....
- 1.3 Registered Office Physical Address:.....  
 Workshop/Yard Physical address: .....  
 Postal:..... Tel No: ..... Mobile Phone No: .....  
 E-mail: .....
- 1.4 Branch Office(s) Address(s) in/or outside Zambia (if different):  
 Physical: .....  
 Postal:..... Tel No: ..... Mobile Phone No: .....  
 E-mail: .....
- 1.5 State whether Listed Company / Limited Company / Partnership or Sole Proprietor  
 .....
- 1.6 Description of business / construction activities as per PACRA registration:  
 .....
- 1.7 Shareholders and Directors and /or partners of the company/Firm.

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

1.7.1 Ownership: Please tick appropriate box:

MALE OWNED (Males holding more than 50% Shares)	FEMALE OWNED (females holding more than 50% Shares)	EQUAL SHARES (50/50)	Others (e.g. Corporate Shares)

1.8 Bank account details of the firm’s Bankers:

1.8.1 Bank Name: ..... Account Number: .....  
 Branch:..... Contact person:..... Tel No:.....  
 Email address:.....

**Certificates / Documents which MUST be attached: (Bank reference or Latest Bank statements)**

**2.0 CATEGORIES OF CONSTRUCTION ACTIVITIES** (Refer to Appendix I for Categorisation Guidelines)

Contractors wishing to apply for **MORE THAN ONE** Category must submit only **ONE APPLICATION**. Indicate the Category(ies) of Registration, which you wish to apply.

Space below has been provided for more than one entry if you are applying for multiple certificates of registration

No	CATEGORY (B,C,E,R,M & ME)	MINING SERVICES ONLY (Specify Sub - Category in Full)
1		
2		
3		
4		
5		
6		

**Note that each category has to be paid for separately in the case of multiple registrations.**

**3.0 DECLARATION BY THE APPLICANT**

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.

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

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.

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 works category and classification grade selected by us.

We further declare that we have the necessary capability, experience, resources, equipment and facilities to undertake construction works and that we are not insolvent, in receivership, bankrupt or in the process of being wound up and are not the subject of legal proceedings relating to insolvency, receivership or bankruptcy.

We declare that we shall abide by the code of conduct, practice codes and guidelines, the provisions of the National Council for Construction Act No. 10 of 2020 and all the regulations governing construction in Zambia.

Declared at.....this ..... day of ..... 20.... by the shareholder(s).

<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

**APPENDIX I**

<b>CATEGORISATION OF CONTRACTORS</b>		
<b>CODE</b>	<b>Type of Category</b>	<b>CONSTRUCTION ACTIVITY</b>
<b>B</b>		<b>General Building and Housing</b>
		Construction of residential, commercial and Industrial buildings – single and multi-storey, together with various associated installations and external works
<b>C</b>		<b>General Civil Engineering Works</b>
		Bridges and other related ancillary works, Precast & Pre-stressed Concrete works, Piling & Foundation Engineering, Structural Steel Engineering Works, Fabrication and sheet metal, Fencing, Steel fixing, Construction of Harbors, Ports and other related works, Water Supply and sanitation Works (Incl. Water, Drainage & Sewerage infrastructure), Dams and Earthworks, Irrigation systems and associated water works( Including ponds, swimming pools), Bore-hole Drilling and other related works including, Railway Construction and Maintenance
<b>R</b>		<b>General Roads and Earthworks</b>
		Bituminous Surfacing & Paving Applications, Drainage Structures, Off-carriageway Rehabilitation & Maintenance, On-carriageway Rehabilitation & Maintenance, and Road Furniture, signage & markings and other related ancillary works.

<b>M</b>	<b>Specify</b>	<b>Mining Services - Construction Works within the Mining Areas</b>
	<b>Sub-Category</b>	Choose <i>ONE</i> Sub-Category from the list below and clearly circle it in ink:
	<b>B</b>	<b>Mining – Building and Housing</b>
	<b>C</b>	<b>Mining – Civil Engineering Works</b> (Including Scaffolding)
	<b>R</b>	<b>Mining – Roads and Earthworks Works</b>
	<b>E</b>	<b>Mining – Electrical, Instrumentation &amp; Telecommunication</b> (Including Installation of CCTV, Access Control, and Fire Detection systems)
	<b>ME</b>	<b>Mining – Mechanical Engineering Works</b>
	<b>M</b>	<b>Mining – Quarrying</b> (Including drilling, blasting and crushing)
<b>E</b>		<b>General Electrical and Telecommunications</b>
		Power Generation, Heavy current transmission & distribution power lines Street and Area Lighting, Solar, Wind and other alternative Energy Installations, ICT and Communication Infrastructure, Installation of CCTV, Access Control, Alarm and Fire Detection systems, Civil works to power stations, sub-stations, communication systems, Telecommunication network installations (including towers, optic fibre installation, etc.)
<b>ME</b>		<b>Mechanical Engineering Works</b>
		Mechanical Works including Piping and associated works, Piping, Rigging, Air-conditioning and Mechanical ventilation, Refrigeration and Cold rooms, Boiler Installations and Steam Distribution, Central Heating, Centralized Hot Water generation, Compressed Air, Gas and Vacuum Installations, Conveyors and Material Handling installations, Acid Plants including Acid Proofing and Rubber lining, Lift elevator installation, Fire Fighting Installations, Installation of Cyclones, Other installations and maintenance works of mechanical nature and installation of continuous process systems, involving chemical works metallurgical works, Oil and Gas wells, Acid Plants, Metallurgical Machinery, equipment and apparatus, and works necessary for the beneficiation of metals, minerals, rocks petroleum and Organic substances and other chemical process infrastructure

#### APPENDIX II

##### GUIDELINES FOR VARIOUS CLASSIFICATIONS

LIMITATION ON CONTRACT VALUE TO BE TENDERED					
1	Category B	K1- K4.0m	4	Category R	K1- K6.0m
2	Category C		5	Category E	
3	Mining Services		6	Category ME	

#### APPENDIX III

FEE STRUCTURE FOR GRADE 6 CONTRACTORS	
Application and Processing fee	K55.00
Annual registration fee	K695.00
<b>Total Fees to be paid</b>	<b>K750.00</b>
<b>Total Express registration fee</b>	<b>K1,445.00</b>

#### 4.0 BANK DETAILS

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

#### 6.0 NOTES

All applicable fees must be deposited directly into the National Council for Construction Bank accounts provided herewith	Present the original copies of deposit slips/transmission copies for all payments to NCC in order to be receipted
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#### 5.0 SCRUTINY CHECKLIST FOR FIRST REGISTRATION (DOCUMENTS TO ATTACH)

1	Proof of Payment of NCC fees	
2	Certificate of Incorporation/ Registration	
3	Current (year) PACRA computer printout	
4	Valid ZRA tax clearance Certificate	
5	Proof of a Company Bank Account (Bank Statement or a Bank Reference Letter) issued within the last 6 months	
6	Shareholder Qualification (Certificates & C.V)	
7	All Copies to be Certified as Truecopies of the original	
8	Declaration to be signed by the applicant, the witness and Commissioner for Oaths (Page 3)	