



REGISTRATION OF CONTRACTORS - 2022

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 RENEWAL OF REGISTRATION

[In terms of the National Council for Construction Act No. 10 of 2020 of the Laws of Zambia]

Table with 2 columns: 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... e) Attach a separate sheet where space on the form is limited... f) All applicants for renewal should attach copies of the previous NCC Registration Certificate(s) and a valid PACRA Computer Printout... g) At least one of the shareholders of the applicant must have undergone formal training... h) Late renewals shall attract penalty fees... i) Applications can be submitted on the online portal... j) Ensure that your application for EXPRESS REGISTRATION is scrutinized at the regional offices...

COMPANY NAME:

Form containing fields for 'FOR OFFICIAL USE ONLY', 'Date Application Form Received', 'No. of Cert. of Registration Submitted for Renewal', 'Date of Application of Contractor', and a table for 'APPROVED REGISTRATION CERTIFICATES' with columns for Grade, Category, Comments, and Remarks. Includes 'Approved by' and 'Signature' fields.

1.0 COMPANY DETAILS

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

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1.2 PACRA Registration No.:

1.3 Registered Office Address:-

Physical - Office

Physical - Workshop/ Yard

Tel No/s: Mobile Phone No. /s

Postal address E-mail:

1.4 Branch Office/s Address/s in/or outside Zambia (if different):-

Physical OfficePostal

Tel no/s: Mobile Phone No./s..... E-mail:

1.5 Shareholders, Directors and/or Partners of Firms (Attach a PACRA computer printout)

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

1.6 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

1.7 PROJECTS

1.7.1 On-going Projects

Project Name	Client	Contract Amount	Project Location	Start Date	End Date

1.7.2 Completed Projects during the previous year

Project Name	Client/Main or Subcontractor	Contract Amount	Project Location	Start Date	End Date

2.0 GRADE AND CATEGORY OF CONSTRUCTION ACTIVITIES

Indicate the **Grade(s)** and **Category (ies)** of Registration which you wish to renew.

a. 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 (or Other in Full)

Note that each Category has to be paid for separately in case of multiple registrations. Attach previous NCC certificate(s)

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 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 categorization 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).

Name of Shareholder (print)

Signature

Title/Designation

Witnessed by:

Name (print)

Signature

Title/Designation

Before me:.....

Commissioner for 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 FEES FOR SPECIALIST CONTRACTORS

FOREIGN SPECIALIST	LOCAL SPECIALIST		
	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

4.3 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

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 14th JANUARY 2022 [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	862.50	10,656.25	2,625.00
FEBRUARY @ 27%	21,653.50	16,256.00	10,826.75	2,667.00	1,333.50	876.30	10,826.75	2,667.00
MARCH @ 29%	21,994.50	16,512.00	10,997.25	2,709.00	1,354.50	890.10	10,997.25	2,709.00
APRIL @ 31%	22,335.50	16,768.00	11,167.75	2,751.00	1,375.50	903.90	11,167.75	2,751.00
MAY @ 33%	22,676.50	17,024.00	11,338.25	2,793.00	1,396.50	917.70	11,338.25	2,793.00
JUNE @ 35%	23,017.50	17,280.00	11,508.75	2,835.00	1,417.50	931.50	11,508.75	2,835.00
JULY @ 37%	23,358.50	17,536.00	11,679.25	2,877.00	1,438.50	945.30	11,679.25	2,877.00
AUGUST @ 39%	23,699.50	17,792.00	11,849.75	2,919.00	1,459.50	959.10	11,849.75	2,919.00
SEPTEMBER @ 41%	24,040.50	18,048.00	12,020.25	2,961.00	1,480.50	972.90	12,020.25	2,961.00
OCTOBER @ 43%	24,381.50	18,304.00	12,190.75	3,003.00	1,501.50	986.70	12,190.75	3,003.00
NOVEMBER @ 45%	24,722.50	18,560.00	12,361.25	3,045.00	1,522.50	1,000.50	12,361.25	3,045.00
DECEMBER @ 47%	25,063.50	18,816.00	13,531.75	3,087.00	1,543.50	1,014.30	12,531.75	3,087.00

4.5 RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 14th JANUARY 2022 [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%	181,250.00	135,937.50	181,250.00
DECEMBER @ 47%	183,750.00	137,812.50	183,750.00

5.0 BANK DETAILS

Account Name: National Council for Construction	
Bank: ABSA Bank Zambia PLC Branch: Longacres Account No: 17-5121854 Swift code: BARCZMLXXX	Bank: Atlas Mara Zambia Branch: Lusaka Corporate Account No: 0010300544005 Swift code: ZFBAZMLU
Bank: First National Bank (FNB) Branch: Commercial Account No: 0062668217998 Swift code: FIRNZMLX	Bank: Zambia Industrial Commercial Bank Branch: Lusaka Business Centre Account No: 1010036463174 Swift code: ZICBZMLU
All applicable fees must be deposited directly into the National Council for Construction Bank accounts provided herewith	

6.0 GUIDE FOR SCRUTINY

RENEWAL SCRUTINY CHECKLISTS FOR ALL GRADES	1	NCC Receipts for all payments	3	Copy(ies) of Previous NCC Certificate(s)
	2	Shareholder Qualification (Certificates & C.V)	4	Declaration must be completed by the Director, the Witness and the Commissioner of Oaths (Page 4)
	3	Valid PACRA Computer Print-out		