



REGISTRATION FOR CONTRACTORS - 2022

HEAD OFFICE

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ncc@ncc.org.zm

NORTHERN REGION

Room 213 Mukuba Pension House, Kitwe
P.O. Box 23163, Kitwe
Tel: +260 212 220590 Fax: +260 212 228121
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SOUTHERN REGION

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CENTRAL REGION

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APPLICATION FORM FOR **FIRST** REGISTRATION OF CONTRACTORS

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

INSTRUCTIONS TO APPLICANTS

THIS FORM SHOULD NOT BE SOLD

- a) This form can be used for applying in more than one Category and payments can be done under one receipt. Please attach a separate sheet where space on the form is limited for additional information.
- b) Please fill in the form completely as provided and bind it in spiral or better with all necessary attachments. Print clearly using ink. **Incomplete and unbound applications will not be processed.**
- c) All applicable fees must be paid directly to the National Council for Construction (NCC) through **its Bank accounts as provided herein.**
- d) Present the original Bank deposit slips/transmission copies to NCC for receipting
- e) 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.
- f) **At least one of the shareholders for applicants applying for registration must have undergone formal training in a construction field. Training should be minimum accredited certificate. Shareholders with higher qualifications and experience in a construction field may be considered for Grades 5 or 4.** Further, applications for Grades 5, 4, 3, 2, 1 and A must be a Limited Liability Company.
- g) Applicants applying for **Grades 1, 2, 3, 4, 5, and A** should have completed one construction project whose value should not be less than the prescribed minimum tender value for the Grade and Category in which an applicant wishes to be registered (Refer to Appendix
- h) Copies of all certificates attached must be "Certified True Copies of the original" and where applicable must be translated into English language.
- i) A verification exercise may be undertaken on applicants to ascertain their capacity and credibility.
- j) All foreign contractors are restricted to register in Grades 1, 2 and Class A (in the case of Specialist Contractors), subject to meeting the registration requirements.
- k) Applications can be done online using the NCC online portal – <https://portal.ncc.org.zm> – attaching all the necessary documents. Alternatively, submissions can be deposited at designated Regional Offices in Kitwe, Choma and Lusaka, whose addresses are indicated above.
- l) Ensure that your application for **EXPRESS** registration is scrutinized and approved before express registration fees are paid.

COMPANY NAME:

FOR OFFICIAL USE ONLY

Date Application Form Received :

No. of Certificates of Registration Applied For

APPROVED FOR REGISTRATION:

Remarks

Grade	Category	Comments (e.g.: Mining/Specialist)

.....

 Approved by:
 Signature: Date:.....

1.0 COMPANY DETAILS

1.1 Trading Name (if different):

1.2 PACRA Registration No.:

1.3 Registered Office Address:

Physical:

Postal:

Tel No:

Mobile Phone No:E-mail:

Workshop/Yard Physical Address (IF ANY):
.....

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 or Partnership

.....

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 (Males and females each holding 50% Shares (50/50))	Others (e.g. Corporate Shares)

1.3 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: (Bank reference or Latest Bank statements)

2.0 TECHNICAL DATA

2.1 KEY PERSONNEL- PROFESSIONAL

(Engineers, Architects, Quantity Surveyors, Building Scientists, Surveyors, Accountants etc.)

(Attach separate sheet where space is not enough):

2.1.1 Name:..... Position.....

NRC/Passport No:..... Mobile Number:.....

2.1.2 Name:..... Position.....

NRC/Passport No:..... Mobile Number:.....

2.1.3 Name:..... Position.....

NRC/Passport No:..... Mobile Number:.....

2.1.4 Name:..... Position.....

NRC/Passport No:..... Mobile Number:.....

Certificates / Documents Which MUST Be Attached:

- a) Certified copies of all certificates
- b) Curriculum Vitae

2.2 KEY PERSONNEL -TECHNICIANS

(Construction/Engineering based Diploma /Advanced Certificate qualification.)

(Attach separate sheet where space is not enough):

2.2.1 Name:..... Position.....

NRC/Passport No:..... Mobile Number:.....

2.2.2 Name:..... Position.....

NRC/Passport No:..... Mobile Number:.....

2.2.3 Name:..... Position.....

NRC/Passport No:..... Mobile Number:.....

Certificates / Documents Which MUST Be Attached:

- a) Certified copies of all certificates
- b) Curriculum Vitae

2.3 COMPANY'S FIXED (IMMOVABLE) ASSETS (Attach a separate sheet where space is not available)

	Name of Asset	Value	Document Attached

Certificates / Documents Which MUST Be Attached:

- a) Certified copies of documents proving ownership/Lease i.e. Title Deeds or Letters of Offer.

2.4 VEHICLES, PLANT, EQUIPMENT & TOOLS OWNED OR LEASED BY THE FIRM (Attach separate sheet where space is not enough):

	TYPE	MAKE	CAPACITY (m/ton/HP)	CONDITION (GOOD/FAIR)	OWNED/LEASED
1					
2					
3					
4					

Certificates / Documents Which MUST Be Attached:

- a) Proof of ownership of all off-road vehicles, plant and equipment owned by firm (Copies of registration certificates/white books for all vehicles and plant owned by firm)
- b) Lease or hire agreements for vehicles, plant and equipment that are not owned by the firm

2.5 CONTRACTS COMPLETED BY THE FIRM WITHIN THE PAST FIVE YEARS (Attach separate sheet where space is not enough):

	PROJECT NAME	LOCATION	CLIENT/EMPLOYER	CONSULTING ENGINEER/ARCHITECT	VALUE OF WORKS	Date Completed
1						
2						
3						
4						

Certificates / Documents Which MUST Be Attached:

- a) Copies of Completion / Final Payment Certificates of each completed project or
- b) Reference from the Consulting Architects /Engineers regarding each completed project or
- c) Reference from the Clients / Employers with respect to each completed project.

2.6 CONTRACTS ON HAND (Attach separate sheet where space is not enough):

	PROJECT NAME	CLIENT/EMPLOYER	CONSULTANT	CONTRACT VALUE	EXPECTED COMPLETION DATE
1					
2					
3					
4					

Certificates / Documents Which MUST Be Attached

- a) Copies of the latest Interim Payment Certificates for each project or
- b) Reference from the Consulting Architects / Engineers regarding progress on each project or
- c) Reference from the Clients / Employers regarding each project or
- d) Copies of contract acceptance from procuring entity or project owner of each contract agreement.

2.7 TECHNICAL REFEREES:

Name and physical address of traceable technical referees, i.e. Consulting Engineers / Architects / Quantity Surveyors, from whom references may be sought.

Consulting Architectural/ Engineering/ Quantity Surveying Firm	Contact Person	Physical Address	Telephone No.	Email

2.8 CLIENT REFERENCES:

Name and physical address of traceable **clients**, preferably established organizations, government bodies and institutions from whom reference may be sought regarding the firms' performance and reputation.

Client Organization	Contact Person	Physical Address	Telephone No.	Email

3.0 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 Grade(s) and 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

Note: Only select a classification Grade where all criteria can be met by the firm. The contractor must indicate the classification Grade in which the firm wishes to register. This selection will also determine the maximum value of contract for which the firm may tender. (See Appendix II for Classification Guidelines)

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

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

4.0 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 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 2022 by the shareholder(s) or signatory appointed Power of Attorney.

Name of Signatory (print)

Signature

Title/Designation

Witnessed by:

Name (print)

Signature

Title/Designation

Before me:.....
Commissioner for Oaths/Notary Public

CATEGORISATION OF CONTRACTORS		
CODE	Type of Category	CONSTRUCTION ACTIVITY
B		General Building and Housing
		Construction of residential, commercial and Industrial buildings – single and multi-storey, together with various associated installations and external works
C		General Civil Engineering Works
		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
R		General Roads and Earthworks
		Bituminous Surfacing & Paving Applications, Drainage Structures, Off-carriageway Rehabilitation & Maintenance, On-carriageway Rehabilitation & Maintenance, and Road Furniture, signage & markings and other related ancillary works.
M	Specify Sub-Category	Mining Services - Construction Works within the Mining Areas. <i>Choose ONE Sub-Category from the list below and clearly circle it in ink:</i>
	B	Mining – Building and Housing
	C	Mining – Civil Engineering Works (Including Scaffolding)
	R	Mining – Roads and Earthworks Works
	E	Mining – Electrical, Instrumentation & Telecommunication (Including Installation of CCTV, Access Control, and Fire Detection systems)
	ME	Mining – Mechanical Engineering Works
	M	Mining – Quarrying (Including drilling, blasting and crushing)
E		General Electrical and Telecommunications
		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).
ME		Mechanical Engineering Works
		Mechanical Works including Piping and associated works, 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 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
S	Category Type	Specialist Works (<i>Specialist Contractors can register in more than one specialty except in the general categories</i>)
	Sa	Bricklaying, paving and masonry Works
	Sb	Plumbing Works
	Sc	Painting Works, Interior and Exterior Decorations
	Sd	Water supply, sanitation infrastructure and associated works
	Se	Electrical and instrumentation Works
	Sf	Quarrying and Crushing Works
	Sg	Heating, Ventilation and Air Conditioning (HVAC) Installations
	Sh	Flooring works
	Si	Steel fabrication and associated works
	Sj	Water proofing works

	Sk	Office fit outs, Carpentry & joinery works
	Sl	Landscaping and Gardening Works
	Sm	Roofing works
	Sn	Solar, wind and other alternative energy sources installations
	So	Aluminum Works, Partitions, Glazing works and Ceiling finishes
	Sp	Premix, Precast and Prefabricated Concrete works
	Sq	Road furniture, signage and Markings, Off Carriageway Rehabilitation and Maintenance
	Sr	Rigging
	Ss	Security installations (Access control, intruder alarms, fencing and CCTV installations)
	St	Swimming pools, fish ponds, fountains and other water feature related installations
	Su	Demolition and associated works
	Sv	Firefighting Installation
	Sw	Scaffolding Works
	Sx	Chemical application (e.g. Termite control) and Specialized building cleaning services
	Sy	Tunneling and associated works
	Sz	Other Specialist works - Specify:.....

APPENDIX II

GUIDELINES FOR VARIOUS CLASSIFICATIONS

CLASSIFICATION GRADE >		1	2	3	4	5	A	B
1	Shareholder construction related qualification	1 No.	1 No.	1 No.	1 No.	1 No.	1 No.	1 No.
2	Professional Staff - Reg. Eng. / QS / Arch. (CVs to be included)	4 No.	3 No.	2 No.	-	-	3 No.	-
3	Technical Staff - Technicians (Construction related qualification, Craft Certificates / Trade Test)	5 No.	4 No.	3 No.	2 No.	1 No.	4 No.	1 No.
4	Accounting Personnel (Higher qualification)	1 No.	1 No.	1 No.		-	1 No.	-
5	Accounting Personnel (Basic qualification)				1 No.	-	1 No.	1 No.
6	Audited Accounts to IAS in English	Yes	Yes	Yes	-	-	Yes	-
7	Financial Statements Certified by ZICA Member	-	-	-	Yes	-	-	-
8	Limitation on Contract Value to be Tendered - Category B	>K55m	>K25m-K55m	>K13m-K25m	>K9m-K13m	>K4m-K9m		
9	Limitation on Contract Value to be Tendered - Category C	>K60m	>K30-K60m	>K20m-K30m	>K13m-K20m	>K4-K13m		
10	Limitation on Contract Value to be Tendered - Category R	>K150m	>K60m-K150m	>K30m-K60m	>K20m-K30m	>K6m-K20m		
11	Limitation on Contract Value to be Tendered – Mining Services	>K150m	>K35m-K150m	>K20m-K35m	>K13m-K20m	>K4m-K13m		
12	Limitation on Contract Value to be Tendered - Category E	>K150m	>K40m-K150m	>K20m-K40m	>K13m-K20m	>K6m-K13m		
13	Limitation on Contract Value to be Tendered - Category ME	>K150m	>K40m-K150m	>K20m-K40m	>K13m-K20m	>K6m-K13m		
14	Limitation on Contract Value to be Tendered - Category S	-	-	-	-	-	>K10. m	>K0.0 m-K10m

APPENDIX III

MINIMUM TURNOVER REQUIRED

Best annual turnover in any one year during the past 5 years (certified and/or invoiced) should not be less than 50% of the prescribed maximum tender value for the Grade and Category in which an applicant wishes to be registered.

CATEGORY	GRADE						
	1	2	3	4	5	A	B
Category B	K27.5m	K12.5m	K6.5m	K4.5m	K0.00	-	-
Category C	K30m	K15.0m	K10.0m	K6.5m	K0.00	-	-
Category R	K75m	K30.0m	K15.0m	K10.0m	K0.00	-	-
Category M	K75m	K17.5m	K15.0m	K6.5m	K0.00	-	-
Category E	K75m	K20.0m	K15.0m	K6.5m	K0.00	-	-
Category ME	K75m	K20.0m	K15.0m	K6.5m	K0.00		-
Category S	-	-	-	-	-	K3.375m	K0.00

TABLE FOR THE MINIMUM EQUIPMENT REQUIRED PER GRADE

EQUIPMENT RATING	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	CLASS B	CLASS A
HEAVY DUTY	3	2	1	0	0	0	0
MEDIUM DUTY	4	3	2	1	0	0	1
LIGHT DUTY	5	4	3	1	1	0	2

EXAMPLES OF EQUIPMENT CLASSES

Heavy Duty Equipment (Above 40 tons) Bull dozer, Low bed, Cranes, Grader, Excavator, Scrapper, etc.	Medium Duty equipment (Between 20 and 40 tons) TLB, Tipper, Light truck, etc.	Light Duty equipment (Below 20 tones) Utility van, Concrete Mixer etc.
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Note: Mining Services Contractors should meet the minimum equipment requirement applicable to the main categories and Specialist contractors should have equipment and tools applicable to their class

RECOMMENDED CPD COURSES

The following courses under the NCC National Construction School are among the recommended trainings for consideration.

1	BWS – Building Works Supervision Course at NCC or its Equivalent	4	OSHE – Occupational Safety, Health (OSH) and Environment
2	RCMSC – Road Construction and Maintenance Supervision Course	5	CDC – Culvert and Drainage Course
3	MCP – Management of Civil Engineering Processes		

Built Environment related Training from recognized institutions shall be considered under CPD requirements for registration with NCC

5.0 FEES

5.1 FEE STRUCTURE FOR FOREIGN CONTRACTORS

Within Africa	1	2
Annual registration fee to be paid	K187,500.00	K140,625.00
Verification Fees	K50,600.00	K50,600.00
TOTAL	K238,100	K191,225
Express Registration fee	K425,600.00	K331,850.00

Outside Africa	1	2
Annual registration fee to be paid	K187,500.00	K140,625.00
Verification Fees	K83,600.00	K83,600.00
TOTAL	K271,100	K224,225
Express registration fee	K458,600.00	K364,850.00

5.2 FEE STRUCTURE FOR ZAMBIAN CONTRACTORS

	1	2	3	4	5
Application and Processing fee	K450.00	K275.00	K225.00	K165.00	K110.00
Annual registration fee	K17,050.00	K12,800.00	K8,525.00	K2,060.00	K1,040.00
Total Fees to be paid	K17,500.00	K13,075.00	K8,750.00	K2,225.00	K1,150.00
Total Express registration fee	K34,550.00	K25,875.00	K17,275.00	K4,285.00	K2,190.00

5.3 FEE STRUCTURE FOR FOREIGN SPECIALIST CONTRACTORS

Within Africa	A
Annual registration fee to be paid	K187,500.00
Verification Fees	K50,600.00
TOTAL	K191,225.00

Outside Africa	A
Annual registration fee to be paid	K187,500.00
Verification Fees	K83,600.00
TOTAL	K271,100.00

5.4 FEE STRUCTURE FOR ZAMBIAN SPECIALIST CONTRACTORS

	A	B
Annual registration fee to be paid	K8,525.00	K2,100.00
TOTAL	K8,525.00	K2,100.00

Express Registration fee	K425,600.00
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Express Registration fee	K458,600.00
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Express Registration fee	K17,050.00	K4,200.00
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Ensure that your application for EXPRESS registration is approved by NCC before Express registration fees are paid. Express Registration takes up to a maximum of FIVE (5) working days

ALL FEES MUST BE PAID DIRECTLY TO THE NATIONAL COUNCIL FOR CONSTRUCTION BANK ACCOUNTS HEREUNDER

BANK DETAILS

Account Name: National Council for Construction Bank: ABSA 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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APPENDIX VII

6.0 SCRUTINY CHECKLIST FOR VARIOUS GRADES FOR FIRST REGISTRATION (DOCUMENTS TO ATTACH

GRADE 1 TO 4			GRADE 5		
1	NCC receipts for all Payments		1	NCC receipts for all Payments	
2	Certificate of Incorporation/ Registration		2	Certificate of Incorporation/ Registration	
3	Current (year) PACRA computer printout		3	Current (year) PACRA computer printout	
4	Valid ZRA tax clearance certificate		4	Valid ZRA tax clearance certificate	
5	Valid Workers Compensation Registration		5	Proof of a Company Bank Account (Bank Statement or a Bank Reference Letter) issued within the last 6 months	
6	Valid NAPSA Registration		6	Proof of works done (Completion certificates and purchase orders/Proof of payments)	
7	Audited Accounts for Grades 1 to 3 and Certified Accounts by ZICA Member for Grade 4 (Any one year during the past 3 years)		7	Proof of Asset Ownership –Movable (1 utility vehicle)	
8	Proof of a Company Bank Account (Bank Statement or a Bank Reference Letter) issued within the last 6 months.		8	Letter of Power of Attorney or Board Resolution specifying name of responsible person authorized to sign for and on behalf of the applicant (where applicable)	
9	Proof of works done (Completion certificates and purchase orders/Proof of payments)		9	Certificates and CVs for Technical Staff (Refer to Appendix II)	
10	Proof of Asset Ownership – Fixed/Movable (Refer to Appendix IV)		10	All Copies to be Certified as True copies of the original	
11	Certificates and CVs for Key Professionals Staff (Refer to Appendix II)		11	Declaration must be completed by the Shareholder/signatory appointed by power of Attorney, the Witness and the Commissioner for Oaths (Page 5)	
12	Letter of Power of Attorney or Board Resolution specifying name of responsible person authorized to sign for and on behalf of the applicant (where applicable)				
13	Certificates and CVs for Technical Staff (Refer to Appendix II)				
14	All Copies of academic certificates to be Certified as True copies of the original				
15	Declaration must be completed by the Shareholder/signatory appointed by power of Attorney, the Witness and the Commissioner for Oaths (Page 5)				

NOTE: Only select a Grade where all criteria can be met by the firm. Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment. No refunds will be allowed should you go ahead and pay for a Grade and Category that you do not qualify for. Any excess fees paid to NCC under any circumstance shall not be carried forward to the next registration year.