



REGISTRATION FOR CONTRACTORS - 2023

HEAD OFFICE

Plot 1612/1623 Luchengo Road, Off Sheki Sheki Road, Light Industrial Area
P.O. Box 39548, Lusaka
Tel: +260 211 247185 or 240386
Fax: +260 211 243115 or 247264
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
northernregion@ncc.org.zm

SOUTHERN REGION

SOUTHERN REGION
Stand No. 252 Malima Street,
Mochipapa, P.O Box 630688,
Choma, Zambia
Tel/Fax: +260-213-221167
southernregion@ncc.org.zm

CENTRAL REGION

Plot 30741 Off Lubansheni Road Olympia, Lusaka
Phone: +260 211 293906 or +260 211 293908
Cell: +260-974-256034
centerregion@ncc.org.zm

Website: www.ncc.org.zm

APPLICATION FORM FOR GRADE 6 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 application is strictly for grade 6 contractors only.
- b. This form can be used to apply for 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.
- c. Please fill in the form completely as provided and bind it in a spiral or better with all necessary attachments. Print clearly using ink. Incomplete and unbound applications will not be processed.
- d. All applicable fees must be paid directly to the National Council for Construction (NCC) through its Bank accounts as provided herein.
- e. Present the original Bank deposit slips/transmission copies to NCC for receipting.
- f. All applicable fees paid to the NCC are **Non-refundable and Non-transferable and will not be carried over to the following year of registration**. Electronic Bank transfers will only be receipted after two working days of the transfer and upon confirmation that the transfer has cleared.
- g. Any request for certificate replacement shall attract a fee. Further, certificate replacement as arising from changes in company name will attract a fee subject to approval by NCC.
- h. Ensure that your application for EXPRESS registration is scrutinized and approved by NCC before Express registration fees are paid. Express registration takes up to a maximum of 5 working days.
- i. At least one of the shareholders for applicants must have undergone formal training in a construction-related field. Training should be a minimum accredited certificate and must be relevant to the category being applied for. The shareholder must also be a beneficial owner with sufficient controlling interest in the company.
- j. Copies of all certificates attached must be "Certified True Copies of the original" and where applicable must be translated into the English language.
- k. Submissions can be deposited at designated Regional Offices in Kitwe, Choma and Lusaka, whose addresses are indicated above. Alternatively, applications can be done online using the NCC online portal – <https://portal.ncc.org.zm> – attaching all the necessary documents.

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 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 the 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).

Name of shareholder	Signature	Title/Designation
Witnessed by:		
Name (print)	Signature	Title/Designation

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

APPENDIX I

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	Mining Services - Construction Works within the Mining Areas
	Sub-Category	Choose <i>ONE</i> Sub-Category from the list below and clearly circle it in ink:
	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, 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
Total Fees to be paid	K750.00
Total Express registration fee	K1,445.00

4.0 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
Bank: Zambia National Commercial Bank (ZANACO) Branch: Acacia Park Account No: 5833688300193 Swift Code: ZNCOZMLU	

6.0 NOTES

All applicable fees must be deposited directly into the National Council for Construction Bank accounts provided herein	Present the original copies of deposit slips/transmission copies for all payments to NCC in order to be received
---	--

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	Relevant Shareholder Construction Qualification (attach Certificates & C.V)	
7	All Copies are to be Certified as Truecopies of the original	
8	Declaration to be signed by the applicant, the witness and Commissioner for Oaths (Page 3)	