



**REGISTRATION FOR CONTRACTORS -2023**

<b>HEAD OFFICE</b>	<b>NORTHERN REGION</b>	<b>SOUTHERN REGION</b>	<b>CENTRAL REGION</b>
Plot 1612/1623 Luchengo Road, Off Sheki Sheki Road, Light Industrial Area P.O. Box 39548, Lusaka Tel: +260 211 247185 or 240386 <a href="mailto:ncc@ncc.org.zm">ncc@ncc.org.zm</a>	Room 213 Mukuba Pension House, P.O Box 23163, Kitwe Tel: +260 212 220590 <a href="mailto:northernregion@ncc.org.zm">northernregion@ncc.org.zm</a>	Stand No. 252 Malima Street, Mochipapa, P.O Box 630688, Choma Tel: +260 213 221162 <a href="mailto:southernregion@ncc.org.zm">southernregion@ncc.org.zm</a>	Plot 30741 Off Lubansenshi Road Olympia, Lusaka Tel: +260 211 293906 or +260 211 293908 +260 974 256 034 <a href="mailto:centralregion@ncc.org.zm">centralregion@ncc.org.zm</a>

[www.ncc.org.zm](http://www.ncc.org.zm)

**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]

<b>INSTRUCTIONS TO APPLICANTS</b>	<b>THIS FORM SHOULD NOT BE SOLD</b>
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- 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 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 fees paid to the NCC are **NON-REFUNDABLE AND NON-TRANSFERABLE and will not be carried forward to the following year of registration.**
- f) Electronic Bank transfers will only be receipted two days after the transfer upon confirmation that the transfer has cleared.
- g) Ensure that your application for EXPRESS registration is scrutinized and approved **BEFORE** Express registration fees are paid.
- h) 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. Shareholders with higher qualifications and experience in a relevant Construction related 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.
- i) Applicants 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 II)
- j) Copies of all attached certificates must be "Certified True Copies of the original" and where applicable, translated into English language.
- k) A verification exercise may be undertaken to ascertain their capacity and credibility.
- l) Foreign contractors are restricted to register **ONLY** in Grades 1, 2 and Class A (in the case of Specialist Contractors), subject to meeting the registration requirements.
- m) 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.

<b>COMPANY NAME:</b>	
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**FOR OFFICIAL USE ONLY**

Date Application Form Received : <input style="width:150px" type="text"/>	Classification of Contractor: <input style="width:150px" type="text"/>
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No. of Certificates of Registration Applied For :	Date of Approval: .....
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APPROVED FOR REGISTRATION:			Remarks
Grade	Category	Comments ( e.g.: Mining/Specialist)	.....
			.....
			.....
			.....
			.....
			.....
			.....
			Approved by: .....
			Signature: .....

**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: .....
- 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 registratr:n  
 .....
- 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 (Males and females each holding 50% Shares (50/50))	Others (e.g. Corporate Shares)

- 1.8 State the name, branch, account number, address and contact details of the company/firm's 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 (This section is not mandatory for Grade 6 applicants)**

**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 in company or firm: .....  
 NRC / Passport No: ..... Mobile phone: .....
- 2.1.2 Name: ..... Position in company or firm: .....  
 NRC / Passport No: ..... Mobile phone: .....
- 2.1.3 Name: ..... Position in company or firm: .....  
 NRC / Passport No: ..... Mobile phone: .....
- 2.1.4 Name: ..... Position in company or firm: .....  
 NRC / Passport No: ..... Mobile phone: .....

**Certificates / Documents Which MUST Be Attache :**

- a) Certified copies of all Degrees/ 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 in company or firm: .....  
 NRC / Passport No: ..... Mobile phone: .....
- 2.2.2 Name: ..... Position in company or firm: .....  
 NRC / Passport No: ..... Mobile phone: .....
- 2.2.3 Name: ..... Position in company or firm: .....  
 NRC / Passport No: ..... Mobile phone: .....

**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 the company/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.

**2.8 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.	Fax No.	Email

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

GRADE (1,2,3,4,5 or 6)	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 ..... 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

## CATEGORISATION OF CONTRACTORS

CODE	Type of Category	CONSTRUCTION ACTIVITY
<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 and 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 Sub-Category</b>	<b>Mining Services - Construction Works within the Mining Areas.</b> <i>Choose ONE Sub-Category from the list below and clearly circle it in ink:</i>
	<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, 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.
<b>S</b>	<b>Category Type</b>	<b>Specialist Works</b> ( <i>Specialist Contractors can register in more than one specialty except in the general categories</i> )
	<b>Sa</b>	Bricklaying, paving and masonry Works
	<b>Sb</b>	Plumbing Works
	<b>Sc</b>	Painting Works, Interior and Exterior Decorations
	<b>Sd</b>	Water supply, sanitation infrastructure and associated works
	<b>Se</b>	Electrical and instrumentation Works
	<b>Sf</b>	Quarrying and Crushing Works
	<b>Sg</b>	Heating, Ventilation and Air Conditioning (HVAC) Installations
	<b>Sh</b>	Flooring works
	<b>Si</b>	Steel fabrication and associated works
	<b>Sj</b>	Water proofing works

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

**APPENDIX II**

**GUIDELINES FOR VARIOUS CLASSIFICATIONS**

CLASSIFICATION GRADE >		1	2	3	4	5	6	A	B
1	Shareholder relevant construction-related qualification	1 No.	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	>K0.0m- K4.0m		
9	Limitation on Contract Value to be Tendered - Category C	>K60m	>K30- K60m	>K20m- K30m	>K13m- K20m	>K4- K13m	>K0.0m- K4.0m		
10	Limitation on Contract Value to be Tendered - Category R	>K150m	>K60m- K150m	>K30m- K60m	>K20m- K30m	>K6m- K20m	>K0.0m- K6.0m		
11	Limitation on Contract Value to be Tendered – Mining Services	>K150m	>K35m- K150m	>K20m- K35m	>K13m- K20m	>K4m- K13m	>K0.0m- K4.0m		
12	Limitation on Contract Value to be Tendered - Category E	>K150m	>K40m- K150m	>K20m- K40m	>K13m- K20m	>K6m- K13m	>K0.0m- K6.0m		
13	Limitation on Contract Value to be Tendered - Category ME	>K150m	>K40m- K150m	>K20m- K40m	>K13m- K20m	>K6m- K13m	>K0.0m- K6.0m		
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	GRADES							
	1	2	3	4	5	6	A	B
Category B	K27.5m	K12.5m	K6.5m	K4.5m	K0.00	K0.00	-	-
Category C	K30m	K15.0m	K10.0m	K6.5m	K0.00	K0.00	-	-
Category R	K75m	K30.0m	K15.0m	K10.0m	K0.00	K0.00	-	-
Category M	K75m	K17.5m	K15.0m	K6.5m	K0.00	K0.00	-	-
Category E	K75m	K20.0m	K15.0m	K6.5m	K0.00	K0.00	-	-
Category ME	K75m	K20.0m	K15.0m	K6.5m	K0.00	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	GRADE 6	CLASS B	CLASS A
HEAVY DUTY	3	2	1	0	0	0	0	0
MEDIUM DUTY	4	3	2	1	0	0	0	1
LIGHT DUTY	5	4	3	1	1	0	0	2

## EXAMPLES OF EQUIPMENT CLASSES

Heavy Duty Equipment (Above 40 tons)	Medium Duty equipment (Between 20 and 40 tons)	Light Duty equipment (Below 20 tones)
Bull dozer, Low bed, Cranes, Grader, Excavator, Scrapper,	TLB, Tipper, Light truck,	Utility van, Concrete Mixer

**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

## APPENDIX V

## RECOMMENDED CPD COURSES

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

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

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

## 5.0 FEES

## APPENDIX VI

## 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
<b>TOTAL</b>	<b>K238,100</b>	<b>K191,225</b>

Outside Africa	1	2
Annual registration fee to be paid	K187,500.00	K140,625.00
Verification Fees	K83,600.00	K83,600.00
<b>TOTAL</b>	<b>K271,100</b>	<b>K224,225</b>

Express Registration fee	K375,000.00	K281,250.00
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Express registration fee	K375,000.00	K281,250.00
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## 5.2 FEE STRUCTURE FOR ZAMBIAN CONTRACTORS

	1	2	3	4	5	6
Application and Processing fee	K450.00	K275.00	K225.00	K165.00	K110.00	K55.00
Annual registration fee	K17,050.00	K12,800.00	K8,525.00	K2,060.00	K1,040.00	K695.00
<b>Total Fees to be paid</b>	<b>K17,500.00</b>	<b>K13,075.00</b>	<b>K8,750.00</b>	<b>K2,225.00</b>	<b>K1,150.00</b>	<b>K750.00</b>

<b>Total Express registration fee</b>	<b>K34,550.00</b>	<b>K25,875.00</b>	<b>K17,275.00</b>	<b>K4,285.00</b>	<b>K2,190.00</b>	<b>K1,445.00</b>
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## 5.3 FEE STRUCTURE FOR FOREIGN SPECIALIST CONTRACTORS

Within Africa	A	Outside Africa	A
Annual registration fee to be paid	K187,500.00	Annual registration fee to be paid	K187,500.00
Verification Fees	K50,600.00	Verification Fees	K50,600.00
<b>TOTAL</b>	<b>K191,225.00</b>	<b>TOTAL</b>	<b>K238,100.00</b>

Express Registration fee	K281,250.00	Express Registration fee	K375,000.00
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## 5.4 FEE STRUCTURE FOR ZAMBIAN SPECIALIST CONTRACTORS

A	B	
Annual registration fee to be paid	K8,525.00	K2,100.00
<b>TOTAL</b>	<b>K8,525.00</b>	<b>K2,100.00</b>

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**

**NOTE: Only select a Grade where all criteria can be met by the company. 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.**

**Present the original copies of deposit slips/transmission copies for all payments to NCC in order to be receipted**

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

**Account Name: 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	<b>Bank:</b> Zambia National Commercial Bank (ZANACO) <b>Branch:</b> Acacia Park <b>Account No:</b> 5833688300193 <b>Swift Code:</b> ZNCOZMLU
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**APPENDIX VII**

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

**NOTE: Only select a Grade where all criteria can be met by the Company. 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.**

GRADE 1 TO 4			GRADE 5			GRADE 6		
1	NCC receipts for all Payments		1	NCC receipts for all Payments		1	NCC receipts for all Payments	
2	Certificate of Incorporation/ Registration		2	Certificate of Incorporation/ Registration		2	Certificate of Incorporation/ Registration	
3	Current (year) PACRA computer printout		3	Current (year) PACRA computer printout		3	Current (year) PACRA computer printout In case of cooperatives, registrar of society stamped copy of share register should be submitted.	
4	Valid ZRA tax clearance certificate		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		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)		6	All Copies to be Certified as True copies of the original	
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)		7	Relevant Shareholder Construction-related Qualification (Attach Certificates & C.V) In case of cooperatives, qualifications of a board member of the cooperative should be availed.	
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		8	Declaration to be signed by the applicant, the witness and Commissioner for Oaths (Page 6)	
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 III)		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 to be signed by the applicant and Commissioner for Oaths (Page 6)				
12	Letter of Power of Attorney or Board Resolution specifying name of responsible person authorized to sign for and on behalf of the applicant							
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 to be signed by the applicant and Commissioner for Oaths (Page 6)							



