



**REGISTRATION OF CONTRACTORS - 2023**

<p><b>HEAD OFFICE</b></p> <p>Plot 1612/1623 Luchengo Road, Off Sheki Sheki Road, Light Industrial Area <b>P.O. Box 39548</b> <b>Lusaka, Zambia</b> Tel: +260-211-247185 / +260- 1-240386 +260-1-247264</p>	<p><b>NORTHERN REGION</b></p> <p>Room 213 Mukuba Pension House, <b>P.O Box 23163,</b> <b>Kitwe, Zambia</b> Tel: +260-212-220590 Fax: +260-212-228121 northernregion@ncc.org.zm</p>	<p><b>SOUTHERN REGION</b></p> <p>Stand No. 252 Malima Street, Mochipapa, P.O Box 630688, <b>Choma, Zambia</b> Tel/Fax: +260-213-221167 southernregion@ncc.org.zm</p>	<p><b>CENTRAL REGION</b></p> <p>Plot 30741 Off Lubansenshi Road <b>Olympia Park, Lusaka, Zambia</b> Tel: +260-211-293908/6 Cell: +260-974-256034 centralregion@ncc.org.zm</p>
ncc@ncc.org.zm			

**APPLICATION FORM FOR RENEWAL OF REGISTRATION**

[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 renewal of more than one NCC certificate of registration and all categories applied for can be paid for under one receipt.
- b) Please fill in the form completely as provided and bind it in spiral or better before submission. Print clearly using ink. **Incomplete and unbound forms will not be** accepted.
- c) All applicable fees must be paid directly to the National Council for Construction (NCC) through its Bank accounts as provided herein. Original deposit slips/transmission copies must be presented to NCC for receipting.
- d) All applicable fees paid to the NCC are Non-refundable and Non-transferable and will not be carried forward to the following year of registration. Electronic Bank transfers will only be receipted after two days of the transfer or upon confirmation of the transfer.
- e) Attach a separate sheet where space on the form is limited for additional information.
- f) Ensure that your application for **EXPRESS REGISTRATION** is scrutinized at the **regional offices** before any payments are made.
- g) Late renewals shall attract penalty fees as follows: 25% of the Annual registration fee for payments made after 14<sup>th</sup> January, 2023 thereafter a 2% cumulative increment over and above the 25% penalty for each subsequent month shall apply (refer to table 4.4).
- h) **Contractors who do not intend to renew their NCC certificate should notify the NCC in writing before 14<sup>th</sup> January 2023 failure** to which a **100%** annual fee will be charged for each year of non-renewal as a penalty, at the time of renewal. Note that **the NCC shall not waive penalties on any late renewal submissions.**
- i) All applicants for renewal should attach copies of the **previous NCC Registration Certificate(s) and a valid PACRA Computer Printout** for the current year.
- j) Any request for certificate replacement shall attract a fee. Further, certificate replacement arising from changes in company name will attract a fee subject to approval by NCC.
- k) At least one of the shareholders of the applicant must have undergone formal training in a relevant construction related field. Training should be minimum accredited certificate.
- l) Applications can be submitted on the online portal (<https://portal@ncc.org.zm>) attaching all the necessary documents. Alternatively, physical applications can be submitted directly to the National Council for Construction **Regional Offices** whose addresses are indicated above.

COMPANY NAME: .....

<b>FOR OFFICIAL USE ONLY</b>			
Date Application Form Received :			
No. of Cert. of Registration Submitted for Renewal:	Classification of Contractor:		
<b>APPROVED REGISTRATION CERTIFICATES</b>			
Grade	Category	Comments (e.g., Mining/Specialist)	Remarks
Approved by: .....			Signature: ..... Date approved .....

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 Office ..... Postal .....

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 the appropriate box)

MALE OWNED (Males holding more than 50% Shares)	FEMALE OWNED (females holding more than 50% 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

Beforeme:.....

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 14<sup>th</sup> JANUARY 2023 [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 14<sup>th</sup> JANUARY 2023 [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

**4.6 BANK DETAILS**

All applicable fees must be deposited directly into the National Council for Construction Bank accounts provided herewith

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

**5.0 GUIDE FOR SCRUTINY**

RENEWAL SCRUTINY CHECKLISTS FOR ALL GRADES	1	NCC Receipts for all payments	4	Copy(ies) of Previous NCC Certificate(s)
	2	Shareholder relevant Construction Qualification (attach Certificates & C.V)	5	Declaration must be completed by a shareholder, the Witness and the Commissioner of Oaths (Page 3)
	3	Valid PACRA Computer Print-out		