

1.0 COMPANY DETAILS

1.1 Registered Physical Office Address: -

Office Workshop/ Yard
 Tel No/s: Mobile Phone No. /s Postal:
 E-mail: Town:

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

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

1.3 State whether Listed Company / Limited Company / Partnership or Sole Proprietor:

1.4 Description of business / construction activities as per PACRA registration:

1.5 Shareholders and Directors and /or partners of the company/Entity.

Name	Passport No./ NRC No.	Status (Citizen/ Non-Citizen)	Share-holding (%)	Academic Qualification

1.5.1 Ownership: Please tick appropriate box:

MALE OWNED (100% Male presence)	<input type="checkbox"/>	MALE DOMINATED (More than 50% Male presence)	<input type="checkbox"/>	FEMALE OWNED (100% Female presence)	<input type="checkbox"/>	FEMALE DOMINATED (More than 50% Female presence)	<input type="checkbox"/>	EQUAL SHARES (50/50)	<input type="checkbox"/>	CORPORATE SHARES	<input type="checkbox"/>
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1.6 State the name, branch, account number and address of the entity's Bankers:

Bank Name: Branch:
 Account No.: Address:

2.0 TECHNICAL DATA

2.1 KEY PERSONNEL - PROFESSIONAL *(Architects, Building Scientists, Engineers, Quantity Surveyors, Surveyors, Accountants etc.)*

(Attach separate sheet where space is not enough):

2.1.1 Name: Qualification:
 NRC / Passport No.: Mobile phone:

2.1.2 Name: Qualification:
 NRC / Passport No.: Mobile phone:

2.1.3 Name: Qualification:
 NRC / Passport No.: Mobile phone:

2.2 KEY PERSONNEL - TECHNICIANS *(Construction/Engineering based Diploma /Advanced Certificate qualification)*

(Attach separate sheet where space is not enough):

2.2.1 Name: Qualification:
 NRC / Passport No.: Mobile phone:

2.2.2 Name: Qualification:
 NRC / Passport No.: Mobile phone:

2.2.3 Name: Qualification:
 NRC / Passport No.: Mobile phone:

2.2.4 Name: Qualification:
 NRC / Passport No.: Mobile phone:

Certificates / Documents Which MUST Be Attached: a) Certified copies of all academic certificates b) Curriculum Vitae

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

No.	Name of Asset	Value	Type of Document Attached
1			
2			

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 ENTITY

(Attach separate sheet where space is not enough):

No	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 entity (Copies of registration certificates/white books for all vehicles and plant owned by entity).
 b) Lease or hire agreements for vehicles, plant and equipment that are not owned by the entity.

2.5. CONTRACTS COMPLETED BY THE ENTITY WITHIN THE PAST FIVE YEARS

(Attach separate sheet where space is not enough):

Project Name	Contract Amount	Project Location	Start Date	End Date	Project Registration No.

Certificates / Documents Which MUST Be Attached:

- a) Copies of Completion or Final Payment Certificates of each completed project

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

Project Name	Contract Amount	Project Location	Start Date	End Date	Project Registration No.

Certificates / Documents Which MUST Be Attached:

- a) Copies of the latest Interim Payment Certificates for each project or
 b) Copies of contract acceptance from procuring entity or project owner of each contract agreement.

2.7 TECHNICAL REFEREES:

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

Consulting Architectural/ Engineering/ Quantity Surveying Entity	Contact Person	Telephone No.	Email

2.8 CLIENT REFERENCES:

Name and contact numbers of traceable **clients**, preferably established organizations, government bodies and institutions from whom reference may be sought regarding the entity's performance and reputation.

Client Organization	Contact Person	Telephone No.	Email

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, Water Supply and Sanitation Works (Incl. Water, Drainage & Sewerage infrastructure), Dams, Irrigation systems and associated water works (Including ponds, swimming pools), Bore-hole Drilling and other related works and Railway Construction and Maintenance works.
R		General Road Works
		Road Surfacing & Paving Applications, Road drainage Structures, Off-carriageway Rehabilitation & Maintenance, On-carriageway Rehabilitation & Maintenance, and Road Furniture, signage & markings and other related ancillary works.
E		General Electrical and Telecommunications
		Power Generation, Heavy current transmission & distribution power lines, Street and Area Electrification (e.g., street lighting, electric car charging ports), 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 Plants (including Acid Proofing, Rubber lining, etc.), Heating, Ventilation, Air Conditioning (HVAC), Piping and associated works, Rigging, Boiler Installations, Conveyors and Material Handling installations, Mechanical Lift 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.
M	Specify	Mining Services - Construction Works within the Mining Areas
	Sub-Category	<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
	R	Mining – Road Works (Including overburden striping)
	E	Mining – Electrical, Instrumentation & Telecommunication
	ME	Mining – Mechanical Engineering Works
	M	Mining – Quarrying (Including drilling, blasting and crushing)
S	Category Type	Specialist Works (<i>Specialist Contractors cannot register in more than one specialty except in the case of 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 or Director 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

*An allowance of K0.1 million will be considered for the above grades.

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	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 A	CLASS B
Heavy Duty	3	2	1	0	0	0	0
Medium Duty	4	3	2	1	0	1	0
Light Duty	5	4	3	1	1	2	0

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, Scraper, etc.	TLB, Tipper, Light truck, etc.	Utility van, Concrete Mixer etc.

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	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

APPENDIX VI

5.0 FEES**5.1 FEE STRUCTURE FOR FOREIGN CONTRACTORS**

Grades	1	2	Grades	1	2	A
Registration fee	K187,500.00	K140,625.00	Verification Fees for all foreign Registration	Charged at current cost of exercise and undertaken once presented invoice is paid		
Express Registration fee	K375,000.00	K281,250.00				

5.2 FEE STRUCTURE FOR ZAMBIAN CONTRACTORS

	1	2	3	4	5
Application Form	FREE	FREE	FREE	FREE	FREE
Registration Fee	K17,500.00	K13,075.00	K8,750.00	K2,225.00	K1,150.00
Express registration Fee	K34,550.00	K25,875.00	K17,250.00	K4,285.00	K2,190.00

5.3 FEE STRUCTURE FOR FOREIGN SPECIALIST CONTRACTORS

Grade	A
Registration fees	K187, 500.00
Express registration fees	K375, 000.000

5.4 FEE STRUCTURE FOR ZAMBIAN SPECIALIST CONTRACTORS

	A	B
Registration fees	K8, 750.00	K2, 225.00
Express registration fees	K17,050.00	K4,200.00

Ensure that your application for EXPRESS registration is approved by NCC before Express registration fees are paid.

Please note that Express Registration takes up to a maximum of FIVE (5) working days

5.5. BANK DETAILS

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

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

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

GRADE 1 TO 4		GRADE 5	
1	Original Proof of Payment	1	Original Proof of Payment
2	Certificate of Incorporation/ in the case of cooperatives, the registrar of society stamped copy of share register should be submitted	2	Certificate of Incorporation/ in the case of cooperatives, the registrar of society stamped copy of share register should be submitted
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 or final payment certificate)
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	Certificates and CVs for Technical Staff (Refer to Appendix II)
9	Proof of works done (Completion certificates or final payment certificate)	9	All Copies of academic certificates to be Certified as True copies of the original
10	Proof of Asset Ownership – Fixed/Movable (Refer to Appendix III)	10	Declaration to be signed by the applicant, witness and Commissioner for Oaths (Page 4)
11	Certificates and CVs for Key Professionals Staff (Refer to Appendix II)	11	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder
12	Certificates and CVs for Technical Staff (Refer to Appendix II)	<p><u>NOTE: Only select a Grade where all criteria can be met by the entity.</u></p> <p><u>Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment.</u></p> <p><u>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</u></p>	
13	All Copies of academic certificates to be Certified as True copies of the original		
14	Declaration to be signed by the applicant, witness and Commissioner for Oaths (Page 4)		
15	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder		