



RRA/2

**REGISTRATION OF CONTRACTORS - 2024****HEAD OFFICE**

Plot 1612/1623 Luchengo Road,  
Off Sheki Sheki Road,  
Light Industrial Area

**P.O. Box 39548**  
**Lusaka, Zambia**

Tel: +260-211-247185 / 240386  
Cell: +260-964-062175

**CENTRAL REGION**

Plot No. 30741  
Off Lubansenshi Road  
**Olympia Park, Lusaka, Zambia**  
Tel: +260-211-293908/6  
[centralregion@ncc.org.zm](mailto:centralregion@ncc.org.zm)

**NORTHERN REGION**

Room 213 Mukuba Pension House,  
P.O Box 23163,  
**Kitwe, Zambia**  
Tel: +260-212-220590  
[northernregion@ncc.org.zm](mailto:northernregion@ncc.org.zm)

**SOUTHERN REGION**

Stand No. 252 Malima Street,  
Mochipapa,  
**Choma, Zambia**  
Tel/Fax: +260-213-221167  
[southernregion@ncc.org.zm](mailto:southernregion@ncc.org.zm)

[ncc@ncc.org.zm](mailto: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]

**INSTRUCTIONS TO APPLICANTS****THIS FORM SHOULD NOT BE SOLD**

- This form can be used to renew more than one NCC grade or category of registration. All categories applied for can be paid for under one receipt.
- 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 processed** and accepted.
- All applicable fees must be paid directly to the National Council for Construction (NCC) **Bank accounts as provided** herein. Original deposit slips/transmission copies must be presented to NCC upon which a receipt will be issued.
- 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 upon confirmation of the transfer.
- All applicants for renewal should attach copies of the **previous NCC Registration Certificate(s) and a valid PACRA Computer Printout** for the year of registration.
- Late renewals shall attract penalty fees as follows: 25% of the annual registration fee for payments made after 31<sup>st</sup> January, 2024 thereafter, a 2% cumulative increment over and above the 25% penalty for each subsequent month shall apply (Please refer to table 4.4).
- Contractors who **do not intend to renew their NCC certificate should notify the NCC in writing before 31<sup>st</sup> January 2024** failure to which a 100% annual fee will be charged for each year of non-renewal as penalty. Note that the NCC shall not waive penalties on any late renewal.
- At least one of the **Shareholders or Directors** for the applicant must have undergone formal training in a relevant construction related field. Training should be a minimum accredited certificate.
- Applications can be submitted directly to the National Council for Construction **Regional Offices** whose addresses are indicated above.
- Ensure that your application for **EXPRESS REGISTRATION** is scrutinized at the **regional offices** before any payments are made.

**COMPANY NAME:** .....

**FOR OFFICIAL USE ONLY**

Date Application Form Received:

No. of Cert. of Registration Submitted for Renewal:

Classification of Contractor:

☐ **Zambian**

☐ **Foreign**

Date of Approval: .....

**APPROVED REGISTRATION CERTIFICATES:**

Grade	Category	Sub Category (Mining - Specialist)

**Remarks**

**Not Approved**

**Approved**

Name:..... Signature: ..... Date: .....

## 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 Shareholders, Directors and/or Partners of the entity (Attach a PACRA computer printout)

Name	Passport No. / NRC No.	Nationality Status (Citizen /Non-Citizen)	Shareholding Holding (%)	Academic Qualification

### 1.4 OWNERSHIP (Please tick appropriate box)

MALE OWNED (100% Male presence)	MALE DOMINATED (More than 50% Male presence)	FEMALE OWNED (100% Female presence)	FEMALE DOMINATED (More than 50% Female presence)	EQUAL SHARES (50/50)	CORPORATE SHARES

## 1.5 PROJECTS

### 1.5.1 On-going Projects

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

### 1.5.2 COMPLETED PROJECTS DURING THE PREVIOUS YEAR

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

## 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.

GENERAL CATEGORIES ONLY	
GRADE (1, 2, 3, 4 or 5)	CATEGORY (B, C, R, E or ME)

MINING SERVICES ONLY		M
GRADE 1, 2, 3, 4 or 5	SUB-CATEGORY (B, C, R, E, M or ME)	

SPECIALIST WORKS ONLY		S
CLASS A or B	SUB-CATEGORY Sa.....Sz	

**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) or appointed Power of Attorney.

\_\_\_\_\_  
Name of Shareholder/ Appointed Power of attorney (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Designation

Witnessed by:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Designation

Before me:.....

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
Annual Registration Fees	K125,000.00	K8,525.00	K 2,100.00
Express registration fee	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 31<sup>st</sup> JANUARY 2024 [ZAMBIAN CONTRACTORS]

	1	2	3	4	5	6	A	B
	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW
FEBRUARY @ 25%	21,312.50	16,000.00	10,656.25	2,625.00	1,312.50	862.50	10,656.25	2,625.00
MARCH @ 27%	21,653.50	16,256.00	10,826.75	2,667.00	1,333.50	876.30	10,826.75	2,667.00
APRIL @ 29%	21,994.50	16,512.00	10,997.25	2,709.00	1,354.50	890.10	10,997.25	2,709.00
MAY @ 31%	22,335.50	16,768.00	11,167.75	2,751.00	1,375.50	903.90	11,167.75	2,751.00
JUNE @ 33%	22,676.50	17,024.00	11,338.25	2,793.00	1,396.50	917.70	11,338.25	2,793.00
JULY @ 35%	23,017.50	17,280.00	11,508.75	2,835.00	1,417.50	931.50	11,508.75	2,835.00
AUGUST @ 37%	23,358.50	17,536.00	11,679.25	2,877.00	1,438.50	945.30	11,679.25	2,877.00
SEPTEMBER @ 39%	23,699.50	17,792.00	11,849.75	2,919.00	1,459.50	959.10	11,849.75	2,919.00
OCTOBER @ 41%	24,040.50	18,048.00	12,020.25	2,961.00	1,480.50	972.90	12,020.25	2,961.00
NOVEMBER @ 43%	24,381.50	18,304.00	12,190.75	3,003.00	1,501.50	986.70	12,190.75	3,003.00
DECEMBER @ 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

##### 4.5 RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 31<sup>st</sup> JANUARY 2024 [FOREIGN CONTRACTORS]

	1	2	CLASS A
	ZMW	ZMW	ZMW
FEBRUARY @ 25%	156,250.00	117,187.50	156,250.00
MARCH @ 27%	158,750.00	119,062.50	158,750.00
APRIL @ 29%	161,250.00	120,937.50	161,250.00
MAY @ 31%	163,750.00	122,812.50	163,750.00
JUNE @ 33%	166,250.00	124,687.50	166,250.00
JULY @ 35%	168,750.00	126,562.50	168,750.00
AUGUST @ 37%	171,250.00	128,437.50	171,250.00
SEPTEMBER @ 39%	173,750.00	130,312.50	173,750.00
OCTOBER @ 41%	176,250.00	132,187.50	176,250.00
NOVEMBER @ 43%	178,750.00	134,062.50	178,750.00
DECEMBER @ 45%	181,250.00	135,937.50	181,250.00

##### 5.0 BANK DETAILS

Account Name: National Council for Construction	
<b>ABSA Bank Zambia</b> Branch: Longacres Account No: 17-5121854 Swift code: BARCZMLXXX	<b>Atlas Mara Zambia</b> Branch: Lusaka Corporate Account No: 0010300544005 Swift code: ZFBAZMLU
<b>Zambia National Commercial Bank (ZANACO)</b> Branch: Acacia Park Account No: 5833688300193 Swift Code: ZNCOZMLU	<b>Zambia Industrial Commercial Bank</b> Branch: Lusaka Business Centre Account No: 1010036463174 Swift code: ZICBZMLU
<b>First National Bank (FNB)</b> Branch: Commercial Account No: 0062668217998 Swift code: FIRNZMLX	<i>All payment must be deposited directly into the NCC Bank accounts provided herewith</i>

#### 6.0 GUIDE FOR SCRUTINY

RENEWAL SCRUTINY CHECKLISTS FOR ALL GRADES	1	Original Proof of payment	4	Copy(ies) of Previous NCC Certificate(s).
	2	Shareholder/ Director relevant construction Qualification (Attach Certificates & C.V).	5	Declaration to be signed by the applicant, the witness and Commissioner for Oaths (Page 3)
	3	Valid PACRA Computer Print-Out/ or the Registrar of Society stamped copy of share register in the case of Cooperatives.	6	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder.