



PROJECT REGISTRATION FORM - 2025

HEAD OFFICE	NORTHERN REGION	SOUTHERN REGION	CENTRAL REGION
Plot 1612/1623 Luchengo Road, Off Sheki Sheki Road, Light Industrial Area P.O. Box 39548 Lusaka, Zambia Tel: +260-211-247185 / +260- 1-240386	Room 213 Mukuba Pension House, P.O Box 23163, Kitwe, Zambia Tel: +260-212-220590 northernregion@ncc.org.zm	Stand No. 252 Malima Street, Mochipapa, Choma, Zambia Tel/Fax: +260-213-221167/2 southernregion@ncc.org.zm	Plot 30741 Off Lubansheni Rd Olympia Park, Lusaka, Zambia Tel: +260-211-293908/6 centralregion@ncc.org.zm
ncc@ncc.org.zm			

APPLICATION FOR REGISTRATION OF PROJECTS

[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
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- a) Please fill in the form completely as provided. Print clearly using ink. **Incomplete forms will not be processed** and accepted.
- b) **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. Electronic Bank transfers will only be received after two days of the transfer or upon confirmation of the transfer.
- c) All applicable fees paid to the NCC are Non-refundable and Non-transferable.
- d) Attach a separate sheet where space on the form is limited for additional information.
- e) The Applicant shall submit all the requested information and attached the following documentation: -
 - a) Letter of acceptance of offer to perform work and/or the signed copy of the Contract,
 - b) Power of Attorney if a non-shareholder signs the Declaration,
 - c) Building Permit from the Local Authority (For building projects), and
 - d) Original proof of payment of required fee (Receipt/Transfer/Deposit slip)
- f) The applicant shall inform the Council, in writing, if the project is completed, varied in project value or project is suspended.

FOR OFFICIAL USE ONLY	
Date Application Form Received: <input style="width: 150px;" type="text"/>	Date application Approved: <input style="width: 150px;" type="text"/>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">Remarks</div> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Name: Signature:	

1.0 COMPANY DETAILS
Contractor's Name:
.....
Tel/ Mobile No/s:
Email:
Grade: Category:

2.0 PROJECT DETAILS
Name of Project:
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Contract Value:
Contract period:
Start date: End Date:

NCC Certificate serial No.

Main Contractor Domestic Subcontractor Nominated Subcontractor

3.0 SUMMARY OF THE PROJECT DETAILS

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4.0 EXPECTED NUMBER OF WORKERS						
Professionals	Skilled	Semi-skilled	Unskilled			

4.1 Name of Contractor's technical representative on site:

4.2 Academic Qualification: Mobile No:

5.0 SUBCONTRACTORS

No.	NAME	CONTRACT SUM	DESCRIPTION OF WORKS
1			
2			
3			

6.0 PROJECT LOCATION

Stand No: Street/ Area: District:

Landmark Feature in the neighborhood of the project (e.g. "Behind Manda Hill" or "12km North of Chief's Palace")

7.0 BUILDING PERMITS (Applicable for building projects only)

Building Permit No: Issuing Authority: Total area to be Built up: (M²)

8.0 DECLARATION

I, Signature: Date:
(Name of Authorized person with Power of Attorney)

Declare that to the best of my knowledge and belief all the information I have provided in this Form is true and correct and that I shall abide with the terms and conditions for registration of projects prescribed under the National Council for Construction Act No. 10 of 2020.

Name of witness: Signature: Date:

9.0 CLIENT AND CONSULTANT DETAILS

PROJECT CLIENT		LEAD PROJECT CONSULTANT(S)	
Name:		Name:	
Address:		Profession / Qualification:	Practicing license No.:
Email:		Email:	
Mobile No.	Sign or date Stamp:	Mobile No.	Sign or Date Stamp:
Town:		Town:	

9.1. NAMES OF CONSULTANT TEAM MEMBERS

No.	NAME OF CONSULTANT(S)	NAME	CELL No.
1	ARCHITECT(S)		
2	CIVIL / STRUCTURAL ENGINEER(S)		
3	ELECTRICAL / MECHANICAL ENGINEER(S)		
4	QUANTITY SURVEYOR(S)		
5	Other (Specify).....		

10.0 FEE STRUCTURE

PROJECT VALUE RANGE	FEE UNIT	AMOUNT (ZAMBIAN KWACHA)
K500 Thousand to K10 Million	5,000	2,000.00
Above K10 Million to K20 Million	10,000	4,000.00
Above K20 Million to K40 Million	20,000	8,000.00
Above K40 Million to K75 Million	40,000	16,000.00
Above K75 Million to K150 Million	75,000	30,000.00
Above K150 Million	150,000	60,000.00

*Note that the current fee unit is at K0.4 subject to adjustment by the minister

11.0 BANK DETAILS

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: Access Bank 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 (ZICB) 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
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