

**REGISTRATION OF CONTRACTORS - 2026**www.ncc.org.zm**HEAD OFFICE**

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
Fax: +260-211-243115 / +260-1-247264
ncc@ncc.org.zm

COPPERBELT REGION

Room 213 Mukuba Pension House,
P.O Box 23163,
Kitwe, Zambia.
Tel: +260-212-220590
Fax: +260-212-228121
northernregion@ncc.org.zm

SOUTHERN REGION

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

CENTRAL REGION

Plot 30741
Off Lubansenshi Road
Olympia
Lusaka, Zambia
Tel: +260-211-293908/6
centralregion@ncc.org.zm

APPLICATION FORM FOR JOINT VENTURE REGISTRATION RENEWAL*[In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia]***INSTRUCTIONS TO APPLICANTS****THIS FORM SHOULD NOT BE SOLD****NOTE: THIS FORM CAN BE USED FOR RENEWAL OF MORE THAN ONE NCC CERTIFICATE OF REGISTRATION**

- Please fill in the form completely as provided and upload on your NCC portal. Print clearly using ink. **Incomplete applications will not be processed**
- All applicable fees must be paid directly to the National Council for Construction (NCC) through its **Bank accounts as provided** herein.
- All applicable fees paid to the NCC are Non-refundable and Non-transferable. Electronic Bank transfers will only be receipted after two days of the transfer and upon confirmation that the transfer has cleared.
- Attach a separate sheet where space on the form is limited for additional information.
- All applicants for renewal should attach copies of their **current NCC and JV Registration Certificate(s)**.
- Late renewals shall attract penalty fees as follows: 25% of the Annual registration fee from 15th January to 31st January in the current year. 2% cumulative increment for each subsequent month (Please refer to table 5.0). **Contractors who do not intend to renew their NCC Joint Venture certificate should notify the council in writing before 14th January of the registration year** failure to which a **100% annual fee** will be charged for each year of non-renewal as penalty, at the time of the next renewal. Note that **the Council shall not waive penalties on any late renewal submissions.**
- A joint venture renewal certificate will be issued to registered contractors whose NCC certifications are current and in good standing.
- Ensure that your application for **EXPRESS REGISTRATION** is scrutinized by NCC before any payments are made.

JV COMPANY NAME: **FOR OFFICIAL USE ONLY**Date Application Form Received : Classification of Contractor: No. of Cert. of Registration Submitted for Renewal :

Date of Approval:

APPROVED REGISTRATION CERTIFICATES:			Remarks
Grade	Category	Comments (e.g.: Mining/Specialist)	

Approved by:

Signature:

1.0 WE, THE CONTRACTORS LISTED BELOW, WITH CURRENT NCC REGISTRATION, HEREBY APPLY FOR RENEWAL OF OUR JOINT VENTURE CERTIFICATE IN PURSUANT TO THE PROVISIONS OF THE NCC ACT No. 13 OF 2003 OF THE LAWS OF ZAMBIA.
(If more parties are involved, kindly attach below information for each as indicated).

LEAD PARTNER

NAME AND ADDRESS OF COMPANY

TEL:

NCC CURRENT
GRADE:

CELL:

CATEGORY:

PACRA No.:

NCC SERIAL No:

NAME OF DIRECTOR/ OWNER/ PARTNER BELOW

DATE:

SIGNATURE:

PERCENTAGE
SHARES HELD:

OTHER PARTNER

NAME AND ADDRESS OF COMPANY

TEL:

NCC CURRENT
GRADE:

CELL:

CATEGORY:

PACRA No.:

NCC SERIAL No:

NAME OF DIRECTOR (S)/ OWNER(S)/ PARTNER BELOW

DATE:

SIGNATURE:

PERCENTAGE
SHARES HELD:

2.0 COMPANY OWNERSHIP STATUS

MALE OWNED (Males holding 100% Shares)	MALE DOMINATED (Males holding more than 50% Shares)	FEMALE OWNED (Females holding 100% shares)	FEMALE DOMINATED (Females holding more than 50% Shares)	EQUAL SHARES (Males and Females holding 50% equal shares)	CORPORATE SHARES

3.0 WORKS OPPORTUNITIES DURING YEAR 2020

ON-GOING PROJECTS IN PREVIOUS YEAR OF REGISTRATION

Project Name	Client	Contract Sum	Project Location	Start Date	End Date	Main /Sub

COMPLETED PROJECTS IN PREVIOUS YEAR OF REGISTRATION

Project Name	Client	Contract Sum	Project Location	Start Date	End Date	Main /Sub

4.0 GRADE AND CATEGORY OF JOINT VENTURE

- a) Indicate the **Grade(s)** and **Category (ies)** of JV Registration that you wish to renew.
b) Space below has been provided for more than one entry if you are renewing multiple certificates of registration

GRADE (1,2,3,4,5,6, A or B)	MAIN CATEGORY (B,C,R, ME, M, E or S)	MINING SERVICES (Specify Sub-Category in Full)	SPECIALIST WORKS Specify Sub-Category in Full) (Sa,... to Sz)

NOTE: EACH CATEGORY OF REGISTRATION MUST BE PAID FOR IF YOU ARE RENEWING MORE THAN ONE CERTIFICATE. ATTACH CURRENT NCC CERTIFICATE FOR EACH CATEGORY APPLIED FOR AND RECEIPTS FOR ALL PAYMENTS MADE.

5.0 DECLARATION BY THE APPLICANT

I/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.

I/We agree that in the event of revocation of registration any registration fees paid to the National Council for Construction shall be forfeited.

I/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.

I/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 grade and category selected by us.

I/We declare not to offer any bribe(s) or any form of inducement prior, during or after registration, tendering and contract execution. I/We will not permit anyone (employee, company representative or agent) to do so on our behalf.

Declared at.....this day of..... 20.... by the following, persons who are duly authorised to sign for and on behalf of the applicant under the authority of the Power of Attorney or Board Resolution.

Authorised signatory:

Name (print)

Signature

Title/Designation

Authorised signatory:

Name (print)

Signature

Title/Designation

Witnessed by:

Name (print)

Signature

Title/Designation

Before me:.....

Commissioner of Oaths/Notary Public

JOINT VENTURE COMBINATIONS FOR QUALIFICATION FOR VARIOUS UPGRADES INCLUDING FEES PAYABLE FOR RENEWAL

CURRENT GRADE COMBINATIONS TO ACHIEVE A HIGHER COMBINED JOINT VENTURE GRADE IN THE SAME CATEGORY	GRADE ACHIEVED BY THE JOINT VENTURE	APPLICABLE FEES FOR JOINT VENTURES BETWEEN		
		FOREIGN COMPANY	FOREIGN COMPANY AND LOCAL COMPANY	LOCAL COMPANY
Two or more Grade 2 contractors / One Grade 2 and two Grade 3 contractors. With the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 1 turnover requirement in both scenarios	Grade 1	K100,000	K15,500	K8,000
		Express Fees K200,000	K31,000	K16,000
Two or more Grade 3 contractors / One Grade 3 and two Grade 4 contractors. With the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 2 turnover requirement in both scenarios	Grade 2	K75,000	K11,625	K6,000
		Express Fees K140,000	K23,250	K12,000
Two or more Grade 4 contractors / One Grade 4 and two Grade 5 contractors. With the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 3 turnover requirement in both scenarios	Grade 3	N/A	N/A	K4,000
		Express Fees N/A	N/A	K8,000
Two or more Grade 5 contractors / One Grade 5 and two Grade 6 contractors. With the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 4 turnover requirement in both scenarios	Grade 4	N/A	N/A	K1,500
		Express Fees N/A	N/A	K3,000
Two or more Grade 6 contractors with the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 5 turnover requirement in both scenarios	Grade 5	N/A	N/A	K850
		Express Fees N/A	N/A	K1,700
Two or more Grade 6 contractors with the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade 5 turnover requirement in both scenarios	Grade A	K100, 000	K15, 500	K8, 000
		Express Fees K200,000	K31,000	K16,000

RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 14TH JANUARY

MONTH	LOCAL COMPANIES					FOREIGN COMPANIES		LOCAL/ FOREIGN COMPANIES	
	1 & A	2	3	4	5	1 & A	2	1 & A	2
	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW
JAN @ 25%	10,000.00	7,500.00	5,000.00	1,875.00	1,062.50	125,000.00	93,750.00	19,375.00	14,531.25
FEB @ 27%	10,160.00	7,620.00	5,080.00	1,905.00	1,079.50	127,000.00	95,250.00	19,685.00	14,763.75
MAR @ 29%	10,320.00	7,740.00	5,160.00	1,935.00	1,096.50	129,000.00	96,750.00	19,995.00	14,996.25
APR @ 31%	10,480.00	7,860.00	5,240.00	1,965.00	1,113.50	131,000.00	98,250.00	20,305.00	15,228.75
MAY @ 33%	10,640.00	7,980.00	5,320.00	1,995.00	1,130.50	133,000.00	99,750.00	20,615.00	15,461.25
JUN @ 35%	10,800.00	8,100.00	5,400.00	2,025.00	1,147.50	135,000.00	101,250.00	20,925.00	15,693.75
JUL @ 37%	10,960.00	8,220.00	5,480.00	2,055.00	1,164.50	137,000.00	102,750.00	21,235.00	15,926.25
AUG @ 39%	11,120.00	8,340.00	5,560.00	2,085.00	1,181.50	139,000.00	104,250.00	21,545.00	16,158.75
SEP @ 41%	11,280.00	8,460.00	5,640.00	2,115.00	1,198.50	141,000.00	105,750.00	21,855.00	16,391.25
OCT @ 43%	11,440.00	8,580.00	5,720.00	2,145.00	1,215.50	143,000.00	107,250.00	22,165.00	16,623.75
NOV @ 45%	11,600.00	8,700.00	5,800.00	2,175.00	1,232.50	145,000.00	108,750.00	22,475.00	16,856.25
DEC @ 47%	11,760.00	8,820.00	5,880.00	2,205.00	1,249.50	147,000.00	110,250.00	22,785.00	17,088.75

APPENDIX III

BANK DETAILS

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

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: United Bank of Africa (UBA) Branch: Head Office Account No: 9010030008218 Swift Code: UNAFZMLU	Bank: Zambia National Commercial Bank (ZANACO) Branch: Acacia Park Account No: 5833688300193 Swift Code: ZNCOZMLU

APPENDIX VI

GUIDE FOR SCRUTINY

RENEWAL SCRUTINY CHECKLISTS FOR ALL GRADES		
GRADES 1 TO 5 AND A		
1	NCC Receipts for all payments	
2	Copy (ies) of Current NCC Certificate(s)	
3	Copy (ies) of Previous NCC JV Certificate(s)	
4	Declaration must be completed by the Directors, a Witness and the Commissioner of Oaths (Page 4)	