



NATIONAL COUNCIL FOR CONSTRUCTION-2026

HEAD OFFICE

Plot 1612/1623 Luchengo Road,
Off Sheki Sheki Road,
Light Industrial Area
P.O. Box 39548
Lusaka
Tel: +260-211-247185/240386
Fax: +260-211-243115 / 247264
Email: ncc@ncc.org.zm

COPPERBELT REGION

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

SOUTHERN REGION

Stand No. 252 Kalima Street,
Mochipapa, Choma
Tel: +260-213-221162
Fax: +260-213-2211
Email:
southernregion@ncc.org.zm

CENTRAL REGION

Plot 30741
Off Lubansenshi Road,
Olympia, Lusaka
Tel: +260-211-293908 or
+260-211-293906
Email:
centralregion@ncc.org.zm

Website: www.ncc.org.zm

APPLICATION FORM FOR FIRST REGISTRATION

MANUFACTURERS AND SUPPLIERS OF CONSTRUCTION MATERIALS AND
EQUIPMENT *[In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of
Zambia]*

INSTRUCTIONS TO APPLICANTS

- a) Please fill in the form completely as provided and bind with all necessary attachments. Print clearly using ink.
- b) **Incomplete and unbound applications will not be processed**
- c) Attach a separate sheet where space on the form is limited;
- d) Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into the English language;
- e) All Applicable Fees must be paid directly to the National Council for Construction through its Bank accounts provided.
- f) Present original deposit slip/transmission copies to NCC for receipting
- g) All Applicable Fees Paid to the National Council for Construction are Non-refundable and Not transferable. Bank transfers will only be receipted after two days from the date the transfer was effected and upon confirmation that the transfer has been cleared.

COMPANY NAME	
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FOR OFFICIAL USE ONLY

Date Application Received:

Registration Approved for: (TICK)

MANUFACTURER	
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Date:

SUPPLIER	
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Application Not Approved due to :

Remarks

- | | |
|---------|-------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

Approved by: (Name).....

Signature:

1.0 COMPANY DETAILS

1.1 Name of Registered Company or firm.....

1.2 Trading Name (if different)

1.3 Registered Office for Trading/Operations :

Physical Address.....

Postal Address.....

Tel No/s: Fax No:

E-mail:

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

Physical.....

Postal

Tel No/s: Fax No:

E-mail:

1.5 State whether Listed Company / Limited Company / Partnership or Sole Proprietor

1.6 Business Description (Manufacturer or Supplier)

1.7 Share holders, directors, managers, partners of firms whose signatures will carry authority in decision making matters.

Name	Position	Passport No. / NRC No.	Status (Citizen / Resident / Non- resident)	Shareholding (%)

1.8 State the name, branch, account number, address and contact details of the firms Bankers:

1.8.1 Bank Name: Branch:

Account No.: Address:

Contact Person: Tel No: Fax No:

1.8.2 Bank Name: Branch:

Account No.: Address:

Contact Person: Tel No: Fax No:

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED:

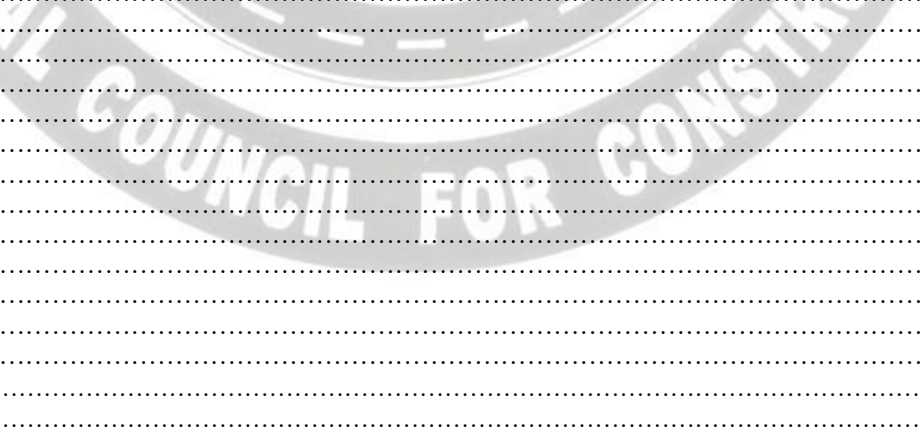
- Company or firms registration certificate
- Investment Licence Certificate (if applicable)
- Trade licence from local authority
- Tax Clearance Certificate/VAT Registration Certificate
- Proof of ownership of company Bank Account or Bank reference

2.0 TECHNICAL EMPLOYEES FOR MANUFACTURERS ONLY

[illegible]

3.1 State details of materials and/or equipment manufactured or supplied:

COMPLIANCE FOR MANUFACTURERS



Seal of the National Council for Construction Education

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 manufacturer or supplier with the National Council for Construction will be terminated.

I/We agree that in the event of revocation of registration any registration fee 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 manufacturer or supplier I/we will notify the National Council for Construction in which case my/our registration may be revoked.

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

Name (Print)

Signature

Title/Designation

Witnessed by:

Name (Print)

Signature

Title/Designation

Before me:
Commissioner of Oaths/Notary Public

APPENDIX

REGISTRATION FEE FOR SUPPLIERS AND MANUFACTURES

DESCRIPTION	AMOUNT
Application Form	K50.00
Annual Registration Fee	K950.00
TOTAL	K1,000.00

Present the original copies of deposit slips/transmission copies for all payments to NCC in order to be receipted

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

BANK DETAILS

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