



REGISTRATION FOR CONTRACTORS - 2026

HEAD OFFICE	CENTRAL REGION	NORTHERN REGION	SOUTHERN REGION
Plot 1612/1623 Luchengo Road, Off Sheki Sheki Road, Light Industrial Area P.O. Box 39548, Lusaka Tel: +260 211 247185 or 240386 Fax: +260 211 243115 or 247264	Plot 30741, Off Lubansenshi Road, Olympia, Lusaka Tel: +260 211 293906 or +260 211 293908 centralregion@ncc.org.zm	Room 213 Mukuba Pension House, P.O Box 23163, Kitwe Tel: +260 212 220590 Fax: +260 212 228121 northernregion@ncc.org.zm	Stand No. 252 Malima Street, Mochipapa, P.O. Box 630688, Choma Tel: +260 213 221167 Fax: +260 213 221167 southernregion@ncc.org.zm

Website: www.ncc.org.zm

APPLICATION FORM FOR ADDITIONAL CATEGORY FOR FIRST REGISTRATION OF CONTRACTORS

[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
a) This application is strictly for Contractors wishing to apply for an additional category(ies) in grades 1, 2, 3, 4, 5 and 6. b) This Form can be used for applying in more than one Category and payments can be made under one receipt. Please attach a separate sheet where space on the form is limited for additional information. c) Please fill in the form completely as provided and bind it in a spiral or better with all necessary attachments. Print clearly using ink. Incomplete and unbound applications will not be processed. d) All fees must be paid directly to the National Council for Construction (NCC) through its Bank accounts as provided herein. e) Present the original Bank deposit slips/transmission copies to NCC upon which a receipt will be issued. f) All fees paid to the NCC are NON-REFUNDABLE AND NON-TRANSFERABLE and will not be carried forward to the following year of registration. Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment. g) Electronic Bank transfers will only be receipted upon confirmation. h) Applicants who have not renewed their certificates for the past 3 years and intend to obtain an additional certificate will be required to submit a current year computer printout from PACRA. i) Kindly attach a copy of the current certificate. j) Submissions can be deposited at designated Regional Offices, whose addresses are indicated above.	

COMPANY NAME:

FOR OFFICIAL USE ONLY

Date Application Form Received: _____			Foreign		Zambian	
No. of Certificates of Registration Applied For:			Date of Approval:			
APPROVED FOR REGISTRATION:			Remarks	Not Approved	Approved	
Grade	Category	Sub Category (Mining - Specialist)	 Name: Signature:			

1.0 CATEGORIES OF CONSTRUCTION ACTIVITIES (Refer to Appendix I for Categorisation Guidelines) Contractors wishing to apply for **MORE THAN ONE** Category must submit only **ONE APPLICATION**. Indicate the Grade(s) and Category(ies) of Registration, to which you wish to apply.

Space below has been provided for more than one entry if you are applying for multiple certificates of registration

Note: Only select a classification Grade where all criteria can be met by the entity. The contractor must indicate the classification Grade in which the entity wishes to register. This selection will also determine the maximum value of contract for which the entity may tender. (See Appendix II for Classification Guidelines)

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)	

Note that each Category has to be paid for separately in the case of multiple registrations.

2.0 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 registration fees paid to the National Council for Construction shall be forfeited.

We declare to abide by the contractor code of conduct and all the provisions of the NCC Act no. 10 of 2020.

Declared at..... this day of 20..... by the shareholder or appointed Power of Attorney.

Name (print)

Shareholder or appointed power of Attorney:

Name (print)

Witnessed by:

Signature

Signature

APPENDIX I

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	Sub-Category	Mining Services - Construction Works within the Mining Areas
		<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 stripping)
	E	Mining – Electrical, Instrumentation & Telecommunication
	ME	Mining – Mechanical Engineering Works
	M	Mining – Quarrying (Including drilling, blasting and crushing)

APPENDIX II

GUIDELINES FOR VARIOUS CLASSIFICATIONS

	CLASSIFICATION GRADE >	1	2	3	4	5	A	B
1	Limitation on Contract Value to be Tendered – Category B	>K55m	>K25m- K55m	>K13m- K25m	>K9m- K13m	>K4m- K9m		
2	Limitation on Contract Value to be Tendered – Category C	>K60m	>K30- K60m	>K20m- K30m	>K13m- K20m	>K4- K13m		
3	Limitation on Contract Value to be Tendered – Category R	>K150m	>K60m- K150m	>K30m- K60m	>K20m- K30m	>K6m- K20m		
4	Limitation on Contract Value to be Tendered – Mining Services	>K150m	>K35m- K150m	>K20m- K35m	>K13m- K20m	>K4m- K13m		
5	Limitation on Contract Value to be Tendered – Category E	>K150m	>K40m- K150m	>K20m- K40m	>K13m- K20m	>K6m- K13m		
6	Limitation on Contract Value to be Tendered – Category ME	>K150m	>K40m- K150m	>K20m- K40m	>K13m- K20m	>K6m- K13m		
7	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

3.0 FEES

3.1 FEE STRUCTURE FOR FOREIGN CONTRACTORS

Grades	1	2
Registration fee	K187,500.00	K140,625.00

Verification Fees	Outside Africa	Within Africa
Mandatory for all Foreign Registration (In US Dollar or Kwacha equivalent)	\$ 7500	\$ 4200

3.2 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	0.00	K2,225.00	K1,150.00

3.3 FEE STRUCTURE FOR FOREIGN SPECIALIST CONTRACTORS SPECIALIST CONTRACTORS

Grade	A
Registration fees	K187, 500.00

5.4 FEE STRUCTURE FOR ZAMBIAN

	A	B
Registration fees	K8, 750.00	K2, 225.00

Verification Fees are mandatory for all foreign contractors

3.4 BANK DETAILS

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

Account Name: NATIONAL COUNCIL FOR CONSTRUCTION					
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

NOTE:

Only select a Grade where all criteria can be met by the entity.

Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment. 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