



HEAD OFFICE

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

CENTRAL REGION

Plot 30741 Off Lubansenshi
Road Olympia,
Lusaka
Phone: +260 211 293906
centralregion@ncc.org.zm

COPPERBELT REGION

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

SOUTHERN REGION

Stand No. 252 Malima Street,
Mochipapa,
P.O. Box 630688, Choma
Tel: +260 213 221167
southernregion@ncc.org.zm

NORTHERN REGION

Mpika Farmer's Centre (FTC),
Off Great North Road.
Mpika,
Tel: +260 965 315343

Website: www.ncc.org.zm

APPLICATION FORM FOR ADDITIONAL CATEGORY FIRST REGISTRATION OF CONTRACTORS - 2027

[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 form is to be used for contractors who intend to apply for another category of registration and have a valid NCC certificate for the current year.
- b) All applicable fees must be paid directly to the National Council for Construction (NCC) through its Bank accounts as provided herein.
- c) All applicable fees paid to the NCC are non-refundable, non-transferable, and will not be carried forward to the next registration year.
- d) Electronic Bank transfers will only be receipted upon confirmation. *Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment.*
- e) Ensure that your application is approved by **NCC at the Regional Offices** before registration fees are paid. Submissions can be deposited at designated Regional Offices, whose addresses are indicated above.
- f) Present the **original** deposit slips/transmission copies to NCC upon which a receipt will be issued.
- g) Applicants who have not renewed their certificates for the past 3 years and intend to obtain an additional certificate will be required to undergo assessment as a first applicant.
- h) This form can be used for applying in more than one category and payments can be made under one receipt.
- i) The contractor can only apply for the Grade that they currently have and below. The contractor cannot use this application to apply for a higher Grade. The Categories are subject to consideration and will not be automatically granted to the applicant.
- j) Please fill in the form completely as provided and include all necessary attachments. Print clearly using ink. Incomplete applications will not be processed.

COMPANY NAME:

FOR OFFICIAL USE ONLY

Recommended By:	Date:	Recommended	☐	Not Recommended	☐
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Received By: _____ Date: _____

No. of Certificate(s) of Registration Submitted for Renewal	Classification of Contractor:	Zambian		Foreign
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Date of Approval:

APPROVED REGISTRATION CERTIFICATES:		
Grade	Category	Sub Category <i>(Mining - Specialist)</i>

Regional Manager Approval:

Name: _____ Signature: _____

1. COMPANY DETAILS

Registered Physical Office Address: -

Tel No/s: Mobile Phone No. /s Postal:

E-mail: Town:

2. GRADE AND CATEGORIES OF CONSTRUCTION ACTIVITIES (Refer to Appendix I for Categorisation Guidelines)

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

GENERAL CATEGORIES ONLY		MINING SERVICES ONLY		M
GRADE (1, 2, 3, 4, 5 or 6)	CATEGORY (B, C, R, E or ME)	GRADE 1, 2, 3, 4, 5 or 6	SUB-CATEGORY (B, C, R, E, M or ME)	

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

3. 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, culverts and other related ancillary works, Precast and Pre-stressed Concrete works, Piling and Foundation Engineering, Structural Steel Engineering Works, Fabrication and sheet metal, Steel and wire fencing, Steel fixing, Construction of Harbors, Ports and other related works, Water Supply and Sanitation Works (Incl. Water, Drainage & Sewerage infrastructure), Dams and Earthworks, Irrigation systems and associated water works (Including ponds, swimming pools), Bore-hole Drilling and other related works, Railway Construction and Maintenance works, Scaffolding works.
R		General Roads and Earthworks
		Bituminous Surfacing & Paving Applications, Drainage Structures, Off-carriageway Rehabilitation & Maintenance, On-carriageway Rehabilitation & Maintenance, and Road Furniture, signage & markings and other related ancillary works.
M	Specify	Mining Services - Construction Works within the Mining Areas
	Sub-Category	Choose ONE Sub-Category from the list below and clearly circle it in ink:
	B	Mining – Building and Housing
	C	Mining – Civil Engineering Works (Including Scaffolding)
	R	Mining – Roads and Earthworks Works
	E	Mining – Electrical, Instrumentation & Telecommunication (Including Installation of CCTV, Access Control, and Fire Detection systems)

	ME	Mining – Mechanical Engineering Works
	M	Mining – Quarrying (Including drilling, blasting and crushing)
E		General Electrical and Telecommunications
		Power Generation, Heavy current transmission & distribution power lines Street and Area Lighting, 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
		Piping and associated works, Rigging, Air-conditioning and Mechanical ventilation, Refrigeration and Cold rooms, Boiler Installations and Steam Distribution, Central Heating, Centralized Hot Water generation, Compressed Air, Gas and Vacuum Installations, Conveyors and Material Handling installations, Acid Plants (including Acid Proofing), Rubber lining, Lift elevator 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.

APPENDIX II

GUIDELINES FOR VARIOUS CLASSIFICATIONS

	CLASSIFICATION GRADE >	1	2	3	4	5	6
1	Limitation on Contract Value to be Tendered – Category B	>K55m	>K25m- K55m	>K13m- K25m	>K9m- K13m	>K4m- K9m	>K1- K4m
2	Limitation on Contract Value to be Tendered – Category C	>K60m	>K30- K60m	>K20m- K30m	>K13m- K20m	>K4- K13m	>K1- K4m
3	Limitation on Contract Value to be Tendered – Category R	>K150m	>K60m- K150m	>K30m- K60m	>K20m- K30m	>K6m- K20m	>K1m- K6m
4	Limitation on Contract Value to be Tendered – Mining Services	>K150m	>K35m- K150m	>K20m- K35m	>K13m- K20m	>K4m- K13m	>K1m- K4m
5	Limitation on Contract Value to be Tendered – Category E	>K150m	>K40m- K150m	>K20m- K40m	>K13m- K20m	>K6m- K13m	>K1m- K6m
6	Limitation on Contract Value to be Tendered – Category ME	>K150m	>K40m- K150m	>K20m- K40m	>K13m- K20m	>K6m- K13m	>K1m- K6m

APPENDIX III

FEE STRUCTURE FOR FOREIGN CONTRACTORS

CLASSIFICATION AND GRADE	GRADE 1	GRADE 2
REGISTRATION FEE	K187, 500.00	K140, 625.00
EXPRESS REGISTRATION FEES	K375,000.00	K281,250

FEE STRUCTURE FOR ZAMBIAN CONTRACTORS

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
REGISTRATION FEE	K17,500.00	K 13, 075.00	K8, 750.00	K 2, 225.00	K 1, 150.00	K750.00
Express Registration Fee	K34,550.00	K25, 875.00	K17, 275.00	K4,285.00	K2,190.00	K1,500.00

Express registration takes up to a maximum of 5 working days.

4 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 National Commercial Bank (ZANACO) Branch: Acacia Park Account No: 5833688300193 Swift Code: ZNCOZMLU	Bank: Zambia Industrial Commercial Bank 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

5 SCRUTINY LIST

1	Original Proof of Payment.	
2	Declaration to be signed by the applicant and a witness	
3	Letter of Power of attorney if Declaration is signed by anyone else other than a shareholder.	

NOTE: All applicable fees must be deposited directly into the NCC Bank accounts provided herewith