



JVA/5

REGISTRATION OF CONTRACTORS - 2027

HEAD OFFICE

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

CENTRAL REGION

Plot 30741 Off Lubansenshi
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COPPERBELT REGION

Room 213 Mukuba Pension House,
P.O. Box 23163 Kitwe
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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 JOINT VENTURE REGISTRATION OF CONTRACTORS

[In terms of the National Council for Construction Act No. 10 of 2010 of the Laws of Zambia]

INSTRUCTIONS TO APPLICANTS

THIS FORM SHOULD NOT BE SOLD

- Please fill in the form completely as provided and bind it with all necessary attachments. Print clearly using ink. ***Incomplete and unbound 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.
- A joint venture certificate will be issued to two or more registered contractors whose NCC certifications are current and in good standing
- Companies applying for joint venture registration must attach certified copies of their current NCC certificates in the category in which they are registered.
- Financial statements showing the highest annual turnover for all the companies indicated must be attached.
- A joint venture certificate will be issued in any of the categories in which:
 - the firms are separately registered, and wish to go to a higher grade of registration in that category;
 - the firms are separately registered, where the grade of registration will not change prescribed percentage (%) ownership for each partner.
 - the lead partner is registered, and the grade remains that of such a partner
- The joint venture certificate will not be renewed if one of the entities involved in the joint venture have not actively renewed their individual NCC registration certificate.
- The joint venture certificate shall be valid for one year and may be renewed annually.
- Applications should be deposited at designated Regional Offices (Choma, Kitwe and Lusaka) whose addresses are indicated above.
- Ensure that your application for **EXPRESS REGISTRATION** is scrutinized by NCC before any payments are made.

JV COMPANY NAME:

FOR OFFICIAL USE ONLY

Date received:

Received By: Date:

Recommended By:

Date

Classification of Contractor:

Zambian ☐Foreign ☐

No. of Cert. of Registration Submitted:

Date of Approval :

APPROVED REGISTRATION CERTIFICATES

Grade	Category	Comments (e.g.: Mining/Specialists)

Remarks:

.....

.....

Regional Manager's Approval

Signature: Date:

1.0 We, the contractors listed below, with current NCC registration, hereby apply for a Joint Venture (JV) certificate pursuant to the provisions of the NCC Act No. 103 of 2010 of the laws of Zambia.

PARTNER 1

Name and address of Company		NCC Grade	NCC Category
Highest Annual Turnover in any of the last 5 Years	Cell Number	NCC Certificate Serial Number	
ZMW:			
Print Name of Director /Shareholder/Partner:		Signature:	

PARTNER 2

Name and address of Company		NCC Grade	NCC Category
Highest Annual Turnover in any of the last 5 Years	Cell Number	NCC Certificate Serial Number	
ZMW:			
Print Name of Director /Shareholder/Partner:		Signature:	

Note: If JV has more than two parties, kindly insert a separate sheet providing the same details for other partners

2.0 CATEGORIES OF CONSTRUCTION ACTIVITIES

- A Joint Venture will only select **ONE main category per single application** for Certification.
- Joint Ventures wishing to apply for **MORE THAN ONE** main Category must submit **SEPARATE APPLICATIONS**.

APPENDIX I

	MAIN CATEGORY (Refer to current NCC Certificate)	CODE
1	GENERAL BUILDING AND HOUSING	B
2	GENERAL CIVIL ENGINEERING WORKS	C
3	GENERAL ELECTRICAL AND TELECOMMUNICATIONS	E
4	MINING SERVICES (Refer to Specific Category as per NCC Certificate)	M
5	GENERAL MECHANICAL ENGINEERING WORKS	ME
6	GENERAL ROADS WORKS	R
7	SPECIALIST WORKS	S

3.0 CLASSIFICATION GRADE OF JOINT VENTURE COMPANY

The JOINT VENTURE (JV) applicants must indicate the classification grade in which they wish to register. This selection will also determine the maximum value of contract for which the JV may tender. **(See Appendix IV for Classification Guidelines)**

Notes:

- Only select a classification grade where all criteria can be met by the JV
- Indicate your selection in the box below:**

GRADE (1,2,3,4,5, or A)	MAIN CATEGORY (B,C,E,R,M or ME)	MINING SERVICES (Specify Sub-Category in Full as per certificate)	SPECIALIST WORKS (Specify Specialist Category in Full i.e. Sa,...Sz)

Note: The joint venture parties must attach copies of their current and applicable NCC certificates

4.0 JOINT VENTURE AGREEMENT

For purposes of this joint venture application, a standard Joint Venture Agreement has been provided below. Please fill in the necessary information in the spaces provided. Any amendments and/or additions must be clearly indicated in written and attached hereto. Where applicable, references to particular articles amended should be made.

THIS JOINT VENTURE AGREEMENT ("Agreement"), is made and entered into at (Town/District/City) this day of (Month)..... , 20....., by and between:

1., a company registered/incorporated in Zambia, under the Companies Act Cap. 388, and a registered contractor under the NCC Act no. 10 of 2010, of the laws of Zambia and having its registered office at
....., hereinafter referred to as the "Party of the First Part" (which expression shall unless repugnant to the context include the Party of the First Part's permitted successors and assigns)

AND

2., a company registered in Zambia, under the Companies Act Cap. 388, and a registered contractor under the NCC Act no. 10 of 2027, of the laws of Zambia and having its registered office at
....., hereinafter referred to as the "Party of the Second Part" (which expression shall unless repugnant to the context include the Party of the Second Part's permitted successors and assigns)

AND

3., a company incorporated in (country)..... under Companies Act no. and registered in Zambia, under the Companies Act Cap. 388, and a registered contractor under the NCC Act no. 10 of 2010, of the laws of Zambia and having its registered office at
....., hereinafter referred to as the "Party of the Second/Third(tick) Part" (which expression shall unless repugnant to the context include the Party of the Second/Third Part's permitted successors and assigns)

ARTICLE I-GENERAL PROVISIONS

1.01 Business Purpose.

The purpose of the Joint Venture is:

.....
.....
.....
.....

1.02 Term of the Agreement.

This Joint Venture shall commence on the date first above written and shall continue in existence until terminated, liquidated, or dissolved by law or as hereinafter provided.

ARTICLE II-GENERAL DEFINITIONS

The following comprise the general definitions of terms utilized in this Agreement:

2.01 Affiliate: An Affiliate of an entity is a person that, directly or indirectly through one or more intermediaries, controls, is controlled by or is under common control of such entity.

2.02 Capital Contribution(s): The capital contribution to the Joint Venture actually made by the parties, including property, cash and any additional capital contributions made.

2.03 Profits and Losses: Any income or loss of the Partnership for income tax purposes determined by the Partnership's fiscal year, including, without limitation, each item of Partnership income, gain, loss or deduction.

ARTICLE III-OBLIGATIONS OF THE JOINT VENTURERS

3.01 The Parties hereto agree to jointly own, operate and manage and shall jointly take responsibility for all operations and decisions of the Joint Venture.

3.02 The Joint Venture parties shall open a bank account for the Joint Venture business, while maintaining separate bank accounts.

ARTICLE IV-CAPITAL CONTRIBUTION AND EXPENSES

4.01 Capital Contributions

Capital contributions to the Joint Venture shall be:

1. %
2. %
3. %

4.02 Expenses

All expenses of the Joint Venture shall be paid by the Joint Venture, or by and shall be reimbursed by the Joint Venture.

ARTICLE V - ALLOCATIONS

5.01 Profits and Losses

Commencing on the date hereof and ending on the termination of the business of the Joint Venture, all profits, losses and other allocations to the Joint Venture shall be allocated as follows at the conclusion of the project / each fiscal year:

1. %
2. %
3. %

ARTICLE VI - RIGHTS AND DUTIES OF THE JOINT VENTURERS

6.01 Business of the Joint Venture.shall have full exclusive and complete authority and discretion in the management and control of the business of the Joint Venture for the purposes herein stated and shall make all decisions affecting the business of the Joint Venture. At such, any action taken shall constitute the act of, and serve to bind, the Joint Venture.

..... shall manage and control the affairs of the Joint Venture to the best of its ability and shall use its best efforts to carry out the business of the Joint Venture.

ARTICLE VII - AGREEMENTS WITH THIRD PARTIES AND WITH AFFILIATES OF THE JOINT VENTURERS

7.01 Validity of Transactions.

Affiliates of the parties to this Agreement maybe engaged to perform services for the Joint Venture. The validity of any transaction, agreement or payment involving the Joint Venture and any Affiliates of the parties to this Agreement otherwise permitted by the terms of this Agreement shall not be affected by reason of the relationship between them and such Affiliates or the approval of said transactions, agreement or payment.

7.02 Other Business of the Parties to this Agreement.

The parties to this Agreement and their respective Affiliates may have interests in businesses other than the Joint Venture business. The Joint Venture shall not have the right to the income or proceeds derived from such other business interests and, even if they are competitive with the Partnership business, such business interests shall not be deemed wrongful or improper.

ARTICLE VIII - INDEMNIFICATION OF THE JOINT VENTURERS

8.01 The parties to this Agreement shall have no liability to the other for any loss suffered which arises out of any action or inaction if, in good faith, it is determined that such course of conduct was in the best interests of the Joint Venture and such course of conduct did not constitute negligence or misconduct. The parties to this Agreement shall each be indemnified by the other against losses, judgments, liabilities, expenses and amounts paid in settlement of any claims sustained by it in connection with the Joint Venture.

ARTICLE IX - DISSOLUTION

9.01 Events of the Joint Venture Parties.

The Joint Venture shall be dissolved upon the happening of any of the following events:

- (a) The adjudication of bankruptcy, withdrawal, removal or insolvency of either of the parties
- (b) The sale or other disposition, not including an exchange of all, or substantially all, of the Joint Venture assets
- (c) Mutual agreement of the parties
- (d) De-registration by the National Council for Construction

ARTICLE X - MISCELLANEOUS PROVISIONS

10.01 Books and Records.

The Joint Venture shall keep adequate books and records at its place of business, setting forth a true and accurate account of all business transactions arising out of and in connection with the conduct of the Joint Venture.

10.02 Validity.

In the event that any provision of this Agreement shall be held to be invalid, the same shall not affect in any respect whatsoever the validity of the remainder of this Agreement.

10.03 Headings.

The headings, titles and subtitles used in this Agreement are for ease of reference only and shall not control or affect the meaning or construction of any provision hereof.

10.04 Notices.

Except as may be otherwise specifically provided in this Agreement, all notices required or permitted hereunder shall be in writing and shall be deemed to be delivered when deposited in the Zambia Postal Services mail, certified or registered mail, return receipt requested, addressed to the parties at their respective addresses set forth in this Agreement or at such other addresses as may be subsequently specified by written notice.

10.05 Applicable Law and Venue.

This Agreement shall be construed and enforced under the laws of Zambia.

10.06 Other Instruments.

The parties hereto covenant and agree that they will execute each such other and further instruments and documents as are or may become reasonably necessary or convenient to effectuate and carry out the purposes of this Agreement.

10.07 Amendments and Variations

Any amendments, including but not limited to modifications, omissions or additions made to this JV Agreement shall be in writing and agreed by both/all parties, clearly expressing the specific details of such amendment to the Agreement (and attach hereto).

10.08 Dispute Resolution

Should any dispute arise under the terms of this Agreement, both/all parties hereto agree resolve this through Arbitration with the guidance of the Zambia Institute of Arbitrators/

10.09 IN WITNESS WHEREOF

the parties hereto have executed this Agreement as of the day and year first above written.

Party of the First Part (Company):

Name :

Title :

Signature : Date:

Witness

Name : Signature: Date:

Party of the Second Part (Company):

Name :

Title :

Signature : Date:

Witness

Name : Signature: Date:

Party of the Third Part (Company):

Name :

Title :

Signature : Date:

Witness

Name : Signature: Date:

5.0 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, our registration as a Joint Venture contractor with the National Council for Construction will be terminated.

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

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 Joint Venture registration I/we will notify the National Council for Construction in which case my/our registration may be revoked or our classification grade and categorisation may be revised.

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 as a Joint Venture in the works category and classification grade selected by ourselves.

We declare not to offer any bribe(s) or any form of inducement prior, during or after registration, tendering and contract execution and 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 which is hereby attached.

Authorised signatory by power of attorney (-Partner):

Name (Print)	Signature	Title/Designation

Authorised signatory by power of attorney (Other Partner):

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				
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 FIRM	FOREIGN FIRM AND LOCAL FIRM	LOCAL FIRM
- Two or more Grade 2 Contractors or; - 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	K100,000.00	K50,000.00	K8,000.00
		Express Fees		
		K200,000.00	K100,000.00	K16,000.00
- Two or more Grade 3 Contractors or; - 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	NA	NA	K6,000.00
		Express Fees		
		N/A	N/A	K12,000.00
- Two or more Grade 4 Contractors or; - 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	K4,000.00
		Express Fees		
		N/A	N/A	K8,000.00
- Two or more Grade 5 Contractors or; - 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	K1,500.00
		Express Fees		
		N/A	N/A	K3,000.00
Two or more Grade 6 Contractors	Grade 5	N/A	N/A	K850.00
		Express Fees		
		N/A	N/A	K1,700.00
- One leading partner with higher Grade and any one lower Grade partner or; - Two or more Grade B Contractors, with the sum of the best annual turnover in any of the last 5 years meeting or exceeding Grade A turnover requirement	Grade A	K100,000.00	K50,000.00	K8,000.00
		Express Fees		
		K200,000.00	K100,000.00	K16,000.00

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

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

Account Name: NATIONAL COUNCIL FOR CONSTRUCTION		
Bank: ABSA Bank Zambia PLC Branch: Longacres Account No: 17-5121854 Swift Code: BARCZMLXXX	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: Access Bank Zambia Branch: Lusaka Corporate Account No: 0010300544005 Swift Code: ZFBAZMLU	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

GUIDELINES FOR VARIOUS CLASSIFICATIONS

CLASSIFICATION GRADE		1	2	3	4	5	A
1	Professional Staff-Reg. Eng./QS/Arch. (CVs to be included)	4 No.	3 No.	2 No.	-	-	3 No.
2	Technical Staff-Technicians (Diploma related in Construction field, CVs to be included)	5 No.	4 No.	3 No.	2 No.	1 No.	4 No.
3	Accounting Personnel (Higher Qualification)	1 No.	1 No.	1 No.	-	-	1 No.
4	Accounting Personnel (Basic Qualification)	-	-	-	1 No.	-	1 No.
5	Audited Accounts to IAS in English	Yes	Yes	Yes	-	-	Yes
6	Financial Statements Certified by ZICA Member	-	-	-	Yes	-	-
7	Limitation on Contract Value to be Tendered - Category B	>K55m	>K25m-K55m	>K13m-K25m	>K9m-K13m	>K4m-K9m	
8	Limitation on Contract Value to be Tendered - Category C	>K60m	>K30-K60m	>K20m-K30m	>K13m-K20m	>K4-K13m	
9	Limitation on Contract Value to be Tendered - Category R	>K150m	>K60m-K150m	>K30m-K60m	>K20m-K30m	>K6m-K20m	
10	Limitation on Contract Value to be Tendered - Mining Services	>K150m	>K35m-K150m	>K20m-K35m	>K13m-K20m	>K4m-K13m	
11	Limitation on Contract Value to be Tendered - Category E	>K150m	>K40m-K150m	>K20m-K40m	>K13m-K20m	>K6m-K13m	
12	Limitation on Contract Value to be Tendered - Category ME	>K150m	>K40m-K150m	>K20m-K40m	>K13m-K20m	>K6m-K13m	
13	Limitation on Contract Value to be Tendered - Category S	-	-	-	-	-	>K10.m

APPENDIX V

MINIMUM TURNOVER REQUIRED

Maximum Annual Turnover in any one year during the past 5 years (Certified and/or Invoiced) should be 50% of the minimum limit on contract value of the grade and category applied for.

CATEGORY	GRADES					
	1	2	3	4	5	A
Category B	K27.50m	K12.50m	K6.50m	K4.50m	K0.00m	-
Category C	K30.00m	K15.00m	K10.00m	K6.50m	K0.00m	-
Category R	K75.00m	K30.00m	K15.00m	K10.00m	K0.00m	-
Category M	K75.00m	K17.50m	K15.00m	K6.50m	K0.00m	-
Category E	K75.00m	K20.00m	K15.00m	K6.50m	K0.00m	-
Category ME	K75.00m	K20.00m	K15.00m	K6.50m	K0.00m	-
Category S	-	-	-	-	-	K3.375m

APPENDIX VI

MINIMUM PLANT AND EQUIPMENT REQUIRED

The following constitute the minimum plant and equipment required for registration in each grade and category applied for:

1. GENERAL BUILDING AND HOUSING						
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	A
20 Ton Tipper	6	4	2	-	-	2
Light Trucks	6	4	3	-	-	3
Utility Vans	10	7	5	2	1	5
Hoists	-	-	-	-	-	-
Mobile Concrete Mixers 6m ³ -8m ³	2	1	-	-	-	-
Low Bed	1	-	-	-	-	-
2. GENERAL CIVIL ENGINEERING WORKS						
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	A
Bull Dozer	1	1	-	-	-	-
Excavator	1	1	-	-	-	-
TLB	2	1	1	-	-	1

20 Ton Tipper	6	4	2	-	-	2
Utility Vans	10	7	5	2	1	5
Hoists	-	-	-	-	-	-
Mobile Concrete Mixers 6m3-8m3	2	1	-	1	1	-
3. GENERAL ROADS WORKS						
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	A
Bulldozer	2	1	-	-	-	1
Excavator	3	2	1	-	-	2
Motor Grader	4	3	2	-	-	2
Water Bowser	5	3	2	-	-	-
Scraper	1	-	-	-	-	-
Asphalt Paver	2	1	-	-	-	1
Roller Compactor	5	4	1	-	-	2
Tipper/ Dump Truck	6	4	2	-	-	1
Front End Loader	4	2	1	-	-	3
Utility Vehicle	6	4	3	2	1	-
3 Ton Light Truck	-	-	-	-	-	-
Low Bed	1	-	-	-	-	-
4. GENERAL ELECTRICAL & TELECOMMUNICATION WORKS						
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	A
Scaffolding	-	-	-	-	-	-
Pipe Benders/Threaders/Cutters	11	8	5	-	-	5
Complete Tool Box	15	11	8	-	-	8
Soldering Equipment/Crimping Tools	6	5	4	-	-	4
Welding Equipment	3	2	2	-	-	2
Bench/ Hand Grinder	3	2	2	-	-	2
Bench Drill	2	1	1	-	-	1
5 to 20 Tonne Trucks	2	1	1	-	-	1
1 to 3.5 Tonne Trucks	4	3	3	-	-	3
Compressor	1	1	1	-	-	1
Generator	3	2	1	-	-	1
Chain Block	5	4	2	-	-	2
Mobile Crane	1	1	1	-	-	1
Ladders/Climbing Equipment	5	4	3	-	-	3
Lifting/Hoisting Equipment	2	1	1	-	-	1
Pole Wrenches	5	4	3	-	-	3
Testing Equipment (Set)	8	6	4	-	-	4
Stringing Machine	2	1	-	-	-	-
Tensioning	2	1	-	-	-	-
Basic Hand Tools	-	-	-	-	-	-
5. GENERAL MECHANICAL ENGINEERING WORKS						
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	A
Lathe	2	1	-	-	-	-
Bench Press	2	1	-	-	-	-
Milling Machine	1	-	-	-	-	-
Welding Machine	3	2	1	-	-	1
Drilling Machine	4	3	2	-	-	2
Compressor	5	4	3	-	-	3
Sand Blasting Equipment	2	1	-	-	-	-
Vans	10	8	6	-	-	6
Light Trucks	4	3	2	1	1	2
Articulated Trucks	2	1	-	-	-	-
Generator	10	8	6	-	-	6

SCRUTINY CHECKLIST FOR JOINT VENTURE (JV) FIRST REGISTRATION		
1.	Original Bank Deposit Slip or online transfer script / NCC Receipts for all payments	
2.	Copies of the current NCC Certificates	
3.	Declaration to be signed by the applicants, the witness and Commissioner of Oaths (Page 6)	
4.	Financial statements showing the highest annual turnover for all the companies	
5.	Certified proof of asset ownership	
6.	Certified copies of academic qualifications for core staff	
7.	Power of Attorney to be signed by shareholder representatives from all companies in the JV	

POWER OF ATTORNEY

TO THE DIRECTOR – National Council for Construction:

We the undersigned, hereby authorise Mr./Mrs./ Ms./Dr. to act on our behalf in all matters relating to application for registration, including signing of all documents relating to these matters. Any acts carried out by the aforementioned on our behalf shall have the same effect as acts of our own. This authorisation is valid for this application only and will stay effective until further written notice.

.....
(COMPANY NAME)

Sincerely,

.....
Shareholder Name

.....
Shareholder Name

Sign:..... Date:..... | Sign:..... Date:.....