



NATIONAL COUNCIL FOR CONSTRUCTION

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 RENEWAL OF REGISTRATION - 2027

MANUFACTURERS AND SUPPLIERS OF CONSTRUCTION MATERIALS AND EQUIPMENT

[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) Please fill in the form completely as provided. Print clearly using ink. **Incomplete forms will not be processed** and accepted.
- b) All applicable fees must be paid directly to the National Council for Construction (NCC) through its **Bank accounts as provided** herein. Original deposit slips/transmission copies must be presented to NCC for receipting. Electronic Bank transfers will only be receipted after two days of the transfer or upon confirmation of the transfer.
- c) All applicable fees paid to the NCC are Non-refundable and Non-transferable.
- d) Attach a separate sheet where space on the form is limited for additional information.
- e) Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into the English language.
- f) The Applicant shall submit all the requested information and attached the following documentation: -
 1. Original proof of payment of required fee (Receipt/Transfer/Deposit slip).
 2. Previous year NCC certificate.
 3. Valid ZRA Tax Clearance Certificate.
 4. Trade License from Local Authority.
- g) Manufactures/Suppliers who do not intend to renew their NCC certificate should notify the NCC in writing before 31st January 2027 failure to which a 100% annual fee will be charged for each year of non-renewal as penalty at the time of renewal.

FOR OFFICIAL USE ONLY

Received By: _____ Date:

Date application Approved:

Remarks

Recommended By:

Approved ☐

Not Approved ☐

Name: Signature:

1.0 COMPANY DETAILS

Company Name:

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Tel/ Mobile No/s:

Category Applied for:

2.0 REGISTERED OFFICE FOR TRADING/ OPERATIONS

Physical Address:

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Email Address:

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3.0 ADDITIONAL OR CHANGES IN TECHNICAL DATA

(State details of materials and/or equipment manufactured or supplied):

4.0 ATTAINMENT OR COMPLIANCE TO ANY ZAMBIAN AND/OR INTERNATIONAL STANDARDS

(Manufacturers and Suppliers)

5.0 DECLARATION

I..... Signature: Date:
(Name of Authorized person with Power of Attorney)

Declare that to the best of my knowledge and belief all the information I have provided in this Form is true and correct and that I shall abide with the terms and conditions for registration of projects prescribed under the National Council for Construction Act No. 10 of 2020.

Name of witness: Signature: Date:

6.0 FEE STRUCTURE

DESCRIPTION	AMOUNT
Annual registration Fee	K950.00

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

7.0 BANK DETAILS

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

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: United Bank of Africa (UBA) Branch: Head Office Account No: 9010030008218 Swift Code: UNAFZMLU
Bank: Access Bank Zambia Branch: Lusaka Corporate Account No: 0010300544005 Swift Code: ZFBAZMLU	Bank: Zambia Industrial Commercial Bank (ZICB) Branch: Lusaka Business Centre Account No: 1010036463174 Swift Code: ZICBZMLU	Bank: Zambia National Commercial Bank (ZANACO) Branch: Acacia Park Account No: 5833688300193 Swift Code: ZNCOZMLU