



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 FIRST REGISTRATION OF MANUFACTURERS AND SUPPLIERS OF CONSTRUCTION MATERIALS AND EQUIPMENT - 2027

[In terms of the National Council for Construction Act No. 10 of 2020 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. Incomplete and unbound applications will not be accepted and processed.
- b) Attach a separate sheet where space on the form is limited.
- c) Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into the English language.
- d) All applicable fees **Must be** paid directly to the National Council for Construction through its bank accounts.
- e) All applicable fees paid to the National Council for Construction are non-refundable and not transferable. Present original deposit slip/transmission copies to NCC for receipting. 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.
- f) The applicant shall submit all the requested information and attached the following documentation: -
 1. Company or Firm's PACRA Registration Certificate
 2. Investment Licence Certificate (if applicable)
 3. Valid ZRA Tax Clearance Certificate
 4. Proof of ownership of company bank account or Bank reference
 5. Original proof of NCC payment of required fee (Receipt/Transfer/Deposit slip).
 6. Trade License from Local Authority.

COMPANY NAME	
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FOR OFFICIAL USE ONLY

Received By: _____ Date : _____ Date application Approved : _____

Registration Approved for: (TICK) MANUFACTURER ☐ SUPPLIER ☐

Application Not Approved due to : _____ Remarks _____

Recommended by: _____

Regional Manager Approval

Approved by: _____ Signature: _____

1.0 COMPANY DETAILS

1.1 Registered Office for Trading/ Operations:

Physical Address.....

Postal Address..... Town.....

Tel No: Mobile No.: E-mail:

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

Physical.....

Postal Address:..... Town:.....

Tel No: Mobile No.: E-mail:

1.3 State whether Listed Company / Limited Company / Partnership or Sole Proprietor:

1.4 Business Description (Manufacturer or Supplier)

.....
.....

1.5 Shareholders, directors, managers, partners of firms whose signatures will carry authority in decision making matters.

Name	Passport No./ NRC No.	Status (Citizen/ Non-Citizen)	Share- holding (%)	Academic Qualification

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

1.6.1 Bank Name: Branch:

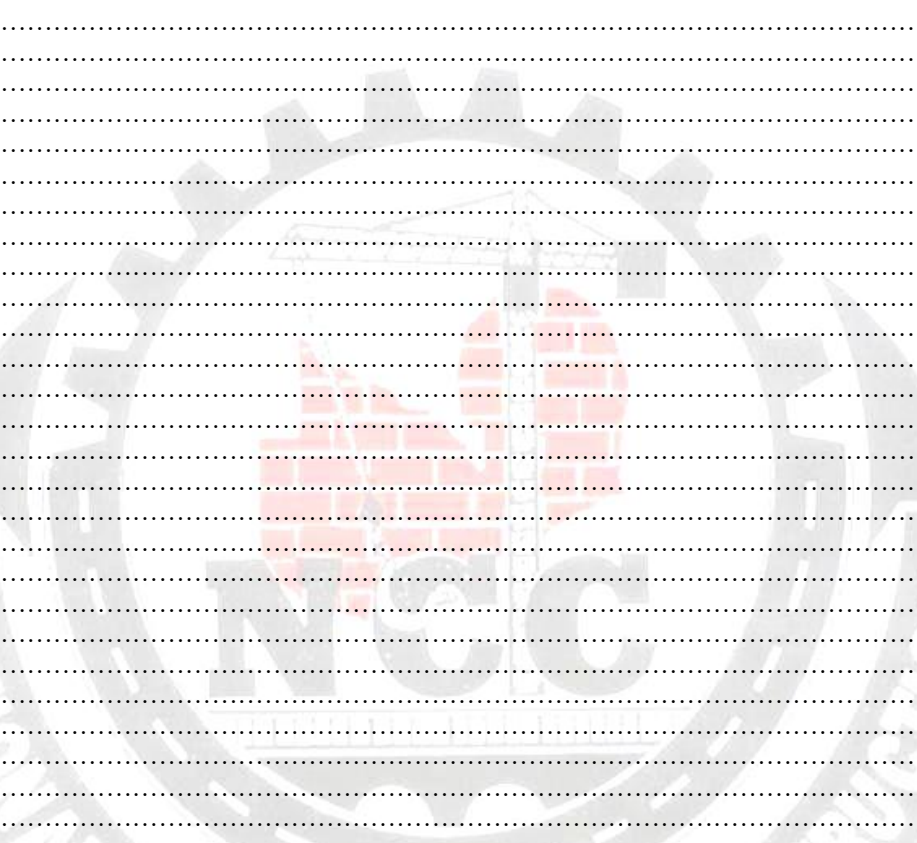
Account No.: Address:

2.0 TECHNICAL EMPLOYEES FOR MANUFACTURERS ONLY

Name of Employee	Position in Company	Profession/Skill	NRC No.

3.0 TECHICAL DATA FOR SUPPLIERS AND MANUFACTURERS

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



4.0 COMPLIANCE TO ANY ZAMBIAN AND/OR INTERNATIONAL STANDARDS FOR MANUFACTURERS

4.1 State details of Zambian and/or International Standards attained as a manufacturer or supplier:

[illegible]

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, 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 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 contractor I/we will notify the National Council for Construction in which case my/our registration may be revoked or our classification grade and categorisation as a contractor 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 in the works category and classification grade selected by us.

We declare that we shall abide by the contractor's code of conduct and be liable to be penalized should we abrogate its provisions. We declare not to offer any bribe(s) or any form of inducement prior, during or after registration, tendering and contract execution. We will not permit anyone (employee, company representative or agent) to do so on our behalf.

We declare that we shall abide by the code of conduct, practice codes and guidelines, the provisions of the National Council for Construction Act No. 10 of 2020 and all the regulations governing construction in Zambia.

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

_____ 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
Annual Registration Fee	K1,000.00

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