RRA/2

REGISTRATION OF CONTRACTORS-2020

www.ncc.org.zm

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SOUTHERN REGION
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CENTRAL REGION
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APPLICATION FORM FOR RENEWAL OF REGISTRATION

[*In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia*]

INSTRUCTIONS TO APPLICANTS | **THIS FORM SHOULD NOT BE SOLD**

a) This form can be used for renewal of more than one NCC certificate of registration and all categories applied for can be paid for under one receipt.
b) Please fill in the form completely as provided and bind it in spiral or better before submission. Print clearly using ink. ***Incomplete and unbound forms will not be processed***
c) 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.
d) All applicable fees paid to the NCC are Non-refundable and Non-transferable and will not be carried forward to the following year of registration. Electronic Bank transfers will only be receipted after two days of the transfer or upon confirmation that the transfer has cleared.
e) Attach a separate sheet where space on the form is limited for additional information.
f) All applicants for renewal should attach copies of the **previous NCC Registration Certificate(s) and a valid PACRA Computer Printout** for the current year.
g) Late renewals shall attract penalty fees as follows: 25% of the Annual registration fee for payments made after 29th February 2020 but before 31st March 2020. Thereafter a 2% cumulative increment over and above the 25% penalty for each subsequent month (Please refer to table 4.4) shall apply. **Contractors who do not intend to renew their NCC certificate should notify the NCC in writing before 14th January 2020** failure to which a **100%** annual fee will be charged for each year of non-renewal as penalty, at the time of renewal. Note that **the NCC shall not waive penalties on any late renewal submissions.**
h) Applications should be submitted directly to the National Council for Construction **Regional Offices** whose addresses are indicated above.
i) Ensure that your application for **EXPRESS REGISTRATION** is scrutinized by NCC before any payments are made.

COMPANY NAME: ……

FOR OFFICIAL USE ONLY

Date Application Form Received : _____ *Classification of Contractor:* _____

No. of Cert. of Registration Submitted for Renewal : _____ *Date of Approval:* ……

APPROVED REGISTRATION CERTIFICATES:		
Grade	**Category**	**Comments** *(e.g.: Mining/Specialist)*

Remarks

……

……

……

……

……

Approved by: ……

Signature: ……

1.0 COMPANY DETAILS

1.1 Trading Name (if different)……

1.2 PACRA Registration No.:

1.4 Registered Office Address:-

Physical ……

Postal ……

Tel No/s: …….…… Fax No. ……..……

Mobile Phone No. /s .....

E-mail: ……..

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

Physical ……..……

Postal ……

Tel no/s: …… Fax No. ……..……

E-mail: ……..

1.6 **Shareholders, Directors and/or Partners of Firms whose signatures will carry authority in decision-making matters**. (**Attach a PACRA computer printout)**

Name	Passport No. / NRC No.	Nationality Status (Citizen /Non-Citizen)	Shareholding Holding (%)	Academic Qualification

1.6.1 Ownership: Please tick appropriate box:

MALE OWNED (Males holding more than 50% Shares)	FEMALE OWNED (females holding more than 50% Shares)	FEMALE OWNED (females holding 100% shares)	EQUAL SHARES (50/50)	CORPORATE SHARES

2.0 GRADE AND CATEGORY OF CONSTRUCTION ACTIVITIES

a. Indicate the **Grade(s)** and **Category (ies)** of Registration which you wish to renew.
b. Space below has been provided for more than one entry if you are renewing multiple certificates of registration.

GRADE	CATEGORY	MINING SERVICES SUB -CATEGORY ONLY	SPECIALIST WORKS ONLY CLASS A OR B	SPECIALIST WORKS Sa……..Sz

NOTE: EACH CATEGORY OF REGISTRATION MUST BE PAID FOR IF YOU ARE RENEWING MORE THAN ONE CERTIFICATE. ATTACH PREVIOUS NCC CERTIFICATE FOR EACH CATEGORY APPLIED FOR AND RECEIPTS FOR ALL PAYMENTS MADE.

3.0 DECLARATION BY THE APPLICANT

I/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.

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

I/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.

I/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 grade and category selected by us.

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

Authorised signatory:

_____	_____	_____
Name (print)	**Signature**	**Title/Designation**

Witnessed by:

_____	_____	_____
Name (print)	**Signature**	**Title/Designation**

Before me:.....

Commissioner of Oaths/Notary Public

4.0 FEES APPLICABLE FOR DIFFERENT TYPES OF COMPANIES IN VARIOUS GRADES

4.1 FEE STRUCTURE FOR FOREIGN COMPANIES

CLASSIFICATION	GRADE 1	GRADE 2
Application form	FREE	FREE
Annual registration fee	K125,000.00	K93,750.00
Express registration fee	K250,000.00	K187,500.00

4.2 FEE STRUCTURE FOR ZAMBIAN COMPANIES

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
Application form	FREE	FREE	FREE	FREE	FREE	FREE
Annual registration fee	K17,050.00	K12,800.00	K8,525.00	K2,100.00	K1,050.00	K690.00
Express registration fee	K34,100.00	K25,600.00	K17,050.00	K4,200.00	K2,100.00	K1,380.00

4.3 FEES FOR SPECIALIST CONTRACTORS

FEE STRUCTURE FOR FOREIGN SPECIALIST CONTRACTORS	
	CLASS A
Registration Fees	K125,000.00
Express	K250,000.00

FEE STRUCTURE FOR LOCAL SPECIALIST CONTRACTORS	
CLASS A	CLASS B
K8,525.00	K 2,100.00
K17,050.00	K 4,200.00

NOTE: Ensure that the NCC **approves** your application for **EXPRESS** registration ***before*** Express registration fees are paid

4.4 RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 29th FEBRUARY 2020 [ZAMBIAN CONTRACTORS]

	1	2	3	4	5	6	A	B
	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW
MARCH @ 25%	21,653.50	16,256.00	10,826.75	2,667.00	1,333.50	876.30	10,826.75	2,667.00
APRIL @ 27%	21,994.50	16,512.00	10,997.25	2,709.00	1,354.50	890.10	10,997.25	2,709.00
MAY @ 29%	22,335.50	16,768.00	11,167.75	2,751.00	1,375.50	903.90	11,167.75	2,751.00
JUNE @ 31%	22,676.50	17,024.00	11,338.25	2,793.00	1,396.50	917.70	11,338.25	2,793.00
JULY @ 33%	23,017.50	17,280.00	11,508.75	2,835.00	1,417.50	931.50	11,508.75	2,835.00
AUGUST @ 35%	23,358.50	17,536.00	11,679.25	2,877.00	1,438.50	945.30	11,679.25	2,877.00
SEPTEMBER @ 37%	23,699.50	17,792.00	11,849.75	2,919.00	1,459.50	959.10	11,849.75	2,919.00
OCTOBER @ 39%	24,040.50	18,048.00	12,020.25	2,961.00	1,480.50	972.90	12,020.25	2,961.00
NOVEMBER @ 41%	24,381.50	18,304.00	12,190.75	3,003.00	1,501.50	986.70	12,190.75	3,003.00
DECEMBER @ 43%	24,722.50	18,560.00	12,361.25	3,045.00	1,522.50	1,000.50	12,361.25	3,045.00

4.5 RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 29th FEBRUARY 2020 [FOREIGN CONTRACTORS]

	1	2	CLASS A
	ZMW	ZMW	ZMW
MARCH @ 25%	156,250.00	117,187.50	156,250.00
APRIL @ 27%	158,750.00	119,062.50	158,750.00
MAY @ 29%	161,250.00	120,937.50	161,250.00
JUNE @ 31%	163,750.00	122,812.50	163,750.00
JULY @ 33%	166,250.00	124,687.50	166,250.00
AUGUST @ 35%	168,750.00	126,562.50	168,750.00
SEPTEMBER @ 37%	171,250.00	128,437.50	171,250.00
OCTOBER @ 39%	173,750.00	130,312.50	173,750.00
NOVEMBER @ 41%	176,250.00	132,187.50	176,250.00
DECEMBER @ 43%	178,750.00	134,062.50	178,750.00

5.0 BANK DETAILS

All applicable fees must be deposited directly into the National Council for Construction Bank accounts provided below

Account Name:	**Account Name**:	**Account Name**:	**Account Name**:
National Council for Construction **Bank**: Barclays Bank Zambia PLC **Branch**: Longacres **Account No**: 17-5121854 **Swift code**: BARCZMLXXXX	National Council for Construction **Bank**: Atlas Mara Zambia **Branch**: Lusaka Corporate **Account No**: 0010300544005 **Swift code**: ZFBAZMLU	National Council for Construction **Bank**: First National Bank (FNB) **Branch**: Commercial **Account No**: 0062668217998 **Swift code**: FIRNZMLX	National Council for Construction **Bank**: Zambia Industrial Commercial Bank **Branch**: Lusaka Business Centre **Account No**: 1010036463174 **Swift code**: ZICBZMLU

6.0 GUIDE FOR SCRUTINY

	RENEWAL SCRUTINY CHECKLISTS FOR ALL GRADES	
	GRADE 1 TO 6	
1	NCC Receipts for all payments	
2	Copy(ies) of Previous NCC Certificate(s)	
3	Current PACRA Computer Print-out (Shareholding Structure)	
4	Declaration must be completed by the Director, the Witness and the Commissioner of Oaths (Page 3)	