

GOLDEN SUCCESS INVESTMENTS LIMITED

Business Services Website – Full Structure & Features

1. WEBSITE OVERVIEW

Purpose

- One-stop **Zambian business & professional services platform**
- Enable clients to:
 - Understand services clearly
 - View **completed works / samples**
 - Submit requests online
 - Upload documents
 - Book consultations
 - Track applications (future phase)

Target Users

- Entrepreneurs
- SMEs
- NGOs
- Foreign investors
- Students
- Corporate entities
- Government contractors

2. GOLDEN SUCCESS INVESTMENTS LIMITED – PRICE LIST

Service	Price (ZMW)	Notes
1. Company Profile Design (From Scratch)	K1,200	Modification - K800
2. Printing (Glossy Paper)	K11 per page	
3. Company Logo Design	K750	
4. Business Cards Design	K200	Printing: K400 per 100 cards
5. Flyer Design	K200	Printing: K4 per flyer

6. Banner Design	Price varies	Based on size and material
7. Calendar Design	From K400	Depends on calendar type
8. Quotation / Invoice / Receipt / Delivery Books	K300 per book	
9. Car Branding / Office Product Stickers	Price on request	Depends on size and quantity
10. Website Design	K7,500	Full website package
11. Company Registration	Price on request	Includes PACRA, ZRA, ZPPA, NCC, EIZ, NAPSA, Workers Compensation Fund, CEEC, NHIMA, LCC registrations
12. Immigration Consultancy Services	Price on request	Investor Permit, Employment Permit, and more
13. Tendering Services	K1,500	Grant Proposal Writing, Business Plans, Financial Projections, etc.
14. Pitch Deck Creation	K1,000	
15. Company Bank Account Opening	K1,500	
16. Digital Signature	K600	
17. Letterheads	K350	
18. Certificates	K400	
19. Brochures	K400	

Notes:

- **Custom quotes** available for large or complex jobs (e.g., banners, car branding, multi-service packages).
- Prices exclude VAT and delivery charges where applicable.
- Payment terms and methods will be shared upon service request.

If you want, I can now:

- 1 Format this into a **professional price brochure / PDF**
- 2 Integrate this into your **website price tables with calculator**
- 3 Create a **WhatsApp interactive pricing menu script**
- 4 Draft service/package bundles with discounts

Just tell me what you want next!

Integrate this into your website price tables with calculator 3 Create a WhatsApp interactive pricing menu script

Got it! I'll deliver **both**:

1. **Website Price Table + Interactive Price Calculator Design (developer-ready with logic)**

-
2. **WhatsApp Interactive Pricing Menu Script** to guide clients through service selection & pricing.
-

1. WEBSITE PRICE TABLE + PRICE CALCULATOR

A. Price Table (HTML structure example)

```
<table class="price-table">
  <thead>
    <tr>
      <th>Service</th>
      <th>Price (ZMW)</th>
      <th>Details</th>
      <th>Quantity / Options</th>
      <th>Total</th>
    </tr>
  </thead>
  <tbody>
    <tr>
      <td>Company Profile Design (From Scratch)</td>
      <td>K1,200</td>
      <td>Modification: K800</td>
      <td><input type="number" min="0" value="0" data-price="1200" class="qty"></td>
      <td class="total">K0</td>
    </tr>
    <tr>
      <td>Printing (Glossy Paper)</td>
      <td>K11 per page</td>
      <td></td>
      <td><input type="number" min="0" value="0" data-price="11" class="qty"></td>
      <td class="total">K0</td>
    </tr>
    <tr>
      <td>Company Logo Design</td>
      <td>K750</td>
      <td></td>
      <td><input type="number" min="0" value="0" data-price="750" class="qty"></td>
      <td class="total">K0</td>
    </tr>
    <!-- Add other rows similarly -->
  </tbody>
  <tfoot>
    <tr>
      <td colspan="4" style="text-align:right">Grand Total:</td>
      <td id="grandTotal">K0</td>
    </tr>
  </tfoot>
</table>
```

```
</tr>
</tfoot>
</table>
```

B. Price Calculator Logic (JavaScript snippet)

```
const qtyInputs = document.querySelectorAll('.qty');
const grandTotalElem = document.getElementById('grandTotal');

function updateTotals() {
  let grandTotal = 0;
  qtyInputs.forEach(input => {
    const price = parseFloat(input.dataset.price);
    const qty = parseInt(input.value) || 0;
    const total = price * qty;
    input.closest('tr').querySelector('.total').textContent =
`K${total.toLocaleString()}`;
    grandTotal += total;
  });
  grandTotalElem.textContent = `K${grandTotal.toLocaleString()}`;
}

qtyInputs.forEach(input => {
  input.addEventListener('input', updateTotals);
});

updateTotals(); // initial call
```

C. User Experience

- User enters quantity or options (e.g., pages to print)
- Each row total updates instantly
- Grand total updates automatically
- Optional: Add a “Request Quote” button that sends summary + user details via WhatsApp or email

2 WhatsApp Interactive Pricing Menu Script

Automated WhatsApp flow script (example)

Welcome to Golden Success Investments Limited!

Please select a service by replying with the number:

1 Company Profile Design

- 2Printing Services**
- 3Logo Design**
- 4Business Cards Design**
- 5Flyer Design**
- 6. Banner Design**
- 7. Calendar Design**
- 8. Quotation / Invoice / Receipt Books**
- 9. Car Branding / Stickers**
- 10. Website Design**
- ... (And so on)**

Reply with the number to get detailed pricing and place your order.

[User replies with "1"]

You chose: Company Profile Design
- From Scratch: K1,200
- Modification: K800

Please reply with:

- Quantity of profiles
- If modification or new design

Example: "2, new design"

[User replies with "2, modification"]

Thank you! For 2 modifications, total is K1,600.
Please send the files and contact details or click [link] to upload.
You can also pay via Mobile Money or Bank Transfer.

[User replies with "Help" or invalid input]

Please reply with the service number to proceed or type 'Menu' to see options again.

Notes for Implementation

- Use WhatsApp Business API or third-party chatbot tools to implement flow
- Use buttons or quick replies where possible for better UX

- **Link uploads & payments through secure web forms or payment gateways**
- **Log conversations to track enquiries and follow-ups**

3. MAIN WEBSITE PAGES (32–48 Pages)

A. CORE PAGES

1. Home
2. About Us
3. Why Choose Us
4. Our Services (Main Hub)
5. Portfolio / Our Work
6. How It Works
7. Contact Us
8. Request a Service
9. Book Consultation
10. PRICES

1. Home

The Home page introduces Golden Success Investments Limited as a reliable, one-stop provider of professional business, compliance, immigration, printing, and corporate services in Zambia. It highlights key services, showcases credibility, and directs visitors to quickly request a service or contact the team via WhatsApp.

2. About Us

The About Us page tells the story of Golden Success Investments Limited, outlining who we are, what we do, and our commitment to delivering efficient, compliant, and client-focused solutions. It emphasizes our local expertise, professionalism, and dedication to supporting individuals, SMEs, NGOs, and corporates in Zambia.

3. Why Choose Us

This page explains what sets us apart—Zambia-specific knowledge, fast turnaround times, confidentiality, reliable compliance support, and WhatsApp-driven service delivery. It reassures clients that their requests are handled professionally, transparently, and efficiently.

[4. Our Services \(Main Hub\)](#)

The Services Hub provides an organized overview of all services offered, from company registration and immigration support to branding, printing, construction, and financial services. Clients can easily browse categories, view requirements, and select the exact service they need.

[5. Portfolio / Our Work](#)

The Portfolio page showcases samples of completed work, including company profiles, branding designs, printing projects, compliance filings, and documentation (where permitted). It demonstrates experience, quality, and proven results across different service areas.

[6. How It Works](#)

This page explains the simple step-by-step process: choose a service, submit a request online, upload documents, receive confirmation via WhatsApp, and get professional support until completion. It helps clients understand what to expect from start to finish.

[7. Contact Us](#)

The Contact Us page provides all official communication channels, including phone numbers, WhatsApp, email, and office location. It allows clients to easily reach the team for enquiries, support, or follow-ups.

[8. Request a Service](#)

This page allows clients to submit a detailed service request online by selecting the required service, filling in their details, and uploading documents. Once submitted, the request is instantly sent to the company's Business WhatsApp for quick action.

[9. Book Consultation](#)

The Book Consultation page enables clients to schedule a one-on-one consultation with a specialist for guidance on business registration, immigration, compliance, or other services. It is ideal for clients who need clarity before proceeding.

[10. Prices](#)

4. SERVICES STRUCTURE (Each Service Has)

For **EVERY** service page, include:

- Service overview
- Zambian regulatory context
- Requirements checklist
- Processing time
- Pricing (or Request Quote)
- **Portfolio / Sample Works**
- Online request form
- Upload documents section

5. DETAILED SERVICE PAGES

1. Academic Writing Services

Pages

- School Assignments
- Procedures Manuals
- Assignments
- CV Writing and Cover letter
- Directors' CVs
- Thesis writing
- Dissertation writing
- Essays
- Literature Review
- Report writing
- Research Proposal

1. Select “Academic Help”

2. Choose Category:

Research Proposal

School assignment

Dissertation

Thesis

Literature Review

CV Writing

Cover letter

Essays

3. Fill in Requirements Form:

Subject/Topic

Word count / Deadline

Upload Instructions

4. Choose Writer Level:

Standard

PhD Writer

Fast-track Delivery

5. Pay & Submit

6. WhatsApp:

“We received your academic request. It’s now in production. Expect delivery in 1–3 days.”

Portfolio

- Sample CVs
- Sample manuals
- Redacted academic documents

2. Business Writing Services

Pages

- Pitch Deck Development
- Concept Notes
- Business Plans
- Business Proposals
- Executive Summaries
- Grant Proposal

1. Click “Business Writing Services”

2. Select Type:

Business Plan

Grant Proposal

Tender Response

Financial Projection

Pitch Deck

3. Upload Brief or Fill Intake Form:

What is your business idea?

Do you have existing content?

Deadline?

4. Add Optional Services:

Company Profile

Logo Design

CVs

5. Pay & Submit

6. WhatsApp:

“Thank you! Your proposal is being drafted. We'll contact you in 24h for further input.”

Portfolio

- Investor decks
 - Grant concept notes
 - SME business plans (Zambia-focused)
-

3. Compliance Registration & Annual Renewals

Show a scroll down for the following

Select Registration Type:

PACRA

ZRA

NAPSA

CEEC

NHIMA

-ZRA Tax Registration & Clearance

-Workers Compensation Fund Registration

-NCC (National Council for Construction) registration/Renewal

-ERB (Energy Regulation Board)

-CEEC Business Linkage Support

-EIZ for Engineers

-PACRA printouts (with search option)

-Annual Returns Filing (PACRA)

-NHIMA & NAPSA registration

-Council Business Levy

-Health Permit Application

-Fire Certificate Application

- ZRA Returns
- Workers Compensation Fund
- PACRA Annual Returns
- ZPPA
- LCC
- ERB
- CEEC
- NAPSA
- EIZ
- NCC
- Tax Clearance Certificate TCC
- Other statutory renewals

Portfolio

- Compliance certificates
 - Renewal confirmations (masked)
-

4. House Plans & Architectural Services

- House Plans
- 3D Designs
- Council submissions

Portfolio

- Completed house plans
 - Rendered designs
-

5. Books & Stationery

- Invoices

- Receipts
- Quotations
- Delivery Notes
- Payroll Books

Provide a scroll down for

-Quotation Books

-Invoice Books

-Receipt Books

-Delivery Note Books

REQUIREMENTS for making the above books is for a client provide business name, logo & address

Portfolio

- Sample books (print-ready previews)
-

6. Land Support Services

- Land Title Processing
 - Ownership Transfers
 - Deeds Registry support
-

7. Legal Assist

- Affidavits
- Statutory declarations
- Contract drafting (non-litigation)

1. Choose “Get Affidavit”

2. Select Type:

Change of Name

Lost NRC / Lost ID

Birth Certificate

3. Auto-fill Template + Upload ID

4. Select Option:

Digital Signature only

Physical Printed Copy with Delivery

5. Pay & Submit

6. WhatsApp:

“Your affidavit has been created. Awaiting notary signature. Delivered in 12–24 hrs.”

8. Immigration Services (Zambia)

Pages

- Spouse Permit
- Investor Permit
- Residence Permit
- **Study Permit**
- Employment Permit

1. Select “Immigration Services”

2. Choose Service:

Investor Permit

Spouse Permit

Employment Permit

Study Permit

Visa Renewal

Residence Permit

Tour Package

3. Fill Intake Form:

Upload Passport & Photo

Profession / Employer details

Nationality & previous visas

4. Choose Support Level:

Document Prep Only

Full Service (Processing)

5. Pay & Submit

6. WhatsApp:

“Your immigration request has been received. A consultant will guide you within 1 working day.”

Portfolio

- Approved permits (masked)
- Process timelines

ZAMBIA IMMIGRATION SERVICES

LEGAL REQUIREMENTS & DOCUMENT CHECKLISTS

(As per the Department of Immigration – Zambia)

1 SPOUSE PERMIT (ZAMBIA)

Who qualifies

- Foreign national legally married to a **Zambian citizen or lawful resident**
-

LEGAL REQUIREMENTS

Applicant Documents

- Valid Passport (minimum 6 months validity)
- Marriage Certificate
 - Registered in Zambia **or**
 - Foreign marriage **authenticated & translated**
- Cover Letter requesting Spouse Permit
- Completed Immigration Application Form
- Two Passport-size photos
- Police Clearance Certificate (Country of origin)
- Medical Report (if requested)

Zambian Spouse Documents

- NRC (National Registration Card)
- Proof of income or employment
- Letter of support
- Proof of residential address

Other Requirements

- Immigration processing fees
 - Interview (if requested)
-

PERMIT VALIDITY

- Issued for **1-3 years**
 - Renewable
-

2 INVESTOR PERMIT (ZAMBIA)

Who qualifies

- Foreign investors intending to invest or already investing in Zambia
-

LEGAL REQUIREMENTS

Immigration Documents

- Valid Passport
 - Cover Letter requesting Investor Permit
 - Completed Immigration Application Form
 - Two Passport-size photos
 - Police Clearance Certificate
 - Medical Report (if requested)
-

BUSINESS & STATUTORY DOCUMENTS (VERY IMPORTANT)

PACRA (Mandatory)

- Certificate of Incorporation
- Shareholders & Directors Forms
- Company Profile

ZDA / Investment Proof

- Evidence of minimum investment capital
(Usually USD 250,000 – subject to sector)
- Bank statements / capital injection proof
- Business Plan

ZRA

- TPIN Certificate

NAPSA (If employing staff)

- Employer Registration Certificate

Local Authority

- Business Levy / Council Trading License

PERMIT VALIDITY

- Issued for **1–3 years**
 - Renewable
-

3 RESIDENCE PERMIT (ZAMBIA)

Who qualifies

- Long-term residents
 - Retired persons
 - Dependents of permit holders
-

LEGAL REQUIREMENTS

- Valid Passport
 - Cover Letter requesting Residence Permit
 - Completed Application Form
 - Two Passport-size photos
 - Police Clearance Certificate
 - Medical Report
 - Proof of lawful residence status (e.g. employment or spouse permit)
 - Proof of accommodation in Zambia
 - Proof of financial sustainability
-

PERMIT VALIDITY

- Usually **permanent or long-term**
 - Subject to review
-

4 STUDY PERMIT (ZAMBIA)

Who qualifies

- Foreign students enrolled in Zambian learning institutions
-

✓ LEGAL REQUIREMENTS

Student Documents

- Valid Passport
- Acceptance Letter from a **registered Zambian institution**
- Cover Letter requesting Study Permit
- Completed Immigration Application Form
- Two Passport-size photos
- Police Clearance Certificate
- Medical Report
- Proof of accommodation
- Proof of sponsorship or funding

Institution Documents

- Registration certificate of institution
 - Letter confirming enrollment
-

❖ PERMIT VALIDITY

- Valid for **duration of study**
 - Renewable annually
-

5 EMPLOYMENT PERMIT (ZAMBIA)

Who qualifies

- Foreign nationals employed by Zambian entities
-

✓ LEGAL REQUIREMENTS

Employee Documents

- Valid Passport
- Cover Letter requesting Employment Permit
- Completed Application Form

- Curriculum Vitae (CV)
 - Academic & professional certificates
 - Police Clearance Certificate
 - Medical Report
 - Employment Contract
-

EMPLOYER (ZAMBIA) REQUIREMENTS

PACRA

- Certificate of Incorporation
- List of Directors

ZRA

- TPIN Certificate

NAPSA

- Employer Registration Certificate

Labour & Compliance

- Justification letter explaining why a foreigner is required
 - Organogram
 - Evidence position could not be filled locally
-

PERMIT VALIDITY

- Issued for **1–2 years**
 - Renewable
-

9. E-Passport Assistance

Pages

- First-Time Application
- Renewal
- **Children Passport**

- Lost Passport Replacement

CHILDREN PASSPORT (ZAMBIA)

LEGAL REQUIREMENTS & DOCUMENT CHECKLIST

(*Department of Immigration – Zambia*)

WHO QUALIFIES

- **Zambian citizens under 16 years**
 - **New applications, renewals, or replacements** (lost/damaged)
-

REQUIRED DOCUMENTS (MANDATORY)

1 CHILD'S DOCUMENTS

- **Full Birth Certificate**
(Issued by Department of National Registration, Passport & Citizenship)
 - **Original NRC (if child is 16 years and above)**
 - **Two (2) Passport-size photos (white background)**
 - **Completed Passport Application Form**
 - **Old passport (for renewal or replacement)**
-

2 PARENTS / LEGAL GUARDIAN DOCUMENTS

BOTH PARENTS (IF LIVING)

- NRC copies (front & back)
 - **Written consent letters** from both parents
 - Marriage certificate (*if applicable*)
-

SINGLE PARENT / SPECIAL CASES

- **Affidavit of consent** (*if one parent unavailable*)
- **Court order** (*if custody applies*)
- **Death certificate** (*if one parent is deceased*)

3 GUARDIAN (IF NOT BIOLOGICAL PARENTS)

- Court appointment letter
 - Guardian NRC copy
 - Affidavit of guardianship
-

BIOMETRIC REQUIREMENTS

- **Child must be physically present** for:
 - Photo capture
 - Fingerprints (*where applicable*)
-

APPLICATION TYPES

First-Time Children Passport

- Birth certificate mandatory
- Parent consent required

Renewal

- Old passport required
- Parent consent required

Replacement (Lost / Damaged)

- Police report
 - Affidavit
 - Parent consent
-

PROCESSING TIME

- **Standard:** 21–30 working days
 - **Express:** Subject to availability
-

PASSPORT VALIDITY

- **5 years** (for minors)

IMPORTANT LEGAL NOTES

- Consent from **both parents is mandatory** unless legally exempted
 - False declarations constitute an offence under Zambian law
 - Immigration may request additional documents
-

RECOMMENDED WEBSITE DISCLAIMER

All passport applications are subject to approval by the Department of Immigration – Zambia. Processing times and requirements may change without notice.

10. Travel & Visa Booking

- Flight booking
 - Visa application support
 - Travel documentation
-

11. Car Hire Services

- Short-term hire
 - Corporate hire
 - Airport transfers
-

12. Editorial Services

- Proofreading
 - Editing
 - Formatting
 - Compliance editing
-

13. Corporate Branding & Design

- Logos
- Flyers
- Brochures
- Digital Signatures
- Business Cards
- Company Letterheads

Portfolio

- Design gallery
 - Brand identity kits
-

14. Ready-To-Print Documents

Steps:

1. Click Upload to Print
2. Upload files (PDF, Word, PNG, JPG)
3. Choose Options:

Paper type (glossy/plain)

Color or Black & White

Number of copies

Binding required? (Y/N)

4. Add Delivery Option:

Pickup

Courier (add address)

5. Pay Online

6. Get WhatsApp Message:

“Thank you! Your document will be ready in 24 hrs. Track progress in your dashboard.”

Interactive Page

- Upload document
 - Select:
 - Black & White / Colour
 - Glossy / Matte
 - Quantity
 - Get instant quote
-

15. Plumbing, Gypsum & PVC Services

- Residential
 - Commercial
 - Maintenance
-

16. ZRA Assist

- Vehicle Clearance
- Container Clearance
- Transit Goods Processing

1. User clicks “Clearing & Forwarding”

2. Choose service type:

Vehicle clearance

Container or General Cargo

3. Upload Documents:

Bill of lading

Commercial invoice

NRC/Passport

Port documents (Kasumbalesa, Chirundu, Nakonde, etc.)

4. Fill in item details:

Vehicle make/model

HS codes (for goods)

Entry point (port)

5. Get Instant Quotation:

Duty estimates

Clearing fee

Transport (if needed)

6. Pay Service Fee

7. Chat with Agent (via WhatsApp

17. Product Stickers & Labels

- Product branding
- Packaging labels
- Barcode labels

Heading Offer custom sticker and label design + printing for SMEs, manufacturers, and food businesses.

Provide a scroll down for the Types of Stickers Offered

-Round,

-Square,

-Rectangle,

-Oval shapes

-Clear Vinyl,

-Glossy,

-Matte, o

-Waterproof

-Food-grade labels (for honey, juices, sauces, etc.)

-Barcoded & QR code stickers

Bottle & jar labels

Clothing tags & garment stickers

18. Website & App Development

- Business websites
 - E-commerce
 - Web apps
 - Mobile apps
-

19. Bank Assistance

- Bank recommendation letters
 - Account opening
 - Board resolutions
-

20. Tender Submission & Bidding

- Tender document preparation
 - Online submission
 - Compliance checks
-

21. Trademark & IP Registration

- Trademark search
 - Filing
 - Certificates
-

22. General Supply

- Office supplies
- Construction materials
- Institutional supply

23. Construction Services

- Building works
 - Renovations
 - Project supervision
-

24. COMPANY PROFILE DESIGN

(Standalone Professional Service – Separate from Printing)

Service Card Title:

■ Company Profile Design

Client Selects:

- Company Type (SME / NGO / Corporate / Foreign)
- Pages (6, 10, 15, Custom)
- Purpose (Banking, Tender, Investor, Compliance)
- Language (English)
- Type of the company ie Construction ,and etc

Deliverables Displayed:

- Editable PDF
- Print-ready version
- Digital version

Portfolio:

- NGO profiles
- Corporate profiles
- Tender-ready profiles

WHATSAPP ENQUIRY MESSAGE

■ COMPANY PROFILE DESIGN REQUEST

Company Type: NGO

Pages: 12

Purpose: Donor Funding

Industry: Community Development

0 Files Uploaded:

✓ Registration Certificate

✓ Old Profile (Optional)

Urgency: Urgent

25. Company Registration Services

Pages

- Business Name Registration
- Local Company
- Foreign Company
- NGO Registration
- Cooperative Registration
- Name Clearance

1. Company Registration

Step-by-Step Workflow:

1. Click “Register a Company” on homepage or dashboard

2. Select Type of Business Entity:

Sole Proprietor

Limited Company

NGO

Partnership

Cooperative

3. Enter Key Details:

Suggest 3 business names (priority order)

Scroll-select: Nature of Business (dropdown list)

Upload NRC/ID of owners/directors

Add physical address & phone number

5. Payment Options:50% Down payment

Airtel, MTN, Zamtel, Bank Transfer, Card

6. Confirmation Screen: Summary → Submit

7. WhatsApp Notification Sent Automatically:

“Thank you! Your registration has been received. A team member will review & begin processing.”

COMPANY REGISTRATION SERVICES – ZAMBIA

LEGAL REQUIREMENTS & DOCUMENT CHECKLISTS

(As per PACRA – Patents and Companies Registration Agency)

1 NAME CLEARANCE (BUSINESS / COMPANY)

Purpose

To confirm that the proposed business or company name is **available and not already registered** in Zambia.

✓ REQUIREMENTS

- Proposed name(s) (*minimum 2 options recommended*)
 - Nature of business
 - Applicant details (Name, NRC / Passport)
 - Application fee (PACRA prescribed)
-

⌚ PROCESSING TIME

- Same day to 48 hours (subject to PACRA system)
-

✈ VALIDITY

- Name reservation valid for **30 days**
-

2 BUSINESS NAME REGISTRATION (SOLE PROPRIETORSHIP)

Who qualifies

- Individuals trading under a business name
-

✓ LEGAL REQUIREMENTS

Owner Details

- Full name
- NRC (Zambian) or Passport (Foreigner)
- Residential address
- Contact details

Business Details

- Approved business name
 - Nature of business
 - Business address
-

DOCUMENTS ISSUED

- Certificate of Registration (Business Name)
-

PROCESSING TIME

- 1–3 working days
-

COMPLIANCE AFTER REGISTRATION

- ZRA TPIN registration
 - Council trading license
 - Annual returns (where applicable)
-

3 LOCAL COMPANY REGISTRATION (LIMITED COMPANY – ZAMBIA)

Who qualifies

- Zambian or foreign shareholders registering a Zambian company
-

LEGAL REQUIREMENTS

Shareholders & Directors

- Minimum **1 Director**
- Minimum **1 Shareholder**
- NRC (Zambians) / Passport (Foreigners)
- Residential address

- Email & phone number
-

Company Details

- Approved company name
 - Registered office address
 - Share capital structure
 - Nature of business
-

PACRA DOCUMENTS

- Certificate of Incorporation
 - Articles of Association
 - Shareholders & Directors Forms
-

PROCESSING TIME

- 2–5 working days
-

POST-REGISTRATION COMPLIANCE

- ZRA TPIN Certificate
 - NAPSA Registration
 - Council Trading License
 - PACRA Annual Returns
-

4 FOREIGN COMPANY REGISTRATION (EXTERNAL COMPANY)

Who qualifies

- Companies incorporated outside Zambia wishing to operate locally

LEGAL REQUIREMENTS

Parent Company Documents

- Certificate of Incorporation (Foreign)
- Memorandum & Articles of Association
- Board Resolution authorizing Zambia registration
- Certificate of Good Standing
- Company Profile

(All documents must be notarized & authenticated)

Local Representative (Mandatory)

- NRC or Passport
- Residential address
- Letter of appointment

PACRA DOCUMENTS ISSUED

- Certificate of Registration of External Company

PROCESSING TIME

- 5–10 working days

POST-REGISTRATION COMPLIANCE

- ZRA TPIN registration
- Council trading license
- NAPSA (if employing staff)
- Annual filings with PACRA

5 NGO REGISTRATION (LIMITED BY GUARANTEE)

Who qualifies

- Non-profit organizations, charities, community organizations
-

LEGAL REQUIREMENTS

- Name clearance
 - Objectives (Non-profit)
 - Minimum 3 directors / trustees
 - NRC / Passport copies
 - Registered office address
 - Constitution / Articles
-

DOCUMENTS ISSUED

- Certificate of Incorporation (Limited by Guarantee)
-

PROCESSING TIME

- 5–10 working days
-

ADDITIONAL COMPLIANCE

- Registrar of Societies (where applicable)
 - ZRA TPIN
 - Annual returns
-

6 COOPERATIVE REGISTRATION

Who qualifies

- Farmer groups, savings groups, trade associations
-

✓ **LEGAL REQUIREMENTS**

- Name clearance
 - Minimum members (as prescribed)
 - Constitution
 - NRC copies
 - Minutes of formation meeting
-

⌚ **PROCESSING TIME**

- Varies by authority

26. Date Stamps, Banners & Certificates

- Date stamps
- Calendars
- Certificates
- Event banners

DATE STAMPS

Provide a scroll down for the following types of date stamps

-Self-inking and manual date stamps

-Company name rubber stamps

-Signature stamps

-Paid/Received/Approved stamps

Seal

BANNERS

Provide a scroll down for

-Roll-up Banners

- Pull-up Banners
- Calendars (Wall & Desk)
- Diaries (Branded)
- Branded T-Shirts, Caps, Umbrellas

27. Signage Services

- Indoor signage
- Outdoor signage
- Vehicle branding

28. Language Translation and Translator

Fast, accurate translation and proof reading for Academic, business and immigration

29. T-SHIRT PRINTING

Service Card Title:



Options:

- Branding
- Events
- Corporate Uniforms
- Personal Custom Prints

Smart Inputs:

- T-shirt type (Round neck / Polo)
- Colour
- Sizes (S–XXL)
- Print method (Vinyl, Screen, DTG)
- Front / Back print
- Quantity

Portfolio:

- Event T-shirts
- Corporate uniforms
- NGO campaigns

B. WHATSAPP ENQUIRY MESSAGE

T-SHIRT PRINTING REQUEST

Purpose: Corporate Branding

T-Shirt Type: Polo

Colour: Navy Blue

Sizes: M(10), L(15), XL(5)

Print: Front & Back

Method: Vinyl

Quantity: 30

 **Logo Uploaded: Yes**

30. LARGE FORMAT PRINTING

(Banners, Posters, Billboards, Pull-ups, Backdrops

Service Card Title:

 Large Format Printing

Service Options (Selectable Cards):

- Banners
- Posters
- Pull-up Banners
- Backdrops
- Billboards
- Vehicle Branding Prints

B. WHATSAPP ENQUIRY MESSAGE

 **LARGE FORMAT PRINTING REQUEST**

Service: Large Format Printing

Item: Pull-up Banner

Size: 85cm x 200cm

Material: Vinyl

Colour: Full Colour

Quantity: 3

Installation: No

Files Uploaded:

 **Design.pdf**

Client Location: Lusaka

Urgency: Normal

31. FINANCIALS – AUDITING SERVICES

Service Card Title:

 Financials & Auditing Services

Service Options:

- Financial Statements Preparation
- Internal Audit
- External Audit Support
- Management Accounts
- Audit Readiness (NGOs & SMEs)
- Compliance Audits (ZRA / Donor)

Smart Inputs:

- Business type
- Financial year
- Turnover range
- Purpose (Bank, Donor, PACRA, ZRA)

Trust Indicators:

- Confidentiality notice
- Secure uploads
- NDA option

B. WHATSAPP ENQUIRY MESSAGE

 AUDITING & FINANCIALS REQUEST

Service: Financial Statements & Audit Support

Business Type: Limited Company

Financial Year: 2024

Purpose: Bank & ZRA Compliance

Documents Uploaded:

✓ Trial Balance

✓ Bank Statements

✓ Receipts

Confidentiality: Required

32.DIGITAL ID CARDS / CAMPUS IDs / BUSINESS IDs

[Service Overview](#)

We design and produce professional **Digital and Physical ID Cards** for businesses, schools, churches, events, and institutions. Our IDs are secure, high-quality, and fully customized to your brand or organization, with convenient online submission and nationwide delivery in Zambia.

TYPES OF ID CARDS

Clients can choose one of the following:

- **Business Staff ID Cards**
 - **Student / Campus ID Cards**
 - **Event / Church Badges**
-

HOW THE SERVICE WORKS (CLIENT VIEW)

[Step 1: Click “Create ID”](#)

Clients access the ID creation page from the Services Hub or directly from the ID Cards service page.

[Step 2: Choose ID Type](#)

Client selects:

- Business Staff ID
- Student ID
- Event / Church Badge

Dynamic fields appear based on selection (e.g. Student Number, Staff Position).

Step 3: Upload Details

Clients upload and enter:

- Passport-size photo
 - Organization logo
 - Full name
 - Position / Course / Role
 - Preferred design (template selection or custom upload)
-

Step 4: Preview Card

- Live digital preview of the ID card
 - Front & back view
 - Client confirms details before submission
-

Step 5: Pay → Submit → Receive

- Client makes payment (Mobile Money or Bank)
 - Order is submitted
 - ID cards are printed and delivered by **courier anywhere in Zambia**
-

FEATURES & OPTIONS

- QR Code or Barcode (optional)
 - Serial Numbering
 - Lanyard or Holder option
 - Single ID or Bulk Orders
 - Reprints & Replacements
-

WEBSITE UI FLOW (SUMMARY)

[Digital ID Cards]

[Create ID]

↓
Select ID Type

↓
Upload Photo & Details

↓
Live Preview

↓
Payment

↓
Submission Confirmation

WHATSAPP ENQUIRY MESSAGE (AUTO-GENERATED)

DIGITAL ID CARD REQUEST

ID Type: Business Staff ID

Quantity: 15

Organization: ABC Construction Ltd

Details Provided:

✓ Photos Uploaded

✓ Logo Uploaded

✓ Names & Positions Included

Delivery Method: Courier

Location: Lusaka

Urgency: Normal

ADMIN DASHBOARD LOGIC

Admin View

- ID type
- Quantity
- Design status
- Payment status
- Delivery status

Status Flow

NEW

→ DESIGN IN PROGRESS

→ CLIENT APPROVAL

→ PRINTING

→ DISPATCHED

→ DELIVERED

Each stage triggers an automatic WhatsApp update to the client.

PORTFOLIO / SAMPLE DISPLAY

- Sample staff IDs
 - Campus ID layouts
 - Event badges
 - Masked designs for privacy
-

SECURITY & COMPLIANCE

- Secure photo uploads
 - Restricted admin access
 - No public display of personal data
 - Client consent checkbox before submission
-

RECOMMENDED WEBSITE DISCLAIMER

Personal information submitted for ID card production is handled with strict confidentiality and used solely for the purpose of ID creation.

GOLDEN SUCCESS INVESTMENTS LIMITED

SERVICE FUNCTIONALITY & WHATSAPP ENQUIRY FLOW

1. GLOBAL INNOVATION (APPLIES TO ALL SERVICES)

A. Smart Service Cards (Website)

Each service appears as a **service card** with:

- Service name
- Short description
- “View Samples”
- “Request Service” button

When clicked, it opens a **dedicated service page**.

B. Smart Enquiry System (Website → WhatsApp)

When a client submits a service request:

1. The website captures the data
2. Auto-formats it
3. Sends it to **Business WhatsApp** as a **structured message**

❖ **No manual typing needed**

❖ **Each service has a unique WhatsApp message format**

2. WHATSAPP MESSAGE STRUCTURE (STANDARD FORMAT)

Every service enquiry appears on WhatsApp like this:

❖ NEW SERVICE REQUEST - GOLDEN SUCCESS INVESTMENTS LTD

◆ Service Category: [Service Name]
◆ Sub-Service: [Specific option]
◆ Client Name:
◆ Phone Number:
◆ Email:
◆ Location:

■ Uploaded Documents:
✓ CV.pdf
✓ BusinessPlan.docx

❖ Client Message:
[Client's description]

Urgency Level:
Normal / Urgent

 Source:
Website - Golden Success Investments Ltd

3. SERVICE-BY-SERVICE FUNCTIONALITY

1. ACADEMIC WRITING SERVICES

Website Function

Client selects:

- Procedures Manual
- Assignment
- CV
- Director's CV

Form includes:

- Academic level
- Deadline
- File upload
- Formatting style

Portfolio:

- Sample manuals
- CV templates
- Academic writing samples (masked)

WhatsApp Alert

 ACADEMIC WRITING REQUEST

Service: Academic Writing
Type: Director's CV
Deadline: 5 Days
Pages: 4

Files Uploaded:

✓ Old_CV.pdf

Client Notes:
"Need executive standard CV for board appointment"

2. BUSINESS WRITING SERVICES

[Website Function](#)

Client chooses:

- Pitch Deck
- Concept Note
- Business Plan
- Proposal
- Executive Summary

Smart fields:

- Funding amount
- Sector (Zambia-based)
- Target investor/donor

 Portfolio:

- Pitch decks
- Grant proposals
- SME business plans

[WhatsApp Alert](#)

 BUSINESS WRITING REQUEST

Type: Business Plan
Sector: Agriculture
Funding Target: USD 100,000

Client Notes:
"For Zambian agribusiness expansion"

3. COMPLIANCE & RENEWALS (ZAMBIA)

[Website Function](#)

Client ticks required bodies:

- ZRA
 PACRA

- NAPSA
- CEEC
- ZPPA

Uploads:

- TPIN
- Certificates
- NRC

 Portfolio:

- Renewal certificates
- Compliance confirmations

WhatsApp Alert

COMPLIANCE REQUEST

Institutions:

- ZRA
- PACRA Annual Return
- NAPSA

Company Name: ABC Trading Ltd

TPIN: Provided

4. HOUSE PLANS & ARCHITECTURAL

Website Function

Client selects:

- Type (2-bedroom, 3-bedroom, commercial)
- Plot size
- Council submission needed

 Portfolio:

- Floor plans
- 3D renders

WhatsApp Alert

 HOUSE PLAN REQUEST

House Type: 3 Bedroom

Plot Size: 20x30

Council Approval: Yes

5. BOOKS & STATIONERY

[Website Function](#)

Client chooses:

- Invoice
- Receipt
- Delivery Notes
- Payroll

Options:

- Quantity
- Duplicate / Triplicate
- Branded / Plain

[WhatsApp Alert](#)

 STATIONERY ORDER

Item: Invoice Books

Quantity: 10

Type: Duplicate

Branding: Yes

6. LAND SUPPORT

[Website Function](#)

Client selects:

- Title processing
- Ownership transfer

Uploads:

- Sale agreement
- NRC

[WhatsApp Alert](#)

 LAND SUPPORT REQUEST

Service: Land Title Processing
Location: Lusaka
Documents Uploaded: Yes

7. LEGAL ASSIST

Website Function

Client chooses:

- Affidavit
- Contract
- Declaration

■ Portfolio:

- Sample legal formats

WhatsApp Alert

⚖️ LEGAL ASSIST REQUEST

Document Type: Affidavit
Purpose: Court submission

8. IMMIGRATION SERVICES

Website Function

Client selects permit type:

- Investor
- Spouse
- Employment

Uploads:

- Passport
- Contracts

WhatsApp Alert

visa IMMIGRATION REQUEST

Permit Type: Investor Permit

Nationality: Nigerian
Status: First Application

9. E-PASSPORT ASSIST

Website Function

- First-time
- Renewal
- Children

Auto checklist appears per selection

WhatsApp Alert



Type: Renewal
Applicant: Adult

10. TRAVEL & VISA BOOKING

WhatsApp Alert



Destination: Turkey
Service: Visa + Flight
Travel Date: March 2026

11. CAR HIRE

WhatsApp Alert



Vehicle Type: SUV
Duration: 5 Days
Pickup Location: Airport

12. EDITORIAL SERVICES

WhatsApp Alert



Document Type: Proposal
Service: Proofreading & Editing

13. BRANDING & DESIGN

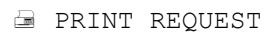
WhatsApp Alert



Service: Logo Design
Business Type: Construction

14. READY-TO-PRINT DOCUMENTS

WhatsApp Alert



Colour: Full Colour
Paper: Glossy
Quantity: 200

15. PLUMBING, GYPSUM & PVC

WhatsApp Alert



Service: Gypsum Ceiling
Location: Kitwe

16. ZRA ASSIST (CLEARANCE)

WhatsApp Alert



Service: Vehicle Clearance
Port: Dar es Salaam

17. STICKERS & LABELS

WhatsApp Alert



Product Type: Food Packaging
Quantity: 1,000

18. WEBSITE & APP DEVELOPMENT

WhatsApp Alert



Type: Business Website
Features: Contact, Upload, Payments

19. BANK ASSIST

WhatsApp Alert



Service: Account Opening
Bank: Zanaco

20. TENDER SERVICES

WhatsApp Alert



Tender Type: ZPPA
Deadline: 7 Days

21. TRADEMARK & IP

WhatsApp Alert



Name: GOLDEN SUCCESS
Class: 35

22. GENERAL SUPPLY

WhatsApp Alert



Items: Office Furniture

Delivery Location: Ndola

23. CONSTRUCTION SERVICES

WhatsApp Alert



Project Type: Renovation
Location: Lusaka

24. COMPANY PROFILE

WhatsApp Alert



Company Type: NGO
Pages: 12

25. COMPANY REGISTRATION

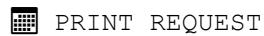
WhatsApp Alert



Type: Local Company
Name Reserved: Yes

26. DATE STAMPS, BANNERS & CERTIFICATES

WhatsApp Alert



Item: Date Stamp
Quantity: 2

27. SIGNAGE

WhatsApp Alert



Type: Outdoor Sign
Size: Large

6. PORTFOLIO / WORK SHOWCASE SYSTEM

Each service includes:

- Image gallery
- PDF previews
- Filters by year / service
- Client category (SME, NGO, Individual)