

NATIONAL COUNCIL FOR CONSTRUCTION

REGISTRATION OF CONTRACTORS

HEAD OFFICE

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Email: registrar@ncc.org.zm

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REGIONAL OFFICE

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P.O Box 23163

Kitwe, Zambia

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Email: regionalinspector@ncc.org.zm

Website: www.ncc.org.zm

APPLICATION FORM FOR FIRST REGISTRATION OF CONTRACTORS

[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

- Please fill in the form completely as provided. Print clearly using ink. *Incomplete forms will not be processed*
- All Applicable Fees Must be Paid Directly to the National Council for Construction
- Attach a separate sheet where space on the form is limited for additional information.
- Contractors applying for Grades 1, 2, 3 and 4 must show proof of sufficient past experience in the relevant Category applied for.
- Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into English language.
- One of the directors of all construction companies to have attained formal training in a construction field.
- All professionals declared by contractors to bear current and valid membership with their professional bodies.
- The penalty fee for late renewal is as follows: 25% of Annual registration fee, for January the current year; the subsequent months will attract a 2% cumulative increment. Contractors not wishing to renew in a particular year should notify the Council in writing giving reasons, at the beginning of the year, failure to which a 100% annual fee will be charged for each year of non-renewal as penalty, at the time of the next renewal. Application fee is non refundable.
- Applications can be deposited directly at NCC offices or relevant contractor associations in the provinces and Lusaka.

COMPANY NAME :

FOR NCC OFFICIAL USE ONLY

Date Application Form Received :

Registration Approved for **Grade :**

Category :

Date :

Application Not Approved due to :

-
-
-
-
-
-

Remarks

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

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:

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

1.7 Description of business / Contracting activities:

1.8 Share holders, directors, managers, partners of firms whose signatures will carry authority in decision making matters.

Name	Position	Passport No. / NRC No.	Status (Citizen / Resident / Non- resident)	Shareholding (%)	Qualification

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

1.9.1 Bank Name: Branch:

Account No.: Address:

Contact Person: Tel No: Fax No:

1.9.2 Bank Name: Branch:

Account No.: Address:

Contact Person: Tel No: Fax No:

Certificates / Documents Which Must Be Attached: (Refer To Checklist – Appendix V)

2.0 TECHNICAL DATA

KEY PERSONEL-PROFESSIONAL

(Engineers, Architects, Quantity Surveyors, Building Scientists, Surveyors, Accountants etc)

(Attach separate sheet where space is not enough):

- 2.1.1 Name: Position in company or firm:
Date of Birth: NRC / Passport No:
Date Employed: Education level:
Profession: Professional Membership:
Professional Membership No: Validity of Membership (date):
- 2.1.2 Name: Position in company or firm:
Date of Birth: NRC / Passport No:
Date Employed: Education level:
Profession: Professional Membership:
Professional Membership No: Validity of Membership (date):
- 2.1.3 Name: Position in company or firm:
Date of Birth: NRC / Passport No:
Date Employed: Education level:
Profession: Professional Membership:
Professional Membership No: Validity of Membership (date):
- 2.1.4 Name: Position in company or firm:
Date of Birth: NRC / Passport No:
Date Employed: Education level:
Profession: Professional Membership:
Professional Membership No: Validity of Membership (date):

Certificates / Documents Which Must Be Attached:

- a) Certified copies of all degrees/certificates b) Certified copies of professional registration

2.2 KEY PERSONEL-SKILLS BASED

(Bricklayers, Carpenters, Plumbers, Electrician, Steel Fixers, Metal Fabricators etc)

(Attach separate sheet where space is not enough):

- 2.2.1 Name: Position in company or firm:
Date of Birth: NRC / Passport No:
Date Employed: Education level:
Skills:
Courses attended / Training received:
.....
- 2.2.2 Name: Position in company or firm:
Date of Birth: NRC / Passport No:
Date Employed: Education level:
Skills:
Courses attended / Training received:

2.2.3 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Skills:
 Courses attended / Training received:

2.2.4 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Skills:
 Courses attended / Training received:

2.2.5 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Skills:
 Courses attended / Training received:

Certificates / Documents Which Must Be Attached:

a) Certified copies of all certificates / trade papers / references from employers

2.3 **COMPANY'S FIXED (IMMOVABLE) ASSETS** (Attach separate sheet where space is not enough):

	Name of Asset	Value	Document Attached
1			
2			
3			
4			
5			

Certificates / Documents Which Must Be Attached:

a) Certified copies of documents proving ownership i.e. Title deeds or Letters of offer

2.4 **VEHICLES, PLANT, EQUIPMENT & TOOLS OWNED OR LEASED BY THE FIRM**

(Attach separate sheet where space is not enough):

	Type	Make	Capacity (m ³ / ton / Hp)	Age (Years)	Condition (Good / Fair / Poor)	Owned / Leased
1						
2						
3						
4						
5						

	Vehicle / Plant / Tools - Type	Make	Capacity (m ³ / ton / Hp)	Age (Years)	Condition (Good / Fair / Poor)	Owned / Leased
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Certificates / Documents Which Must Be Attached:

- Copies of registration certificates for all rubber tyred vehicles and plant owned by firm
- Proof of ownership of all off-road vehicles, plant & equipment owned by firm
- Lease or hire agreements for vehicles, plant and equipment that are not owned by the firm

2.5 CONTRACTS COMPLETED BY THE FIRM WITHIN THE PAST FIVE YEARS

(Attach separate sheet where space is not enough):

	Project Name	Client / Employer	Consulting Engineer / Architect	Value of Works	Date Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					

Certificates / Documents Which Must Be Attached:

- Copies of Completion / Final Payment Certificates of each completed project
or
- Reference from the Consulting Engineers / Architects regarding each completed project
or
- Reference from the Clients / Employers with respect to each completed project

2.5 **CONTRACTS ON HAND** (Attach separate sheet where space is not enough):

	Project Name	Client / Employer	Consulting Engineer / Architect	Contract Value	Expected Date of Completion
1					
2					
3					
4					
5					
6					
7					
8					

Certificates / Documents Which Must Be Attached:

- a) Copies of the latest Interim Payment Certificates for each project
or
- b) Reference from the Consulting Engineers / Architects regarding progress on each project
or
- c) Reference from the Clients / Employers regarding each project

2.6 **TECHNICAL REFEREES:**

Name and physical address of traceable **technical** referees, i.e. Consulting Engineers / Architects / Quantity Surveyors, from whom references may be sought.

Consulting Engineering / Architectural / Quantity Surveying Firm	Contact Person	Physical Address	Telephone No.	Facsimile No.	E-mail

2.7 **CLIENT REFERENCES:**

Name and physical address of traceable **clients**, preferably established organisations, government bodies and institutions from whom reference may be sought regarding the firms' performance and reputation.

Client / Employer	Contact Person	Physical Address	Telephone No.	Facsimile No.	E-mail

3.0 CATEGORIES OF CONSTRUCTION ACTIVITIES

- a) Contractors approved under the main categories may carry out construction works in any or all of the applicable sub-categories, e.g. a category “C” contractor may tender for and carry out construction works in sub-categories “Ca”, “Cb”, “Cc”, “Cd”, “Ce”, “Cf”, “Cg” & “Ch”. (See Appendix I for Categorisation Guidelines)
- b) A contractor will only select **ONE main category per application**.
- c) Contractors wishing to apply for **more than one Main Category** must submit **Separate Applications**.

MAIN CATEGORY	CODE	TICK (Only one per application)
1. GENERAL BUILDING & HOUSING	B	
2. GENERAL CIVIL ENGINEERING WORKS	C	
3. GENERAL ROADS & EARTHWORKS	R	
4. GENERAL MINING SERVICES	M	
5. GENERAL ELECTRICAL & TELECOMMUNICATION WORKS	E	
6. SPECIALIST WORKS SPECIFY FIELD OF SPECIALISATION:	Sa... to St	

3.1 CLASSIFICATION GRADE OF CONTRACTOR

The contractor must indicate the classification grade in which the firm wishes to register. This selection will also determine the maximum value of contract for which the firm may tender. (See Appendix II for Classification Guidelines)

Notes:

- a) Only select a classification grade where all criteria can be met by the firm
- b) Classification grades 6 to 4 are reserved for emerging, small to medium scale local contractors

Indicate your selection in the box below:

GRADE (1,2,3,4,5 or 6)	MAIN CATEGORY (B,C,R,M, or E)	SPECIALIST WORKS (Sa,... to St)

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED FOR SUBMISSION:

Refer to Checklist – Appendix IV

4.0 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 fee 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 works category and classification grade selected by us.

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.

Name (Print)

Signature

Title/Designation

Witnessed by:

Name (Print)

Signature

Title/Designation

Before me:

.....
Commissioner of Oaths/Notary Public

CATEGORISATION OF CONTRACTORS

CATEGORY CODE	Type of Category	CONSTRUCTION ACTIVITY	
B	Main Category	General Building and Housing	
Ba	Sub-category	Brick/Masonry works/Wet trades, Concrete in Buildings, Building frame/shell,	
Bb	Sub-category	Partitions and Ceiling finishes (Aluminium, Steel, Timber, Boards, etc)	
Bc	Sub-category	Painting, Glazing, Interior & Exterior Decorating Services	
Bd	Sub-category	Electrical Installations to Buildings	
Be	Sub-category	Flooring & Tiling Services	
Bf	Sub-category	Plumbing and Sanitary Installations	
Bg	Sub-category	Carpentry, Joinery, Roofing & Waterproofing Services.	
C	Main Category	General Civil Engineering Works	
Ca	Sub-category	Bridges and other related ancillary works	
Cb	Sub-category	Precast & Pre-stressed Concrete	
Cc	Sub-category	Piling & Foundation Engineering	
Cd	Sub-category	Structural Steel Engineering Works, Piping	
Ce	Sub-category	Construction of Harbours, Ports and other related works	
Cf	Sub-category	Public Health Engineering Works (Incl. Water, Drainage & Sewerage infrastructure)	
Cg	Sub-category	Dams and Earthworks	
Ch	Sub-category	Bore-hole Drilling and other related works	
Ci	Sub-category	Railways Construction and Maintenance	
R	Main Category	General Roads & Earthworks	
Ra	Sub-category	Bituminous Surfacing & Paving Applications	
Rb	Sub-category	Drainage Structures	
Rc	Sub-category	Off-carriageway Rehabilitation & Maintenance	
Rd	Sub-category	On-carriageway Rehabilitation & Maintenance	
Re	Sub-category	Road Furniture, signage & markings	
M	Main Category	General Mining Services	
Ma	Sub-category	Mining - Civil & Building	
Mb	Sub-category	Mining - Roads, Earthworks & Dams, Tailings Dam	
Mc	Sub-category	Mining - Structural steelworks & piping	
Md	Sub-category	Mining - Drilling & Blasting	
Me	Sub-category	Mining - Quarrying & Crushing	
E	Main Category	Electrical & Telecommunications	
Ea	Sub-category	Works related to Heavy current transmission & distribution power lines	
Eb	Sub-category	Light current transmission & distribution	
Ec	Sub-category	ICT and Communication Infrastructure, Installation of CCTV, Access Control, and Fire Detection systems	
Ed	Sub-category	Civil works to power stations, sub-stations, communication systems	
Ee	Sub-category	Works related to Telecommunication network installations(including towers, etc)	
Code	Type of Category	Specialist Works	
Sa	Specialist	Bricklaying Works	
Sb	Specialist	Plumbing Works	
Sc	Specialist	Painting Works	
Sd	Specialist	Borehole Drilling Works.	
Se	Specialist	Electrical Works.	
Sf	Specialist	Quarrying and Crushing Works	
Sg	Specialist	Air Conditioning, Mechanical and Refrigeration Installations	
Sh	Specialist	Flooring (Tiling and/or Terrazzo) Works	
Si	Specialist	Interior and Exterior Decorations	
Sj	Specialist	Water Proofing Works	

Sk	Specialist	Carpentry Works.	
Sl	Specialist	Land Scaping and Gardening Works.	
Sm	Specialist	Mechanical services and Ventilation Systems	
Sn	Specialist	Glazing Works	
So	Specialist	Aluminium Works, Partitions and Ceiling finishes	
Sp	Specialist	Premix Concreting Works	
Sq	Specialist	Road Furniture, Signage and Markings	
Sr	Specialist	Rigging	
Ss	Specialist	Security Installations, Access Control, CCTV installations	
St	Specialist	Off Carriageway Rehabilitation and Maintenance	

NOTE:

Specialist contractors will not be allowed to register in any other categories.



GUIDELINES FOR VARIOUS CLASSIFICATIONS							
	CLASSIFICATION GRADE >	1	2	3	4	5	6
1	Maximum Annual Turnover in any one year during the past 5 years (Certified and/or Invoiced)	> K 25 bn	K15bn to 25bn	K10bn to 15bn	K2bn to 10bn	K1bn to 2bn	
2	Fixed & Movable Assets	> K 5 bn	> K 2.5 bn	> K 1.0 bn	> K 0.5 bn	>K 0.1 bn	K50 M
3	Credit Facility (Attach letters from Banks, Insurance Companies & Suppliers)	> K5.0 bn	> K3.0 bn	> K1.5 bn	> K 0.75 bn	> K 75 mil	K20 M
4	Profesional Staff - Reg. Eng. / QS / Arch	> 5 No.	> 4 No.	> 3No.	> 2 No.	> 1 No.	-
5	Technical Staff - Technicians (Diploma related construction field)	> 10 No.	> 6 No.	> 3 No.	> 1 No.	> 1 No.	1
6	Skilled Staff - Artisans / On-job training >10yr	> 15 No.	> 9 No.	> 5 No.	> 4 No.	>4 No.	2
7	Financial/Accountants - CIMA/CIS/ZICA Member	Yes	Yes	Yes	Yes	Yes	Yes
8	Bookkeeper - Accounting Diplome / On-job trained bookkeeper >10 years	> 1 No	> 1 No	> 1 No	> 1 No	> 1 No	> 1 No
9	Audited Accounts to IAS in English	Yes	Yes	Yes	Yes	Yes	-
10	Un-Audited Financial Statements	-	-	-	-	Yes	Yes
11	Limitation on Contract Value to be Tendered - Category B	Unlimited	K25 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn
12	Limitation on Contract Value to be Tendered - Category C	Unlimited	K25 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn
13	Limitation on Contract Value to be Tendered - Category R	Unlimited	K150 billion	K50.0 bn	K10.0 bn	K3.5 bn	K1.0 bn
14	Limitation on Contract Value to be Tendered - Category M	Unlimited	K25 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn
15	Limitation on Contract Value to be Tendered - Category E	Unlimited	K25 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn

* No - For newly established companies

* Yes - For companies which have been in operation for at least one year

FEE STRUCTURE FOR FOREIGN COMPANIES OR FIRMS

CLASSIFICATION GRADE >	1	2	3
Application Form	FREE	FREE	FREE
Application Fee	K50,000,000	K37,500,000	K25,000,000
Annual Registration Fee	K100,000,000	K75,000,000	K50,000,000

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

BANK DETAILS

Barclays Bank
Branch: Longacres
Account Name: National Council for Construction
Account No: 17-5121854

Finance Bank
Branch: Lusaka Corporate
Account Name: National Council for Construction
Account No: 0010300544002

FEE STRUCTURE FOR ZAMBIAN COMPANIES OR FIRMS

CLASSIFICATION GRADE >	1	2	3	4	5	6
Application Form	FREE	FREE	FREE	FREE	FREE	FREE
Application Fee	K400,000	K250,000	K200,000	K150,000	K100,000	K 50,000
Annual Registration Fee	K15,500,000	K11,625,000	K7,750,000	K1,875,000	K937,500	K625,000

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

BANK DETAILS

Barclays Bank
Branch: Longacres
Account Name: National Council for Construction
Account No: 17-5121854

Finance Bank
Branch: Lusaka Corporate
Account Name: National Council for Construction
Account No: 0010300544002

FIRST REGISTRATION SCRUTINY CHECKLISTS FOR VARIOUS GRADES

GRADE 1 TO 4			GRADE 5			GRADE 6		
1	Receipts for all Payments		1	Receipts for all Payments		1	Receipts for all Payments	
2	Certificate of Incorporation / Registration		2	Certificate of Incorporation / Registration		2	Certificate of Incorporation / Registration	
3	ZRA Tax Registration		3	ZRA Tax Registration		3	Current tax clearance certificate	
4	Current tax clearance certificate		4	Current tax clearance certificate		4	Workers Compensation Registration	
5	Workers Compensation Registration		5	Workers Compensation Registration		5	NAPSA Registration	
6	NAPSA Registration		6	NAPSA Registration		6	Proof of a Company Bank Account	
7	Audited Accounts		7	Financial Statements		7	Proof of Credit Facilities	
8	Proof of a Company Bank Account		8	Proof of a Company Bank Account		8	Proof of Asset Ownership - Fixed/Movable	
9	Proof of Credit Facilities		9	Proof of Credit Facilities		9	Certificates/CVs for Technical Staff	
10	Proof of Asset Ownership - Fixed/Movable		10	Proof of Asset Ownership - Fixed/Movable		10	Certificates/ References for Artisans	
11	Certificates/CVs for Key Professionals		11	Certificates/CVs for Key Professionals		11	All Copies to be Certified as True	
12	Professional Registration for Key Personnel		12	Professional Registration for Key Personnel		12	Declaration to be signed by the applicant and Commissioner of Oaths	
13	Certificates for Technical Staff		13	Certificates for Technical Staff				
14	Certificates/ References for Artisans		14	Certificates/ References for Artisans				
15	All Copies to be Certified as True		15	All Copies to be Certified as True				
16	Declaration to be signed by the applicant and Commissioner of Oaths		16	Declaration to be signed by the applicant and Commissioner of Oaths				