



THE NATIONAL COUNCIL FOR CONSTRUCTION

Project Registration Form - 2021

HEAD OFFICE

Plot 1612/1623 Luchengo Road,
Off Sheki Sheki Road,
Light Industrial Area
P.O. Box 39548
Lusaka, Zambia
Tel: +260-211-247185/240386
Fax: +260-211-243115 / 247264
Email: ncc@ncc.org.zm

NORTHERN REGION

Room 213 Mukuba Pension House,
P.O Box 23163,
Kitwe, Zambia
Tel: +260-212-220590
Fax: +260-212-228121
Email: northernregion@ncc.org.zm

SOUTHERN REGION

Stand No. 252 Kalima Street,
Mochipapa,
Choma, Zambia
Tel/Fax: +260-213-221167
Email: southernregion@ncc.org.zm

CENTRAL REGION

Plot 30741
Off Lubansenshi Road,
Olympia,
Lusaka, Zambia
Tel: +260-211-293908 or
+260-211-293906
Email: centralregion@ncc.org.zm

Website: www.ncc.org.zm

APPLICATION FOR REGISTRATION OF PROJECT

CONTRACTOR DETAILS

CONTRACTOR'S NAME: _____

Category Grade Certificate Serial No.

Project Responsibility (Please Tick Accordingly)

Main contractor Domestic Sub- Contractor Nominated Subcontractor

FOR OFFICIAL USE ONLY

Date Application Form Received :

Registration Approved:

YES

NO

Date Application Approved :

Application Not Approved due to :

Remarks

- 1
- 2
- 3

-
.....
.....

FOR MAIN CONTRACTOR

Contractor`s

Name: -----

Address:.....

Tel:..... Email:.....

Category:..... Grade:.....

PROJECT DETAILS

Name of

Project:.....
.....
.....
.....

Project number:.....

Total Project

Value/Contract Sum:.....

Contract Period:.....

Expected Start Date:.....

Expected Finish Date:.....

**Summary of the
project:**

Expected Number of workers:

Professional Skilled Semi-Skilled Unskilled

Name of Contractors technical Representative on Site: _____

Academic Qualification: _____

Mobile: _____ Email: _____

Subcontractors	
Name	Description of works
1.	
2.	
3	

(Please attach an extra sheet if more space is required)

PROJECT LOCATION

Plot/stand No.: _____ Block No: _____

Street: _____ Village: _____

Suburb/Area/Township: _____ District/Town: _____

Province: _____

Landmark feature in the Neighbourhood to the project (e.g. "Behind Manda Hill Mall" or "12km North of Chiefs Palace"):

.....
.....

FOR BUILDING PROJECTS

Building Permit No.:

Issuing Authority:.....

Number of Storeys:

Total built up area (m²):

PROJECT CLIENT

Client Name: _____

Address: _____

Tel: _____

Mobile: _____

Email: _____

City/Town: _____

Province: _____

Official Stamp

PROJECT CONSULTANTS

Architectural Firm

Name of Firm:

Technical Representative's Name (on site):

Academic Qualification:

Email:

Office tel:

Mobile:

Official Stamp

Signature:

Civil/Structural Engineering Firm

Name of Firm:.....
.....

Technical Representative`s Name (on site):

Academic
Qualification:.....

Email:.....

Office tel:

Mobile:.....



Signature:.....

Quantity Surveying Firm

Name of Firm:.....
.....

Technical Representative`s Name (on site):

Academic
Qualification:.....

Email:.....

Office tel:

Mobile:.....



Signature:.....

Electrical/Mechanical Engineering Firm

Name of Firm:.....
.....

Technical Representative`s Name (on site):

Academic
Qualification:.....

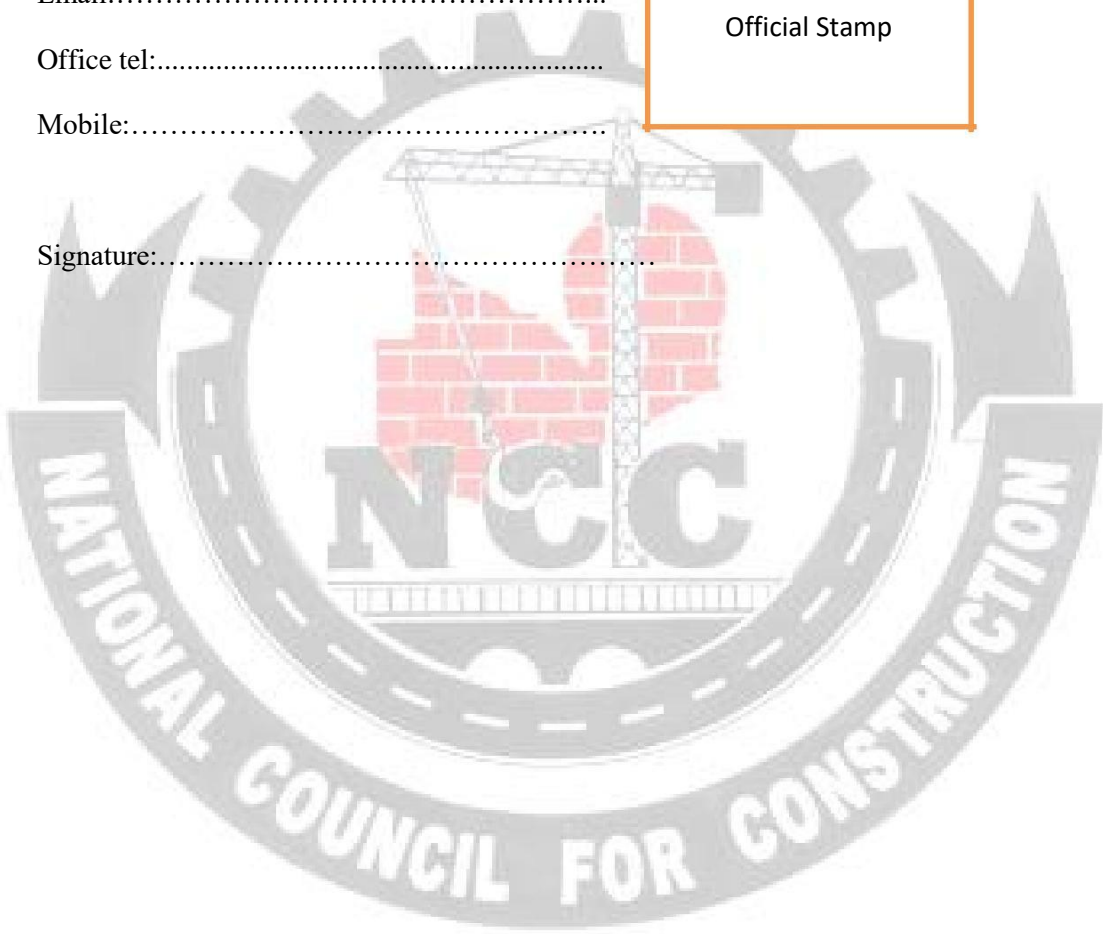
Email:.....



Office tel:.....

Mobile:.....

Signature:.....



DECLARATION

I.....

(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. 13 of 2003.

Name:.....Signature.....

Date.....

Witness:.....

Signature:.....Date:.....

Terms and conditions

1. The Applicant shall comply with the provisions of National Council for Construction Act no. 13 of 2003
2. The Applicant shall submit all the requested information and attached the following documentation:
 - a) Letter of acceptance of offer to perform work and the contract
 - b) Power of Attorney
 - c) Building Permit (For Buildings)
 - d) Proof of payment of required fee (Receipt/Transfer/Deposit slip)
3. The application for registration of the project should be accompanied with non-refundable registration fee
4. Payment should only be made through the NCC Bank Accounts (Shown Below)
5. The applicant shall inform the Council, in writing, if the project is completed, varied in project value or completion, is suspended.

FEE STRUCTURE

PROJECT VALUE RANGE	FEE UNIT	AMOUNT (ZAMBIAN KWACHA)
K500 Thousand to K10 Million	5,000	1,500.00
Above K10 Million to K20 Million	10,000	3,000.00
Above K20 Million to K40 Million	20,000	6,000.00
Above K40 Million to K75 Million	40,000	12,000.00
Above K75 Million to K150 Million	75,000	22,500.00
Above K150 Million	150,000	45,000.00

***Note that the current fee unit is at K0.3 subject to adjustment by the Minister**

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

BANK DETAILS

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