



**REGISTRATION FOR CONTRACTORS - 2024**

<p><b>HEAD OFFICE</b>          Plot 1612/1623 Luchengo Road, Off Sheki Sheki Road,          Light Industrial Area          P.O. Box 39548, Lusaka          Tel: +260 211 247185 or 240386          Fax: +260 211 243115 or 247264</p>	<p><b>CENTRAL REGION</b>          Plot 30741, Off Lubansenshi Road, Olympia, Lusaka          Phone: +260 211 293906 or +260 211 293908  <a href="mailto:centralregion@ncc.org.zm">centralregion@ncc.org.zm</a></p>	<p><b>NORTHERN REGION</b>          Room 213 Mukuba Pension House, P.O Box 23163, Kitwe          Tel: +260 212 220590 Fax: +260 212 228121  <a href="mailto:northernregion@ncc.org.zm">northernregion@ncc.org.zm</a></p>	<p><b>SOUTHERN REGION</b>          Stand No. 252 Malima Street, Mochipapa, Choma          Tel: +260 213 221162          Fax: +260 213 221167  <a href="mailto:southernregion@ncc.org.zm">southernregion@ncc.org.zm</a></p>
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Website: [www.ncc.org.zm](http://www.ncc.org.zm)

**APPLICATION FORM FOR FIRST REGISTRATION OF CONTRACTORS**

*[In terms of the National Council for Construction Act No. 10 of 2020 of the Laws of Zambia]*

<b>INSTRUCTIONS TO APPLICANTS</b>	<b>THIS FORM SHOULD NOT BE SOLD</b>
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- a) This application is strictly for Contractors wishing to apply in grades 1, 2, 3, 4 & 5, and Class A & B only.
- b) This Form can be used for applying in more than one Category and payments can be made under one receipt. Please attach a separate sheet where space on the form is limited for additional information.
- c) Please fill in the form completely as provided and bind it in a spiral or better with all necessary attachments. Print clearly using ink. ***Incomplete and unbound applications will not be processed.***
- d) All fees must be paid directly to the National Council for Construction (NCC) through its Bank accounts as provided herein.
- e) Present the original Bank deposit slips/transmission copies to NCC upon which a receipt will be issued.
- f) All fees paid to the NCC are **NON-REFUNDABLE AND NON-TRANSFERABLE and will not be carried forward to the following year of registration.** Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment.
- g) Electronic Bank transfers will only be receipted upon confirmation.
- h) Ensure that your application for EXPRESS registration is scrutinized and approved **BEFORE** Express registration fees are paid.
- i) At least one of the shareholders or Directors for applicants must have undergone formal training in a construction-related field. Training should be a minimum accredited certificate.
- j) Applicants must be a Limited Liability Company.
- k) Applicants should have completed one construction project whose value should not be less than the prescribed minimum tender value for the Grade and Category in which they wish to be registered (Refer to Appendix II). Shareholders with higher qualifications and experience in a relevant Construction-related field may be considered for higher grades.
- l) Copies of all attached academic certificates must be "Certified True Copies of the original" and where applicable, translated into English language by the Zambia Qualifications Authority (ZAQA).
- m) A verification exercise to ascertain the capacity and credibility of the applicants may be undertaken
- n) Foreign contractors are restricted to register **ONLY** in Grades 1, 2, and Class A (in the case of Specialist Contractors), subject to meeting the registration requirements, further companies with mixed shareholding partnerships will be **restricted** to grade 4 and above.
- o) Submissions can be deposited at designated Regional Offices, whose addresses are indicated above.

<b>COMPANY NAME:</b>	
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<b>FOR OFFICIAL USE ONLY</b>			
Date Application Form Received:		Foreign <input type="checkbox"/>	Zambian <input type="checkbox"/>
No. of Certificates of Registration Applied For: .....		Date of Approval: .....	
APPROVED FOR REGISTRATION:		Remarks <input type="checkbox"/>	Not Approved <input type="checkbox"/> Approved <input type="checkbox"/>
<b>Grade</b>	<b>Category</b>	<b>Sub Category (Mining - Specialist)</b>	
Name: .....			Signature: .....

**1.0 COMPANY DETAILS**

1.1 Registered Physical Office Address: -

Office ..... Workshop/ Yard .....  
 Tel No/s: ..... Mobile Phone No. /s ..... Postal: .....  
 E-mail: ..... Town: .....

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

Physical Office ..... Postal .....  
 Tel no/s: ..... Mobile Phone No./s ..... E-mail: .....

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

1.4 Description of business / construction activities as per PACRA registration: .....

1.5 Shareholders and Directors and /or partners of the company/Entity.

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

1.5.1 Ownership: Please tick appropriate box:

MALE OWNED (100% Male presence)	MALE DOMINATED (More than 50% Male presence)	FEMALE OWNED (100% Female presence)	FEMALE DOMINATED (More than 50% Female presence)	EQUAL SHARES (50/50)	CORPORATE SHARES
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1.6 State the name, branch, account number and address of the entity's Bankers:

Bank Name: ..... Branch: .....  
 Account No.: ..... Address: .....

**2.0 TECHNICAL DATA**

**2.1 KEY PERSONNEL - PROFESSIONAL** *(Architects, Building Scientists, Engineers, Quantity Surveyors, Surveyors, Accountants etc.)*

(Attach separate sheet where space is not enough):

2.1.1 Name: ..... Qualification: .....  
 NRC / Passport No.: ..... Mobile phone: .....

2.1.2 Name: ..... Qualification: .....  
 NRC / Passport No.: ..... Mobile phone: .....

2.1.3 Name: ..... Qualification: .....  
 NRC / Passport No.: ..... Mobile phone: .....

**2.2 KEY PERSONNEL - TECHNICIANS** *(Construction/Engineering based Diploma /Advanced Certificate qualification)*

(Attach separate sheet where space is not enough):

2.2.1 Name: ..... Qualification: .....  
 NRC / Passport No.: ..... Mobile phone: .....

2.2.2 Name: ..... Qualification: .....  
 NRC / Passport No.: ..... Mobile phone: .....

2.2.3 Name: ..... Qualification: .....  
 NRC / Passport No.: ..... Mobile phone: .....

2.2.4 Name: ..... Qualification: .....  
 NRC / Passport No.: ..... Mobile phone: .....

**Certificates / Documents Which MUST Be Attached:** a) Certified copies of all academic certificates b) Curriculum Vitae

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

No.	Name of Asset	Value	Type of Document Attached
1			
2			

**Certificates/Documents which MUST be attached:**

- a) Certified copies of documents proving ownership/Lease i.e. Title Deeds or Letters of Offer

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

(Attach separate sheet where space is not enough):

No	TYPE	MAKE	CAPACITY (m/ton/HP)	CONDITION (GOOD/FAIR)	OWNED/ LEASED
1					
2					
3					
4					

**Certificates / Documents Which MUST Be Attached:**

- a) Proof of ownership of all off-road vehicles, plant and equipment owned by entity (Copies of registration certificates/white books for all vehicles and plant owned by entity).  
 b) Lease or hire agreements for vehicles, plant and equipment that are not owned by the entity.

**2.5. CONTRACTS COMPLETED BY THE ENTITY WITHIN THE PAST FIVE YEARS**

(Attach separate sheet where space is not enough):

Project Name	Contract Amount	Project Location	Start Date	End Date	Project Registration No.

**Certificates / Documents Which MUST Be Attached:**

- a) Copies of Completion or Final Payment Certificates of each completed project

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

Project Name	Contract Amount	Project Location	Start Date	End Date	Project Registration No.

**Certificates / Documents Which MUST Be Attached:**

- a) Copies of the latest Interim Payment Certificates for each project or  
 b) Copies of contract acceptance from procuring entity or project owner of each contract agreement.

**2.7 TECHNICAL REFEREES:**

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

Consulting Architectural/ Engineering/ Quantity Surveying Entity	Contact Person	Telephone No.	Email

**2.8 CLIENT REFERENCES:**

Name and contact numbers of traceable **clients**, preferably established organizations, government bodies and institutions from whom reference may be sought regarding the entity's performance and reputation.

Client Organization	Contact Person	Telephone No.	Email

**3.0 CATEGORIES OF CONSTRUCTION ACTIVITIES** (Refer to Appendix I for Categorisation Guidelines) Contractors wishing to apply for **MORE THAN ONE** Category must submit only **ONE APPLICATION**. Indicate the Grade(s) and Category(ies) of Registration, to which you wish to apply.

Space below has been provided for more than one entry if you are applying for multiple certificates of registration

**Note:** Only select a classification Grade where all criteria can be met by the entity. The contractor must indicate the classification Grade in which the entity wishes to register. This selection will also determine the maximum value of contract for which the entity may tender. **(See Appendix II for Classification Guidelines)**

GENERAL CATEGORIES ONLY	
GRADE (1, 2, 3, 4 or 5)	CATEGORY (B, C, R, E or ME)

MINING SERVICES ONLY		M
GRADE (1, 2, 3, 4 or 5)	SUB-CATEGORY (B, C, R, E, M or ME)	

SPECIALIST WORKS ONLY		S
CLASS A or B	SUB-CATEGORY Sa.....Sz	

**Note that each Category has to be paid for separately in the case of multiple registrations.**

**4.0 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 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 further declare that we have the necessary capability, experience, resources, equipment and facilities to undertake construction works and that we are not insolvent, in receivership, bankrupt or in the process of being wound up and are not the subject of legal proceedings relating to insolvency, receivership or bankruptcy.

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 ..... 2024 by the shareholder(s) or appointed Power of Attorney.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Designation

Witnessed by:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Designation

Before me:.....

Commissioner for Oaths/Notary Public

CATEGORISATION OF CONTRACTORS		
CODE	Type of Category	CONSTRUCTION ACTIVITY
<b>B</b>		<b>General Building and Housing</b>
		Construction of residential, commercial and Industrial buildings – single and multi-storey, together with various associated installations and external works.
<b>C</b>		<b>General Civil Engineering Works</b>
		Bridges and other related ancillary works, Water Supply and Sanitation Works (Incl. Water, Drainage & Sewerage infrastructure), Dams, Irrigation systems and associated water works (Including ponds, swimming pools), Bore-hole Drilling and other related works and Railway Construction and Maintenance works.
<b>R</b>		<b>General Road Works</b>
		Road Surfacing & Paving Applications, Road drainage Structures, Off-carriageway Rehabilitation & Maintenance, On-carriageway Rehabilitation & Maintenance, and Road Furniture, signage & markings and other related ancillary works.
<b>E</b>		<b>General Electrical and Telecommunications</b>
		Power Generation, Heavy current transmission & distribution power lines, Street and Area Electrification (e.g., street lighting, electric car charging ports), Solar, Wind and other alternative Energy Installations, ICT and Communication Infrastructure, Installation of CCTV, Access Control, Alarm and Fire Detection systems, Civil works to power stations, sub-stations, communication systems, Telecommunication network installations (including towers, optic fibre installation, etc.)
<b>ME</b>		<b>Mechanical Engineering Works</b>
		Mechanical Plants (including Acid Proofing, Rubber lining, etc.), Heating, Ventilation, Air Conditioning (HVAC), Piping and associated works, Rigging, Boiler Installations, Conveyors and Material Handling installations, Mechanical Lift installation, Fire Fighting Installations, Installation of Cyclones, Other installations and maintenance works of mechanical nature and installation of continuous process systems, involving chemical works metallurgical works, Oil and Gas wells, Acid Plants, Metallurgical Machinery, equipment and apparatus, and works necessary for the beneficiation of metals, minerals, rocks petroleum and Organic substances and other chemical process infrastructure.
<b>M</b>	<b>Sub-Category</b>	<b>Mining Services - Construction Works within the Mining Areas</b>
		<i>Choose ONE Sub-Category from the list below and clearly circle it in ink</i>
	<b>B</b>	<b>Mining – Building and Housing</b>
	<b>C</b>	<b>Mining – Civil Engineering Works</b>
	<b>R</b>	<b>Mining – Road Works</b> (Including overburden striping)
	<b>E</b>	<b>Mining – Electrical, Instrumentation &amp; Telecommunication</b>
	<b>ME</b>	<b>Mining – Mechanical Engineering Works</b>
	<b>M</b>	<b>Mining – Quarrying</b> (Including drilling, blasting and crushing)
<b>S</b>	<b>Category Type</b>	<b>Specialist Works</b>
		<i>(Specialist Contractors cannot register in more than one specialty except in the case of general categories)</i>
	<b>Sa</b>	Bricklaying, paving and masonry Works
	<b>Sb</b>	Plumbing Works
	<b>Sc</b>	Painting Works, Interior and Exterior Decorations
	<b>Sd</b>	Water supply, sanitation infrastructure and associated works
	<b>Se</b>	Electrical and instrumentation Works
	<b>Sf</b>	Quarrying and Crushing Works
	<b>Sg</b>	Heating, Ventilation and Air Conditioning (HVAC) Installations
	<b>Sh</b>	Flooring works
	<b>Si</b>	Steel fabrication and associated works
	<b>Sj</b>	Water proofing works
	<b>Sk</b>	Office fit outs; Carpentry & joinery works
	<b>Sl</b>	Landscaping and Gardening Works
	<b>Sm</b>	Roofing works
	<b>Sn</b>	Solar, wind and other alternative energy sources installations
	<b>So</b>	Aluminum Works, Partitions, Glazing works and Ceiling finishes

<b>Sp</b>	Premix, Precast and Prefabricated Concrete works
<b>Sq</b>	Road furniture, signage and Markings, Off Carriageway Rehabilitation and Maintenance
<b>Sr</b>	Rigging
<b>Ss</b>	Security installations (Access control, intruder alarms, fencing and CCTV installations)
<b>St</b>	Swimming pools, fish ponds, fountains and other water feature related installations
<b>Su</b>	Demolition and associated works
<b>Sv</b>	Firefighting Installation
<b>Sw</b>	Scaffolding Works
<b>Sx</b>	Chemical application (e.g., Termite control) and Specialized building cleaning services
<b>Sy</b>	Tunneling and associated works
<b>Sz</b>	Other Specialist works - Specify.....

## APPENDIX II

### GUIDELINES FOR VARIOUS CLASSIFICATIONS

CLASSIFICATION GRADE >		1	2	3	4	5	A	B
1	Shareholder or Director construction related qualification	1 No.	1 No.	1 No.	1 No.	1 No.	1 No.	1 No.
2	Professional Staff - Reg. Arch./ Eng./ QS. (CVs to be included)	4 No.	3 No.	2 No.	-	-	3 No.	-
3	Technical Staff - Technicians (Construction related qualification, Craft Certificates/ Trade Test)	5 No.	4 No.	3 No.	2 No.	1 No.	4 No.	1 No.
4	Accounting Personnel (Higher qualification)	1 No.	1 No.	1 No.		-	1 No.	-
5	Accounting Personnel (Basic qualification)				1 No.	-	1 No.	1 No.
6	Audited Accounts to IAS in English	Yes	Yes	Yes	-	-	Yes	-
7	Financial Statements Certified by ZICA Member	-	-	-	Yes	-	-	-
8	Limitation on Contract Value to be Tendered – Category B	>K55m	>K25m- K55m	>K13m- -K25m	>K9m- K13m	>K4m- K9m		
9	Limitation on Contract Value to be Tendered – Category C	>K60m	>K30- K60m	>K20m- -K30m	>K13m- K20m	>K4- K13m		
10	Limitation on Contract Value to be Tendered – Category R	>K150m	>K60m- K150m	>K30m- -K60m	>K20m- K30m	>K6m- K20m		
11	Limitation on Contract Value to be Tendered – Mining Services	>K150m	>K35m- K150m	>K20m- -K35m	>K13m- K20m	>K4m- K13m		
12	Limitation on Contract Value to be Tendered – Category E	>K150m	>K40m- K150m	>K20m- -K40m	>K13m- K20m	>K6m- K13m		
13	Limitation on Contract Value to be Tendered – Category ME	>K150m	>K40m- K150m	>K20m- -K40m	>K13m- K20m	>K6m- K13m		
14	Limitation on Contract Value to be Tendered - Category S	-	-	-	-	-	>K10 m	>K0.0 m- K10m

\*An allowance of K0.1 million will be considered for the above grades.

## APPENDIX III

### MINIMUM TURNOVER REQUIRED

Best annual turnover in any one year during the past 5 years (certified and/or invoiced) should not be less than 50% of the prescribed maximum tender value for the Grade and Category in which an applicant wishes to be registered.

CATEGORY	GRADES						
	1	2	3	4	5	A	B
Category B	K27.5m	K12.5m	K6.5m	K4.5m	K0.00	-	-
Category C	K30m	K15.0m	K10.0m	K6.5m	K0.00	-	-
Category R	K75m	K30.0m	K15.0m	K10.0m	K0.00	-	-
Category M	K75m	K17.5m	K15.0m	K6.5m	K0.00	-	-
Category E	K75m	K20.0m	K15.0m	K6.5m	K0.00	-	-
Category ME	K75m	K20.0m	K15.0m	K6.5m	K0.00		-
Category S	-	-	-	-	-	K3.375m	K0.00

TABLE FOR THE MINIMUM EQUIPMENT REQUIRED PER GRADE

EQUIPMENT RATING	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	CLASS A	CLASS B
Heavy Duty	3	2	1	0	0	0	0
Medium Duty	4	3	2	1	0	1	0
Light Duty	5	4	3	1	1	2	0

**EXAMPLES OF EQUIPMENT CLASSES**

Heavy Duty Equipment (Above 40 tons)	Medium Duty equipment (Between 20 and 40 tons)	Light Duty equipment (Below 20 tones)
Bull dozer, Low bed, Cranes, Grader, Excavator, Scrapper, etc.	TLB, Tipper, Light truck, etc.	Utility van, Concrete Mixer etc.

**Note:** Mining Services Contractors should meet the minimum equipment requirement applicable to the main categories and Specialist contractors should have equipment and tools applicable to their class

## APPENDIX V

**RECOMMENDED CPD COURSES**

The following courses under the NCC National Construction School are among the recommended trainings for consideration.

1	<b>BWS – Building Works Supervision Course at NCC or its Equivalent</b>	4	<b>OSHE – Occupational Safety, Health (OSH) and Environment</b>
2	<b>RCMSC – Road Construction and Maintenance Supervision Course</b>	5	<b>CDC – Culvert and Drainage Course</b>
3	<b>MCP – Management of Civil Engineering Processes</b>		

Built Environment related Training from recognized institutions shall be considered under CPD requirements for registration

## APPENDIX VI

**5.0 FEES****5.1 FEE STRUCTURE FOR FOREIGN CONTRACTORS**

Grades	1	2	Verification Fees	Outside Africa	Within Africa
Registration fee	K187,500.00	K140,625.00	Mandatory for all Foreign Registration (In US Dollar or Kwacha equivalent)	\$ 7500	\$ 4200
Express Registration fee	K375,000.00	K281,250.00			

**5.2 FEE STRUCTURE FOR ZAMBIAN CONTRACTORS**

	1	2	3	4	5
Application Form	FREE	FREE	FREE	FREE	FREE
Registration Fee	K17,500.00	K13,075.00	K8,750.00	K2,225.00	K1,150.00
Express registration Fee	K34,550.00	K25,875.00	K17,275.00	K4,285.00	K2,190.00

**5.3 FEE STRUCTURE FOR FOREIGN SPECIALIST CONTRACTORS**

Grade	A
Registration fees	K187, 500.00
Express registration fees	K375, 000.00

Verification Fees are mandatory for all foreign contractors

**5.4 FEE STRUCTURE FOR ZAMBIAN SPECIALIST CONTRACTORS**

	A	B
Registration fees	K8, 750.00	K2, 225.00
Express registration fees	K17,275.00	K4,285.00

**Ensure that your application for EXPRESS registration is approved by NCC before Express registration fees are paid.**

**Please note that Express Registration takes up to a maximum of FIVE (5) working days**

**5.5. BANK DETAILS**

5.5.1: 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: Atlas Mara Zambia Branch: Lusaka Corporate Account No:0010300544005 Swift Code: ZFBAZMLU	Bank: First National Bank (FNB) Branch: Commercial Account No: 0062668217998 Swift Code: FIRNZMLX	Bank: Zambia Industrial Commercial Bank 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

**5.6 SCRUTINY CHECKLIST FOR VARIOUS GRADES FOR FIRST REGISTRATION  
(DOCUMENTS TO ATTACH)**

GRADE 1 TO 4			GRADE 5		
1	Original Proof of Payment		1	Original Proof of Payment	
2	Certificate of Incorporation/ in the case of cooperatives, the registrar of society stamped copy of share register should be submitted		2	Certificate of Incorporation/ in the case of cooperatives, the registrar of society stamped copy of share register should be submitted	
3	Current (year) PACRA computer printout		3	Current (year) PACRA computer printout	
4	Valid ZRA Tax Clearance Certificate		4	Valid ZRA Tax Clearance Certificate	
5	Valid Workers Compensation Registration		5	Proof of Asset Ownership – Movable (1 utility vehicle)	
6	Valid NAPSA Registration		6	Proof of works done (Completion certificates or final payment certificate)	
7	Audited Accounts for Grades 1 to 3 and Certified Accounts by ZICA Member for Grade 4 (Any one year during the past 3 years)		7	Proof of a Company Bank Account (Bank Statement or a Bank Reference Letter) issued within the last 6 months	
8	Proof of a Company Bank Account (Bank Statement or a Bank Reference Letter) issued within the last 6 months.		8	Certificates and CVs for Technical Staff (Refer to Appendix II)	
9	Proof of works done (Completion certificates or final payment certificate)		9	All Copies of academic certificates to be Certified as True copies of the original	
10	Proof of Asset Ownership – Fixed/Movable (Refer to Appendix III)		10	Declaration to be signed by the applicant, witness and Commissioner for Oaths (Page 4)	
11	Certificates and CVs for Key Professionals Staff (Refer to Appendix II)		11	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder	
12	Certificates and CVs for Technical Staff (Refer to Appendix II)		<p><b>NOTE:</b></p> <p><i>Only select a Grade where all criteria can be met by the entity.</i></p> <p><i>Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment.</i></p> <p><i>No refunds will be allowed should you go ahead and pay for a Grade and Category that you do not qualify for. Any excess fees paid to NCC under any circumstance shall not be carried forward to the next registration year</i></p>		
13	All Copies of academic certificates to be Certified as True copies of the original				
14	Declaration to be signed by the applicant, witness and Commissioner for Oaths (Page 4)				
15	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder				



