



URA/4

**REGISTRATION OF CONTRACTORS 2024**

**HEAD OFFICE**

Plot 1612/1623 Luchengo Road,  
Off Sheki Sheki Road,  
Light Industrial Area  
**P.O. Box 39548**  
**Lusaka, Zambia**  
Tel: +260-211-247185 / +260- 1-240386  
Fax: +260-211-243115 / +260-1-247264

**CENTRAL REGION**

Plot No. 30741  
Off Lubansenshi Road  
**Olympia Park, Lusaka, Zambia**  
Tel: +260-211-293908/6  
[centralregion@ncc.org.zm](mailto:centralregion@ncc.org.zm)

**NORTHERN REGION**

Room 213 Mukuba Pension House,  
**P.O Box 23163,**  
**Kitwe, Zambia**  
Tel: +260-212-220590  
[northernregion@ncc.org.zm](mailto:northernregion@ncc.org.zm)

**SOUTHERN REGION**

Stand No. 252 Malima Street,  
Mochipapa,  
**Choma, Zambia**  
Tel/Fax: +260-213-221167  
[southernregion@ncc.org.zm](mailto:southernregion@ncc.org.zm)

[ncc@ncc.org.zm](mailto:ncc@ncc.org.zm)

**APPLICATION FORM FOR UPGRADING OF REGISTRATION**

*[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) Please fill in the form completely as provided and bind with all necessary attachments. Type or print clearly using ink. **Incomplete and unbound applications will not be processed**
- b) All applicable fees must be paid directly to the National Council for Construction (NCC) through its Bank accounts as provided herein.
- c) All applicable fees paid to the NCC are non-refundable, non-transferable, and will not be carried forward to the next registration year. Electronic Bank transfers will only be receipted upon confirmation. *Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment.*
- d) Ensure that your application for **upgrade** is approved by **NCC at the Regional Offices** before upgrade registration fees are paid.
- e) Present the **original** deposit slips/transmission copies to NCC upon which a receipt will be issued.
- f) Attach a separate sheet where space on the form is limited for additional information.
- g) A contractor applying to be upgraded to Grades 5, 4, or 3 should have completed, one projects whose value should not be less than fifty percent (50%) of the limit on tender value for the Grade and Category in which the contractor is currently registered. Note that an applicant who has completed a number of projects in the last five years and whose cumulative value meets the limit stated above shall be considered.
- h) A contractor applying for an upgrade to Grades 1 and 2 should have completed, within **the past** five years, two projects whose value should not be less than fifty percent (50%) of the limit on tender value for the Grade and Category in which the contractor is currently registered.
- i) Consideration for the upgrade of a contractor will take into account continuous professional development and the contractor's best practice performance assessment. **(Refer to Appendix V)**
- j) Copies of all academic certificates attached must be "Certified True Copies of the original" and must be translated into the English language by Zambia Qualification Authority (ZAQA).
- k) A verification exercise to ascertain the capacity and credibility of the applicants may be undertaken.
- l) **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. Shareholders with higher qualifications and experience in a relevant Construction-related field may be considered for higher grades.**
- m) Applicants must be a Limited Liability Company.
- n) All applicants applying after 31<sup>st</sup> January, should attach the **VALID** NCC Registration Certificate for that current year and those applying on or before 31<sup>st</sup> January should attach a copy of the previous year certificate.
- o) Submissions can be deposited at designated Regional Offices, whose addresses are indicated above.

**COMPANY NAME:**

<b>FOR OFFICIAL USE ONLY</b>		
Date Application Form Received: .....		Foreign <input type="checkbox"/> <b>Zambian</b> <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: -

Tel No/s: ..... Mobile Phone No. /s ..... Postal: .....

E-mail: ..... Town: .....

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

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

**2.0 TECHNICAL DATA**

**2.1 KEY PERSONNEL-PROFESSIONAL (Refer to Appendix 1)**

*(Architects, Building Scientists, Engineers, Surveyors, Quantity 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 (Refer to Appendix 1)**

*(Construction/ Engineering based Diploma 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: .....

**Certificates / Documents Which MUST Be Attached:** a) Certified copies of all 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	Owned/ Rented
1				
2				

**Documents which MUST be attached:**

Certified copies of documents proving ownership i.e. Title Deeds, Letters of Offer, etc.

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

(Attach separate sheet where space is not enough):

No	Type	Make	Capacity (M/Ton/Hp)	Condition (Good/Fair)	Owned/ Leased
1					
2					
3					
4					
5					

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

Proof of ownership of all off-road vehicles, plant, and equipment owned by the company/entity (Copies of registration certificates for all vehicles and plant owned by the entity

a) Lease or hire agreements for vehicles, plant, and equipment that are not owned by the entity

**2.5 CONTRACTS COMPLETED BY THE COMPANY/FIRM WITHIN THE PAST FIVE YEARS**

(Attach separate sheet where space is not enough):

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

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

- a) Copies of Completion / 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	End Date	Project Registration No.

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

- a) Copies of the contract or letter of acceptance or latest Interim Payment Certificates for each project,

**2.7 TECHNICAL REFEREES:**

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

Consulting Architectural/ Engineering/ Quantity Surveying Firm	Contact Person	Physical Address	Telephone No.	Fax No.	Email

**2.8 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 Firm	Contact Person	Physical Address	Tel No.	Email

**3.0 GRADE AND CATEGORY APPLIED FOR**

Space below has been provided to indicate the Grade and Category being applied for.

CURRENT GRADE (2, 3, 4, 5, 6 and B)	GRADE APPLIED FOR (1, 2, 3, 4, 5 and A)	CATEGORIES (B, C, E, R, M, ME, S)	MINING SERVICES OR SPECIALIST SUB-CATEGORY

Note that each Category has to be paid for separately in case of multiple registrations. Attach current NCC certificate(s)

**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 ..... 20.... by the shareholder or Signatory appointed by power of attorney

<b>Name (Print)</b>	<b>Signature</b>	<b>Title/Designation</b>
Witnessed by:		
<b>Name (print)</b>	<b>Signature</b>	<b>Title/Designation</b>

**Before me:**.....  
 Commissioner for Oaths/Notary Public

**GUIDELINES FOR VARIOUS CLASSIFICATIONS** **APPENDIX I**

	CLASSIFICATION GRADE >	1	2	3	4	5	A
1	Professional Staff - Reg. Eng. / QS / Arch. (CVs to be included)	4 No.	3 No.	2 No.	-	-	3 No.
2	Technical Staff - Technicians (Construction related qualification, CVs to be included)	5 No.	4 No.	3 No.	2 No.	1 No.	4 No.
3	Accounting personnel (Higher qualification)	1 No.	1 No.	1 No.	-	-	1 No.
4	Accounting personnel (Basic qualification)				1 No.	-	-
5	Audited Accounts to IAS in English	Yes	Yes	Yes	-	-	Yes
6	Financial Statements Certified by ZICA Member	-	-	-	Yes	-	-
7	Limitation on Contract Value to be Tendered - Category B	>K55 m	>K25m-K55m	>K13m-K25m	>K9m-K13m	>K4m-K9m	
8	Limitation on Contract Value to be Tendered - Category C	>K60 m	>K30-K60m	>K20m-K30m	>K13 m-K20m	>K4-K13m	
9	Limitation on Contract Value to be Tendered - Category R	>K150 m	>K60m-K150m	>K30m-K60m	>K20 m-K30m	>K6m-K20m	
10	Limitation on Contract Value to be Tendered – Category M	>K150 m	>K35m-K150m	>K20m-K35m	>K13 m-K20m	>K4m-K13m	
11	Limitation on Contract Value to be Tendered - Category E	>K150 m	>K40m-K150m	>K20m-K40m	>K13 m-K20m	>K6m-K13m	
12	Limitation on Contract Value to be Tendered - Category ME	>K150 m	>K40m-K150m	>K20m-K40m	>K13 m-K20m	>K6m-K13m	
13	Limitation on Contract Value to be Tendered - Category S	-	-	-	-	-	>K10m

**MINIMUM TURNOVER REQUIRED**

The best annual turnover in any one year during the past 5 years (certified and/or invoiced) should be 50% of the prescribed maximum tender value for the Grade in which the contractor is currently registered.

CATEGORY	GRADES					
	1	2	3	4	5	A
Category B	K27.5m	K12.5m	K6.5m	K4.5m	K0.00	-
Category C	K30m	K15.0m	K10.0m	K5.0m	K0.00	-
Category R	K75m	K30.0m	K15.0m	K10.0m	K0.00	-
Category M	K75m	K17.5m	K10.0m	K6.5m	K0.00	-
Category E	K75m	K20.0m	K10.0m	K6.5m	K0.00	-
Category ME	K75m	K20.0m	K10.0m	K6.5m	K0.00	-
Category S	-	-	-	-	-	K3.375m

**APPENDIX III****TABLE FOR MINIMUM EQUIPMENT CLASS PER GRADE**

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	CLASS A
HEAVY DUTY	3	2	1	0	0	0
MEDIUM DUTY	4	3	2	1	0	1
LIGHT DUTY	5	4	3	1	1	2

**EXAMPLES OF EQUIPMENT CLASS**

<b>Heavy Duty Equipment (above 40 tons)</b> Bulldozer, Low bed, Cranes, Grader, Excavator, Scrapper,	<b>Medium Duty equipment (20 to 40 tons)</b> TLB, Tipper, Light truck,	<b>Light Duty equipment (below 20 tons)</b> Utility van, Concrete Mixer
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**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 IV****RECOMMENDED CPD COURSES**

The following courses under the NCC National Construction School are among the recommended training 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 Training from recognized institutions shall be considered under CPD requirements for registration with NCC

**APPENDIX V****5.0 FEES****FEE STRUCTURE FOR FOREIGN CONTRACTORS**

CLASSIFICATION AND GRADE	GRADE 1
<b>REGISTRATION FEE</b>	<b>K150, 000.00</b>

<b>EXPRESS REGISTRATION FEES</b>	<b>K250,000.00</b>
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**FEE STRUCTURE FOR ZAMBIAN CONTRACTORS**

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	CLASS A
<b>REGISTRATION FEE</b>	<b>K17,500.00</b>	<b>K 13, 075.00</b>	<b>K8, 750.00</b>	<b>K 2, 225.00</b>	<b>K 1, 150.00</b>	<b>K8,750.00</b>

<b>Express Registration Fee</b>	<b>K34,550.00</b>	<b>K25, 875.00</b>	<b>K17, 275.00</b>	<b>K4,285.00</b>	<b>K2,190.00</b>	<b>K17,275.00</b>
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**NOTE: Only select a Grade where all criteria can be met by the company. Ensure that you meet all the requirements for the Grade and Category that you intend to apply for before you make any payment as 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 circumstances shall not be carried forward to the next registration year.**

## 6.0 BANK DETAILS

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

Account Name: NATIONAL COUNCIL FOR CONSTRUCTION				
<b>Bank:</b> ABSA Bank Zambia PLC <b>Branch:</b> Longacres <b>Account No:</b> 17-5121854 <b>Swift Code:</b> BARCZMLXXX	<b>Bank:</b> Atlas Mara Zambia <b>Branch:</b> Lusaka Corporate <b>AccountNo:</b> 0010300544005 <b>Swift Code:</b> ZFBAZMLU	<b>Bank:</b> First National Bank (FNB) <b>Branch:</b> Commercial <b>Account No:</b> 0062668217998 <b>Swift Code:</b> FIRNZMLX	<b>Bank:</b> Zambia Industrial Commercial Bank <b>Branch:</b> Lusaka Business Centre <b>Account No:</b> 1010036463174 <b>Swift Code:</b> ZICBZMLU	<b>Bank:</b> Zambia National Commercial Bank (ZANACO) <b>Branch:</b> Acacia Park <b>Account No:</b> 5833688300193 <b>Swift Code:</b> ZNCOZMLU

## APPENDIX VI

### SCRUTINY CHECKLIST FOR VARIOUS GRADES FOR UPGRADE REGISTRATION (DOCUMENTS TO ATTACH)

GRADE 1 TO 4			GRADE 5		
1	Original Proof of Payment		1	Original Proof of payment	
2	Valid Workers' Compensation Registration		2	Proof of works done (Completion certificates and Proof of final payments).	
3	Valid NAPSA Registration		3	Proof of Asset ownership or lease – Movable	
4	Current Year PACRA Computer Printout		4	Current Year PACRA Computer Printout	
5	Audited Accounts for Grades 1 to 3 and Certified Accounts by ZICA Member for Grade 4 (Any one year during the past 3 years)		5	Certificate and CV for Key Technical Staff (Refer to Appendix I)	
6	Proof of works done (Completion certificates and Proof of final payments)		6	All Copies of academic certificates to be Certified as True copies of the original	
7	Proof of Asset Ownership or lease – Fixed/Movable		7	Declaration to be signed by the applicant, a witness and Commissioner for Oaths (Page 4)	
8	Certificates and CVs for Key Professionals (Refer to Appendix I)		8	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder	
9	Certificates and CVs for Technical Staff (Refer to Appendix I)		9	Valid NCC Certificate	
10	All Copies of academic certificates to be Certified as True copies of the original				
11	Declaration to be signed by the applicant, a witness, and Commissioner for Oaths (Page 4)				
12	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder				
13	Valid NCC Certificate				