



REGISTRATION OF CONTRACTORS - 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 FORM FOR SHORT TERM PROJECT BASED REGISTRATION FOR FOREIGN 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

- a) Please fill in the form completely as provided and bind it with all necessary attachments. Print clearly using ink.
Incomplete applications will not be processed.
- b) All applicable fees must be deposited directly into the Bank accounts whose details are provided herein
- c) All applicable fees paid to the NCC are **Non-refundable and Non-transferable**. Electronic Bank transfers will only be received after two days of the transfer and/or upon confirmation that the funds have cleared.
- d) Companies intending to register under this Category must be Limited Liability Companies fully registered from their country of origin and must attach an equivalent certificate of registration from their construction industry registration entity.
- e) Contractor to attach a letter of commitment on their letterhead and duly signed stating that once they complete the specific contract, they shall wind up their business and not engage in any other construction business unless they apply for permanent registration. (Standard template attached).
- f) Copies of all certificates attached must be "Certified True Copies of the original" and where applicable must be translated into English language.
- g) Ensure that your application for EXPRESS registration is approved by NCC before Express registration fees are paid.
- h) The Short term project based Registration Certificate is only valid for six (6) months. Both the Contractor and the Client should ensure they inform the Council of any extension of time awarded two (2) weeks before the contract expiry date. Proof to this extension including claims and letters of grant must be attached. Extension of time up to thirty (30) days will attract 25% charge of fees paid. Full annual registration fees will be required to be paid should the period of extension go beyond thirty (30) days.
- i) The Contractor has two (2) weeks to notify the Council about project completion from date the works are concluded and signed off. Failure to do so will attract 100% charge of fees paid.
- j) This registration is strictly project based. Once issued, Contractors are only allowed to execute works as allowed for on their NCC registration Certificate.

COMPANY NAME:

FOR OFFICIAL USE ONLY

Date Application Form Received :

Date of Approval:

APPROVED FOR REGISTRATION :-		Remarks
Grade	Category	
A	Specialist Works in full
	
	
	

Approved by:

Signature:

1.0 PROJECT INFORMATION

1.1 PROJECT DETAILS

1.1.1 Project Name:
Total Project Value/ Contract sum: Contract Period:
Expected Start date: Expected Finish Date:.....

1.2 PROJECT LOCATION

1.2.1 Plot/ Stand No.: Street:
Suburb/ Area/ Township:Province:

1.3 CLIENT DETAILS

1.3.1 Registered Local Office Address:
Physical:
Postal: E-mail:
Tel No: Mobile Phone No.:

1.4 COMPANY DETAILS

1.4.1 Head Office Address outside Zambia:
Physical:
Postal: E-mail:
Tel No: Mobile Phone No.:

1.4.2 Contractor’s shareholders and directors and/ or partners of firm whose signatures will carry authority in decision-making matters.

Name	Passport No. or ID No.	Citizenship	Shareholder (%)	Qualifications

2.0 TECHNICAL DATA

2.1 KEY PERSONNEL - PROFESSIONAL – TECHNICIANS - ARTISANS

(Attach separate sheet where space is not enough):

2.1.1 Name: Position in company or firm:
NRC / Passport No: Mobile phone:

2.1.2 Name: Position in company or firm:
NRC / Passport No: Mobile phone:

2.1.3 Name: Position in company or firm:
NRC / Passport No: Mobile phone:

Certificates / Documents That MUST Be Attached:

- a) Certified copies of all Certificates
- b) Curriculum Vitae

3.0 CATEGORIES OF CONSTRUCTION ACTIVITIES

Refer to **Appendix I** for Categorisation Guidelines
Indicate the Category of Registration, which you wish to apply.
Note: Only select one category where all criteria can be met by the firm.

SPECIALIST CODE (i.e. Sa,... to Sz)	SPECIALIST WORKS (Specify Specialist Category in Full)

4.0 DECLARATION BY THE APPLICANT

We declare that all the particulars and information provided in this application are complete, correct and true and 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 registration fees paid to the National Council for Construction shall be forfeited.

We declare that in the event that the nature of our business changes and/or we no longer carry out operations in terms of our registration as a contractor, **and when the project comes to a close as per short term project based registration guidelines**, we will notify the National Council for Construction failure to which our registration may be revoked or our classification grade and categorisation as a contractor may be revised.

We declare that the premises that 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 declare that we shall abide by the contractor’s code of conduct and be liable to be penalized should we abrogate its provisions. We declare not to offer any bribe(s) or any form of inducement prior, during or after registration, tendering and contract execution. We will not permit anyone (employee, company representative or agent) to do so on our behalf.

Declared atthis 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 included.

Authorised signatory by power of attorney:

Name (print)	Signature	Title/Designation

Witnessed by:

Name (print)	Signature	Title/Designation

Before me:.....
Commissioner of Oaths/Notary Public

CATEGORISATION OF CONTRACTORS		
CODE	Specialist Categories	CONSTRUCTION ACTIVITY
S	Category Code	Specialist Works
	Sa	Bricklaying Works
	Sb	Plumbing Works Painting Works
	Sc	Painting Works
	Sd	Water supply infrastructure and associated water works
	Se	Electrical Works
	Sf	Quarrying and Crushing Works
	Sg	Air Conditioning, Mechanical and Refrigeration Installations
	Sh	Flooring (tiling and /or Terrazzo) works
	Si	Interior and Exterior Decorations
	Sj	Water proofing works
	Sk	Office fit outs and Carpentry works
	Sl	Landscaping and Gardening Works
	Sm	Mechanical services and ventilation systems
	Sn	Glazing works
	So	Aluminum Works, Partitions and Ceiling finishes
	Sp	Premix Concrete works
	Sq	Road furniture, signage and Markings
	Sr	Rigging
	Ss	Security installations, Access control CCTV installations
	St	Off Carriageway Rehabilitation and Maintenance
	Su	Demolition
	Sv	Firefighting Installation
	Sw	Scaffolding Works
	Sx	Termite and Chemical application
	Sy	Mining and Mining Development
	Sz	Other Specialist Installations

APPENDIX II

FEE STRUCTURE

PROJECT VALUE RANGE	AMOUNT (KWACHA)	EXPRESS FEES (KWACHA)
K 250, 000 to K 500, 000	K 17, 500	K 27, 850
K 500, 001 to K 1, 000, 000	K 26, 950	K 40, 000
K 1, 000, 001 to K 5, 000, 000	K 40, 000	K 65, 500
ABOVE K5, 000, 000	K 70, 000	K 120, 000

APPENDIX III

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

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

SCRUTINY CHECKLIST FOR SHORT TERM PROJECT BASED REGISTRATION (DOCUMENTS TO ATTACH)

GRADE A								
1	Proof of Payment of NCC fees		4	Certificates and CVs for all staff		7	Attach immigration permits for personnel coming into the country	
2	Proof of Registration from Country of origin (Certificate of Incorporation)		5	Letter of Power of Attorney or Board Resolution to be signed by company shareholders		8	Declaration to be signed by the Contractor and Commissioner of Oaths	
3	Shareholding certificate from companies registration agency from country of origin		6	All Copies to be Certified as True copies of the original and must have a validity period of 3 months.		9	Letter of contract award on a letterhead of the client and addressed to contractor, signed and dated	

NOTE:

1. The Client remains responsible for the Contractor throughout the period of engagement until completion of the project.
2. Charges levied against the Contractor by failure to adhere to the National Council for Construction Code of Conduct during this period will be borne by the client.

APPENDIX V

SAMPLE OF POWER OF ATTORNEY LETTER

We the undersigned, hereby authorize Mr./Mrs./ Ms./Dr. to act on our behalf in all matters relating to this application for registration, including signing of all documents relating to these matters.

Any acts carried out by Mr./Mrs./ Ms./Dr. on our behalf shall have the same effect as acts of our own.

This authorization is valid for this application only and will stay effective until further written notice.

.....
(COMPANY NAME)

Sincerely,

.....
Shareholder Name

.....
Shareholder Name

.....
Sign

.....
Date

.....
Sign

.....
Date