



### REGISTRATION FOR CONTRACTORS - 2025

**HEAD OFFICE**

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[ncc@ncc.org.zm](http://ncc.org.zm)

**CENTRAL REGION**

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**NORTHERN REGION**

Room 213 Mukuba Pension House P.O Box 23163, Kitwe  
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**SOUTHERN REGION**

Stand No. 252 Malima Street, Mochipapa, P.O. Box 630688, Choma  
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### APPLICATION FORM FOR GRADE 6 FIRST REGISTRATION OF CONTRACTORS

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

**INSTRUCTIONS TO APPLICANTS**

**THIS FORM SHOULD NOT BE SOLD**

- a. This application is strictly for Zambian Contractors wishing to apply in grade six (6) only.
- b. This form can be used for applying in more than one category and payments can be done 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 spiral or better with all necessary attachments. Print clearly using ink. Incomplete and unbound applications will not be processed.
- d. All applicable 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 applicable fees paid to the NCC are Non-refundable and Non-transferable. Ensure that you meet all the requirement before you make any payment.
- g. Electronic Bank transfers will only be receipted upon confirmation.
- h. At least one of the shareholders or directors for applicants applying for registration must have undergone formal training in a construction related field. Training should be minimum accredited certificate.
- i. Copies of all certificates attached must be "Certified True Copies of the original" and where applicable must be translated into English language.
- j. Submissions can be deposited at designated Regional Offices, whose addresses are indicated above.
- k. Ensure that your application for EXPRESS registration is scrutinised and approved by NCC before Express registration fees are paid.

**COMPANY NAME:**

**FOR OFFICIAL USE ONLY**

Date Application Form Received: \_\_\_\_\_ No. of Certificates of Registration Applied For

**6**

APPROVED FOR REGISTRATION:

Date approved: \_\_\_\_\_

Remarks: NOT APPROVED  APPROVED

Category	Sub Category (Mining - Specialist)

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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 (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

1.6 Ownership: Please tick appropriate box:

MALE OWNED (100% Male presence)	<input type="checkbox"/>	MALE DOMINATED (More than 50% Male presence)	<input type="checkbox"/>	FEMALE OWNED (100% Female presence)	<input type="checkbox"/>	FEMALE DOMINATED (More than 50% Female presence)	<input type="checkbox"/>	EQUAL SHARES (50/50)	<input type="checkbox"/>	CORPORATE SHARES	<input type="checkbox"/>
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1.7 Bank account details of the entity's Bankers:

1.7.1 Bank Name: ..... Account Number: .....  
 Branch: ..... Address: .....

**Documents which MUST be attached:** Bank reference letter or Latest Bank statement

**2 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 Category(ies) of Registration, which you wish to apply.

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

GENERAL CATEGORY ONLY		6
No	(Indicate B, C, R, E or ME)	
1		
2		
3		
4		
5		
6		

MINING SERVICES ONLY		M
No	(Specify Mining Sub-Category in Full)	
1		
2		
3		
4		
5		
6		

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

**3 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 registration 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 to abide by the contractor code of conduct and all the provisions of the NCC Act no. 10 of 2020.

Declared at..... this ..... day of ..... 20..... by the shareholder or appointed 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 of Oaths/Notary Public

**APPENDIX I**

<b>CATEGORISATION OF CONTRACTORS</b>		
<b>CODE</b>	<b>Type of Category</b>	<b>CONSTRUCTION ACTIVITY</b>
<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>Specify</b>	<b>Mining Services - Construction Works within the Mining Areas</b>
	<b>Sub-Category</b>	<i>Choose ONE Sub-Category from the list below and clearly circle it in ink:</i>
	<b>B</b>	Mining – Building and Housing
	<b>C</b>	Mining – Civil Engineering Works
	<b>R</b>	Mining – Road Works (Including overburden stripping)
	<b>E</b>	Mining – Electrical, Instrumentation & Telecommunication
	<b>ME</b>	Mining – Mechanical Engineering Works
	<b>M</b>	Mining – Quarrying (Including drilling, blasting and crushing)

**APPENDIX II**

**APPENDIX III**

**GUIDELINES FOR VARIOUS CLASSIFICATIONS**

LIMITATION ON CONTRACT VALUE TO BE TENDERED					
1	Category B	K1- K4.0m	4	Category R	K1- K6.0m
2	Category C		5	Category E	
3	Mining Services		6	Category ME	

FEE STRUCTURE FOR GRADE 6 CONTRACTORS	
<b>Registration Fee</b>	<b>K750.00</b>
<b>Total Express registration fee</b>	<b>K1,500.00</b>

Express registration takes up to a maximum of 5 working days.

**4 BANK DETAILS**

<b>Account Name:</b> 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> Access Bank Zambia <b>Branch:</b> Lusaka Corporate <b>Account No:</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	<b>NOTE</b> <i>All applicable fees must be deposited directly into the National Council for Construction Bank accounts provided herewith</i>

**5 SCRUTINY CHECKLIST FOR FIRST REGISTRATION (DOCUMENTS TO ATTACH)**

1	Original Proof of Payment	
2	Certificate of Incorporation/ Registration	
3	Current (year) PACRA computer printout/ or the Registrar of Society's' stamped copy of share register in the case of Cooperatives.	
4	Valid ZRA Tax Clearance Certificate	
5	Proof of a Company Bank Account (Bank Reference Letter or Bank Statement issued within the last 6 months)	
6	Shareholder or Director Qualification (Certificates)	
7	All Copies of academic qualifications to be Certified as True copies of the original	
8	Declaration to be signed by the applicant, the witness and Commissioner for Oaths (Page 3)	
9	Letter of Power of attorney if Declaration is signed by anyone else other than a shareholder	