



URA/ 3

REGISTRATION OF CONTRACTORS 2025

HEAD OFFICE

Plot 1612/1623 Luchengo Road,
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Light Industrial Area
P.O. Box 39548
Lusaka, Zambia
Tel: +260-211-247185 / +260- 1-240386
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CENTRAL REGION

Plot No. 30741
Off Lubansenshi Road
Olympia Park, Lusaka, Zambia
Tel: +260-211-293908/6
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

SOUTHERN REGION

Stand No. 252
Malima Street, Mochipapa,
P.O. Box 630688 Choma, Zambia
Tel/Fax: +260-213-221167
southernregion@ncc.org.zm

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APPLICATION FORM FOR UPGRADING OF REGISTRATION

[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
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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 31st January, should attach the **VALID** NCC Registration Certificate for that current year and those applying on or before 31st 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:

FOR OFFICIAL USE ONLY			
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	Not Approved <input type="checkbox"/> Approved <input type="checkbox"/>
Grade	Category	Sub Category (Mining or Specialist)	
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, or 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

Name (Print)

Signature

Title/Designation

Witnessed by:

Name (print)

Signature

Title/Designation

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. Arch /Eng. / QS (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	>K55m	>K25m- K55m	>K13m- K25m	>K9m- K13m	>K4m- K9m	
8	Limitation on Contract Value to be Tendered - Category C	>K60m	>K30- K60m	>K20m- K30m	>K13m- K20m	>K4- K13m	
9	Limitation on Contract Value to be Tendered - Category R	>K150m	>K60m- K150m	>K30m- K60m	>K20m- K30m	>K6m- K20m	
10	Limitation on Contract Value to be Tendered – Category M	>K150m	>K35m- K150m	>K20m- K35m	>K13m- K20m	>K4m- K13m	
11	Limitation on Contract Value to be Tendered - Category E	>K150m	>K40m- K150m	>K20m- K40m	>K13m- K20m	>K6m- K13m	
12	Limitation on Contract Value to be Tendered - Category ME	>K150m	>K40m- K150m	>K20m- K40m	>K13m- 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

Heavy Duty Equipment (above 40 tons)	Medium Duty equipment (20 to 40 tons)	Light Duty equipment (below 20 tons)
Bulldozer, Low bed, Cranes, Grader, Excavator, Scrapper,	TLB, Tipper, Light truck,	Utility van, Concrete Mixer

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

Built Environment Training from recognised 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
REGISTRATION FEE	K187, 500.00
EXPRESS REGISTRATION FEES	K375,000.00

FEE STRUCTURE FOR ZAMBIAN CONTRACTORS

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	CLASS A
REGISTRATION FEE	K17,500.00	K 13, 075.00	K8, 750.00	K 2, 225.00	K 1, 150.00	K8,700.00
Express Registration Fee	K34,550.00	K25, 875.00	K17, 275.00	K4,285.00	K2,190.00	K17,235.00

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				
Bank: ABSA Bank Zambia PLC Branch: Longacres Account No: 17-5121854 Swift Code: BARCZMLXXX	Bank: Access Bank Zambia Branch: Lusaka Corporate AccountNo: 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

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.	
4	Audited Accounts for Grades 1 to 3 and Certified Accounts by ZICA Member for Grade 4 (Any one year during the past 3 years)		4	Certificate and CV for Key Technical Staff (Refer to Appendix I)	
5	Proof of works done (Completion certificates and Proof of final payments)		5	All Copies of academic certificates to be Certified as True copies of the original	
6	Proof of Asset Ownership or lease – Fixed/Movable		6	Declaration to be signed by the applicant, a witness and Commissioner for Oaths (Page 4)	
7	Certificates and CVs for Key Professionals (Refer to Appendix I)		7	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder	
8	Certificates and CVs for Technical Staff (Refer to Appendix I)		<p>NOTE:</p> <p>Only select a Grade where all criteria can be met by the entity.</p> <p>Ensure that you meet all the requirements for the Grade and Category that you are applying for before you make any payment.</p> <p>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</p>		
9	All Copies of academic certificates to be Certified as True copies of the original				
10	Declaration to be signed by the applicant, a witness, and Commissioner for Oaths (Page 4)				
11	Letter of Power of Attorney if declaration is signed by anyone else other than a shareholder				