

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 8 OF 2008

The National Council for Construction Act
(Act No. 13 of 2003)**The National Council for Construction**
(Forms and Fees) (Amendment) Regulations, 2008

IN EXERCISE of the powers contained in section *twenty-seven* of the National Council for Construction Act, 2003 the following Regulations are hereby made:

- | | |
|---|--|
| <p>1. These Regulations may be cited as the National Council for Construction (Forms and Fees) (Amendment) Regulations, 2008, and shall be read as one with the National Council for Construction (Forms and Fees) Regulations 2005, in these Regulations referred to as the principal Regulations.</p> | <p>Title

S. I. No. 32 of 2005</p> |
| <p>2. The Principal Regulations are amended by the repeal of the First Schedule thereto and the substitution thereof of the First Schedule set out in Appendix I to these Regulations.</p> | <p>Repeal and replacement of First Schedule</p> |
| <p>3. The Principal Regulations are amended by the Second repeal of the Second Schedule thereto and the substitution Schedule therefore of the Second Schedule set out in Appendix II to these Regulations.</p> | <p>Repeal and replacement of Second Schedule</p> |

APPENDIX I
(Regulation 2)
FIRST SCHEDULE
(Regulation 2)

Form I

APPLICATION FOR REGISTRATION OF CONTRACTORS

In terms of The National Council for Construction Act (Act No. 13 of 2003)
(Section 7 (1))

Instructions to Applicants:

- (a) Print clearly using ink;
- (b) Attach a separate sheet where space on the form is limited;
- (c) Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into the English language;
- (d) Completed applications are to be submitted to the respective Association Secretaries:

*Copies of this Statutory Instrument can be obtained from the Government Printer,
P.O. Box 30136, 10101 Lusaka. Price K5,000 each.*

Association of Building and Civil Engineering
Contractor
P O Box 32056, Lusaka

National Association of Small-Scale
Contractors
P O Box 36642, Lusaka

1.0 COMPANY DETAILS

- 1.1 Name of Registered Company or firm.....
- 1.2 Trading Name (if different)
- 1.3 Registered Office Address:-
Physical
- Postal
- Tel No/s: Fax No:
- E-mail:
- 1.4 Branch Office/s Address/s in/or outside Zambia (if different):-
Physical.....
- Postal
- Tel No/s: Fax No:
- E-mail:
- 1.5 State whether Listed Company / Limited Company / Partnership or Sole Proprietor
.....
- 1.6 Description of business / contracting activities:
.....
.....
- 1.7 Share holders, directors, managers, partners of firms whose signatures will carry
authority in decision making matters.

<i>Name</i>	<i>Position</i>	<i>Passport No. / NRC No.</i>	<i>Status (Citizen/ Resident / Non- resident</i>	<i>Shareholding (%)</i>

1.8 State the name, branch, account number, address and contact details of the firms Bankers:

- 1.8.1 Bank Name: Branch:
 Account No.: Address:
 Contact Person: Tel No: Fax No:
- 1.8.2 Bank Name: Branch:
 Account No.: Address:
 Contact Person: Tel No: Fax No:

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED:

- (a) Company or firms registration certificate (if applicable)
 (b) Investment Licence Certificate (if applicable)
 (c) Proof of registration with the Workers' Compensation Fund Control Board
 (d) Proof of registration with National Pensions Scheme Authority (NAPSA)
 (e) Audited financial statements relating to the immediate preceding five years
 (f) Bank reference

2.0 TECHNICAL DATA

2.1 **Key Personnel – Professional** (if not enough space attach separate sheet):

- 2.1.1 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Profession: Professional Membership:
 Professional Membership No: Validity of Membership (date):
- 2.1.2 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Profession: Professional Membership:
 Professional Membership No: Validity of Membership (date):
- 2.1.3 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Profession: Professional Membership:
 Professional Membership No: Validity of Membership (date):

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED:

- (a) Certified copies of all degrees/certificates
 (b) Certified copies of professional registration

2.2 Key Personnel – Skills based (if not enough space attach separate sheet):

- 2.2.1 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Skills:
 Courses attended / Training received:
- 2.2.2 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Skills:
 Courses attended / Training received:
- 2.2.3 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Skills:
 Courses attended / Training received:
 Skills:
 Courses attended / Training received:
- 2.2.4 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Skills:
 Courses attended / Training received:
- 2.2.5 Name: Position in company or firm:
 Date of Birth: NRC / Passport No:
 Date Employed: Education level:
 Skills:
 Courses attended / Training received:

REGISTRATION RENEWAL FORM FOR CONTRACTORS

In terms of the National Council for Construction Act (Act No. 13 of 2003)

(Section 7 (8))

INSTRUCTIONS TO APPLICANTS:

- (a) This form is specifically meant for Contractors in Grades 1 to 5 intending to renew their registration with NCC.
- (b) Print clearly using ink
- (c) Completed application forms are to be submitted to the respective Association Secretaries:

Association of Building & Civil Eng. Contractors
 P. O. Box 32056
 LUSAKA

National Association for Small
 Scale Contractors
 P. O. Box 36642
 LUSAKA

1.0 COMPANY DETAILS

1.1 Name of registered Company

1.2 Trading Name (if different)

1.3 Registered Office Address:-

Physical

Postal

Tel no/s: Fax No.

E-mail:

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

Physical

Postal

Tel no/s: Fax No.

E-mail:

1.5 Description of business / contracting activities:

1.6

.....

2.0 GRADE AND CATEGORIES OF CONSTRUCTION ACTIVITIES

Indicate the grade and category of construction in which you were registered. Please mark with an "X" in the boxes below.

Grade	
Main category	

Sub-categories			
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2.1 TECHNICAL DATA

2.2 Key Personnel – Professional (if not enough space attach separate sheet)

2.2.1 Name: Position in company or firm:

Date of Birth: NRC/Passport No:

Date Employed: Education level:

Profession: Professional Membership:

Professional Membership No: Validity of Membership (date):

2.2.2 Name: Position in company or firm:

Date of Birth: NRC/Passport No:

Date Employed: Education level:

Profession: Professional Membership:

Professional Membership No: Validity of Membership (date):

2.2.3 Name: Position in company or firm:

Date of Birth: NRC/Passport No:

Date Employed: Education level:

Profession: Professional Membership:

Professional Membership No: Validity of Membership (date):

