

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT No. 2 OF 2006

**The National Council for Construction Act
(Act No. 13 of 2003)**

**The National Council for Construction (Forms and
Fees)(Amendment) Regulations, 2006**

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

- | | |
|---|--|
| 1. These Regulations may be cited as the National Council for Construction (Forms and Fees) (Amendment) Regulations, 2006 and shall be read as one with the National Council for Construction (Forms and Fees) Regulations 2006, in these Regulations referred to as the principal Regulations. | Title

S. I. No. 32
of 2005 |
| 2. Regulation 2 of the principal Regulations is amended by the deletion of the word "form" wherever it appears and the substitution therefor of the word "forms". | Amendment
of Regulation
2 |
| 3. The principal Regulations are amended by the repeal of the First Schedule and the substitution therefor of the First Schedule set out in Appendix I to these Regulations. | Repeal and
replacement
of First
Schedule |
| 4. The principal Regulations are amended by the repeal of the Second Schedule and the substitution therefor of the Second Schedule set out in Appendix II to these Regulations. | Repeal and
replacement
of Second
Schedule |

APPENDIX I

(Regulation 3)

FIRST SCHEDULE

(Regulation 2)

FormNCC 1

APPLICATION FOR REGISTRATION OF CONTRACTORS

(Section 7)

Instructions to Applicants:

- a) Print clearly using black 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:

Association of Building and Civil Engineering Contractors
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

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1.6 Description of business / contracting activities:

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- 1.7 Particulars of 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>Share holding (%)</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:

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 Workman's Compensation Fund Control Board
 (d) Audited financial statements relating to the immediate preceding five years
 (e) 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:

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:

CERTIFICATES/DOCUMENTS WHICH MUST BE ATTACHED:

- (a) Copies of Completion / Final Payment Certificates of each completed project
or
(b) Reference from the Consulting Engineers / Architects regarding each completed project
or
(c) Reference from the Clients / Employers with respect to each completed project

2.5 *Contracts on hand* (if not enough space attach separate sheet):

<i>Project Name</i>	<i>Client / Employer</i>	<i>Consulting Engineer / Architect</i>	<i>Contract Value</i>	<i>Expected Date of Completion</i>

CERTIFICATES/DOCUMENTS WHICH MUST BE ATTACHED:

- (a) Copies of the latest Interim Payment Certificates for each project
or
(b) Reference from the Consulting Engineers / Architects regarding progress on each project
or
(c) Reference from the Clients / Employers regarding each project

2.6 *Technical referees:*

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

<i>Consulting Engineering Architectural / Quantity Surveying Firm</i>	<i>Contact Person</i>	<i>Physical Address</i>	<i>Telephone No.</i>	<i>Facsimile No.</i>	<i>E-mail</i>

2.7 *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.

<i>Client Employer</i>	<i>Contact Person</i>	<i>Physical Address</i>	<i>Telephone No.</i>	<i>Facsimile No.</i>	<i>E-mail</i>

CATEGORIES OF CONSTRUCTION ACTIVITIES

<i>Category Code</i>	<i>Type of Category</i>	<i>Construction Activity</i>	<i>Select Mark with "X"</i>
B	Main Category	General Building and Housing	
Ba	Sub-category	Air Conditioning, Mechanical and Refrigeration Installations	
Bb	Sub-category	Aluminium and Steel Works, Partitions and Ceiling Services	
Bc	Sub-category	Painting Glazing, Interior and Exterior Decorating Services	
Bd	Sub-category	Electrical Installations	
Be	Sub-category	Flooring and Tiling Services	
Bf	Sub-category	Landscaping and Gardening Services	
Bg	Sub-category	Plumbing and Sanitary Installations	
Bh	Sub-category	Carpentry, Joinery, Roofing and Waterproofing Services	
C	Main Category	General Civil Engineering Works	
Ca	Sub-category	Bridges and Structures	
Cb	Sub-category	Precast and Pre-stressed Concrete	
Cc	Sub-category	Piling and Foundation Engineering	
Cd	Sub-category	Structural Steel Engineering	
Ce	Sub-category	Harbours and Ports	
Cf	Sub-category	Public Health Engineering Works (Inc. Water, Drainage and Sewerage)	
Cg	Sub-category	Borehole Drilling	
Ch	Sub-category	Railways	
R	Main Category	General Roads and Earthworks	
Ra	Sub-category	Bituminous Surfacing and Paving Applications	
Rb	Sub-category	Drainage Structures	
Rc	Sub-category	Off-carriageway Rehabilitation and Maintenance	
Rd	Sub-category	On-carriageway Rehabilitation and Maintenance	
Re	Sub-category	Road Furniture, signage and markings	
M	Main Category	General Mining Services	
Ma	Sub-category	Mining - Civil and Building	
Mb	Sub-category	Mining - Roads Earthwork and Dams	
Mc	Sub-category	Mining - Structural Steelworks and piping	
Md	Sub-category	Mining - Drilling and Blasting	
Me	Sub-category	Mining - Quarrying and Crushing	
E	Main Category	Electrical and Telecommunications	
Ea	Sub-category	Heavy current transmission and distribution	

<i>Category Code</i>	<i>Type of Category</i>	<i>Construction Activity</i>	<i>Select Mark with "X"</i>
Eb	Sub-category	Light Current transmission and distribution	
Ec	Sub-category	Civil Works to power stations, sub-stations	
		communication systems	
Ed	Sub-category	Telecommunication network installations	

The contractor to indicate on Annexure I the category of construction in which the firm is experienced. Mark with an "X" in the column next to the selection.

Notes:

- (a) Only select a category or sub-category in which you have proven ability and capacity;
- (b) Only experienced contractors will be considered under the main categories such as "B", "C", "R" and "M";
- (c) Contractors approved under the main categories may carry out construction works in any or all of the sub-categories, e.g. a category "C" contractor may tender for and carry out construction works in sub-categories "Ca", "Cb", "Cc", "Cd", "Ce", "Cf", "Cg" and "Ch".
- (d) A contractor may only select ONE main category or THREE sub-categories in that main category;
- (e) Contractors wishing to apply in more than ONE main category or THREE sub-categories must submit separate applications.

Indicate your selection in the boxes below:

Main category	
Sub-categories	

CLASSIFICATION GRADE OF CONTRACTOR

Classification Grade>	1 Large Scale	2 Large Scale	3 Medium Scale	4 Medium Scale	5 Small Scale	6 Small Scale
Maximum annual turnover in any one year during the past 5 years (certified and/or invoiced)	>K25bn	K15bn to 25bn	k10bn to 15bn	K2bn to 10bn	K1bn to 2bn	
Fixed and movable assets	>K5bn	>K2.5bn	>K1.0bn	>K0.5bn	>K0.1bn	K50mil
Credit and bonding facility (attached letter from Banks, Insurance Companies and Suppliers)	>K5.0bn	>K3.0bn	>K1.5bn	>K0.75bn	>K75mil	K20mil
Professional Staff. Reg. Eng./QS/Arch	>5No.	>4No.	>3No.	>2No.	>1No.	1
Technical Staff-Tech-nicians	>10No.	>6No.	>3No.	>1No.	>1No.	
Skilled Staff-Artisan/ On job training >10 years	>15No.	>9No.	>5No.	>4No.	>3No.	2
Financial/Accountants - CIMA/CIS/ZICA Member	>1No.	>1No.	>1No.	>1No.	>1No.	1
Bookkeeper-Accounting	>1No.	>1No.	>1No.	>1No.	>1No.	1
Diplomate/On job trained bookkeeper>10years						
Audited Financial Statements to IAS in English	Yes	Yes	Yes	Yes	Yes	Yes/No
Limitation on Contract value to be tendered - category B	Unlimited	>K15bn	>K7.5bn	>K3.5bn	>K2.0bn	K0.5bn
Limitation on Contract value to be tendered - category C	Unlimited	>K20.0bn	>K10.0bn	>K5.0bn	>K1.5bn	K0.5bn
Limitation on Contract value to be tendered - category R	Unlimited	>K20.0bn	>K10.0bn	>K5.0bn	>K2.0bn	K0.5bn
Limitation on Contract value to be tendered - category M	Unlimited	>K20.0bn	>K10.0bn	>K5.0bn	>K2.5bn	K0.5bn
Limitation on Contract value to be tendered - category E	Unlimited	>K15bn	>K7.5bn	>K3bn	>K1.5bn	K0.5bn
Select - Mark with "X"						

* No-- for new entrants

* Yes--for these which have been in operation for at least one year

DECLARATION BY THE APPLICANT:

I/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 and membership of the respective Contractors' Association will be terminated.

I/We agree that in the event of revocation of registration any registration fee paid to the National Council for Construction shall be forfeited.

I/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 and categorisation as a contractor may be revised.

I/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.

Declared at.....this 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 attached.

Before me:
Commissioner for Oaths, or Notary Public

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

<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
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<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
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FOR OFFICIAL USE ONLY

- Admitted as a contractor in (1) Category and Classification Grade
- (2) Category and Classification Grade
- (3) Category and Classification Grade

NCC Registration Number

· Application rejected due to

.....
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.....
.....
.....

Dated:

THREE signatories of the designated Registration Committee

Name: Signature:

Name: Signature:

Name: Signature:

APPLICATION FOR RENEWAL OF REGISTRATION OF CONTRACTORS

(Section 7)

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 and Civil
Engineering 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:

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.....

1.6 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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1.7 CERTIFICATES/DOCUMENTS WHICH MUST BE ATTACHED
 - Certified copy of the National Council for Construction Registration Certificate.

1.8 DECLARATION BY THE APPLICANT

I/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 particulars or information provided is found to be untrue or fraudulent, my/our registration as a contractor with the National Council for Construction may be revoked.

I/We also declare that all the documentation that was submitted to the Council for registration for the period January 2005 to December 2005 was correct and true.

I/We agree that in the event of revocation of registration, any registration fees paid to the National Council for Construction shall be forfeited.

I/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 my/our classification and categorisation as a contractor may be revised.

I/We also 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 grades selected by me/us.

Declared at this day of 20.....
 by the following, who are duly authorised to sign for and on behalf of the applicant under authority of the Power of Attorney or Board Resolution which is hereby attached.

Before me:
 Commissioner for Oaths, or Notary Public

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

<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
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<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
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FOR OFFICIAL USE ONLY

- Admitted as a contractor in 1) Category and Classification Grade
- 2) Category and Classification Grade
- 3) Category and Classification Grade

NCC Registration Number

- Application rejected due to

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.....

.....

Dated:

THREE signatories of the designated Registration Committee

Name: Signature:

Name: Signature:

Name: Signature:

APPENDIX 2

SECOND SCHEDULE

(Regulation 4)

PRESCRIBED FEES

(Section 14 and 27)

FEES PAYABLE BY AZAMBIAN CONTRACTOR

	CLASSIFICATION/GRADE					
	1 Large Scale Fee units	2 Large Scale Fee units	3 Medium Scale Fee units	4 Medium Scale Fee units	5 Small Scale Fee units	6 Small Scale Fee units
1. Application form	111	111	111	111	111	111
2. Scrutiny fee on initial application	2222	1389	111	833	556	278
3. Scrutiny fee on re-application or renewal of annual registration	1111	694	556	417	278	139
4. Annual registration	1111	8333	5556	4167	2778	1667

FEES PAYABLE BY A FOREIGN COMPANY/FIRM

	CLASSIFICATION/GRADE		
	1 Large Scale Fee units	2 Large Scale Fee units	3 Medium Scale Fee units
1. Application form	111	111	111
2. Scrutiny fee on initial application	55556	41667	27778
3. Scrutiny fee on re-application or renewal of annual registration	27778	19444	13889
4. Annual registration	277778	208333	138889

LUSAKA
20th January, 2006
[CHF. 65/24]

M. M. NSINGO,
Minister of Works and Supply

