

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 25 OF 2010

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

The National Council for Construction
(Forms and Fees) (Amendment) Regulations, 2010

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, 2010, and shall be read as one with the National Council for Construction (Forms and Fees) Regulations, 2009, in these Regulations referred to as the principal Regulations. Title
S. I. No. 37
of 2009
2. The First Schedule to the principal Regulations is amended by the deletion of Forms I, II and IV set out in that Schedule and the substitution therefor of Forms I, II and IV set out in the Appendix to these Regulations. Amendment
of First
Schedule
3. The principal Regulations are amended by the revocation of the Second Schedule and the substitution therefor of the Second Schedule set out in the Appendix to these Regulations. Revocation
of Second
Schedule

APPENDIX
(Regulation 2)

FIRST SCHEDULE
(Regulation 2)

PRESCRIBED FORMS

Form I
(Section 7)

The National Council for Construction Act, 2003
The National Council for Construction (Forms and Fees) Regulations, 2009

APPLICATION FORM FOR FIRST REGISTRATION OR UPGRADING OF CONTRACTORS

INSTRUCTIONS TO APPLICANTS

1. Please fill in the form completely as provided. Print clearly using ink. ***Incomplete forms will not be processed***
2. All scrutiny and annual registration fees must be paid directly to the National Council for Construction
3. Attach a separate sheet where space on the form is limited for additional information.
4. Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into the English language.
5. The penalty fee for late renewal is as follows: 25% of the annual registration fee, for January, the current year; the subsequent months will attract a 2% cumulative increment.
6. One of the directors of all construction companies should have attained formal training in a construction field.
7. All professionals declared by contractors to bear current and valid membership with their professional bodies.
8. Upgrading and renewal of contractors should be based on Continued Professional Development (CPD), expansion of business portfolio (in terms of turnover, equipment etc) and fulfilment of criteria in grade advancing to.
9. All applicants for upgrading should attach the previous National Council for Construction registration certificate.

COMPANY NAME:			
SECTION 1			
Date Application Form received:			
Registration Approved for Grade:	Category	Date:	
Application Not Approved due to:	Remarks		
1.....			
2.....			
3.....			
4.....			
5.....			
6.....			

1.0 COMPANY DETAILS

- 1.1 Trading Name (if different):
- 1.2 Registration No.:

- 1.4 Registered Office Address:
 Physical.....
 Postal.....
 Tel No/s: Fax No:.....
 E-mail:.....
- 1.5 Branch Office/s Address/s in/or outside Zambia (if different):
 Physical.....
 Postal.....
 Tel No/s: Fax No:.....
 E-mail:.....
- 1.6 State whether Listed Company / Limited Company / Partnership or Sole Proprietor

- 1.7 Description of business / Contracting activities:.....

- 1.8 Share holders, directors, managers, partners of firms whose signatures will carry authority in decision making matters.

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

- 1.9 State the name, branch, account number, address and contact details of the firms Bankers:
- 1.9.1 Bank Name: Branch:
 Account No.: Address:
 Contact Person: Tel No:
 Fax No:
- 1.9.2 Bank Name: Branch:
 Account No.: Address:
 Contact Person: Tel No:
 Fax No:

Certificates / Documents Which Must Be Attached: (Refer To Checklist – Appendix V)

2.0 TECHNICAL DATA

2.1 KEY PERSONNEL-PROFESSIONAL
(Engineers, Architects, Quantity Surveyors, Building Scientists, Surveyors, Accountants, etc)
 (Attach separate sheet where space is not enough):

- 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

(Bricklayers, Carpenters, Plumbers, Electrician, Steel Fixers, Metal Fabricators, etc)

(Attach separate sheet where space is not enough):

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:
 Skills:.....
 Courses attended / Training received:/.....

Certificates / Documents Which Must Be Attached:

- a) Certified copies of all certificates / trade papers / references from employers

2.3 COMPANY’S FIXED (IMMOVABLE) ASSETS (Attach separate sheet where space is not enough):

	<i>Name of Asset</i>	<i>Value</i>	<i>Document Attached</i>
1			
2			
3			
4			

Certificates / Documents Which Must Be Attached:

- (a) Certified copies of documents proving ownership i.e. Title deeds or Letters of offer

2.4 VEHICLES, PLANT, EQUIPMENT AND TOOLS OWNED OR LEASED BY THE COMPANY OR FIRM

(Attach separate sheet where space is not enough):

	<i>Type</i>	<i>Make</i>	<i>Capacity (m³ / ton/ Hp)</i>	<i>Age (Years)</i>	<i>Condition (Good / Fair/ Poor)</i>	<i>Owned / Leased</i>
1						
2						
3						
4						
5						

	<i>Vehicle / Plant / Tools - Type</i>	<i>Make</i>	<i>Capacity (m³ /ton/Hp)</i>	<i>Age (Years)</i>	<i>Condition (Good / Fair/ Poor)</i>	<i>Owned / Leased</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Certificates / Documents Which Must Be Attached:

- (a) Copies of registration certificates for all rubber tyred vehicles and plant owned by company or firm
- (b) Proof of ownership of all off-road vehicles, plant and equipment owned by company or firm
- (c) Lease or hire agreements for vehicles, plant and equipment that are not owned by the company or firm

2.5 CONTRACTS COMPLETED BY THE COMPANY OR FIRM WITHIN THE PAST FIVE YEARS

(Attach separate sheet where space is not enough):

	<i>Project Name</i>	<i>Client / Employer</i>	<i>Consulting Engineer / Architect</i>	<i>Value of Works</i>	<i>Date Completed</i>
1					
2					
3					
4					
5					
6					
7					
8					

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 (Attach separate sheet where space is not enough):

	<i>Project Name</i>	<i>Client / Employer</i>	<i>Consulting Engineer / Architect</i>	<i>Contract Value</i>	<i>Expected Date of Completed</i>
1					
2					
3					
4					
5					

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>

3.0 CATEGORIES OF CONSTRUCTION ACTIVITIES

- (a) 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". (See Appendix I for Categorisation Guidelines)
- (b) A contractor may only select **ONE** main category per application.
- (c) Contractors wishing to apply for more than one Main Category must submit Separate Applications.

MAIN CATEGORY	CODE	TICK (Only one per application)
1. General Building and Housing	B	
2. General Civil Engineering Works	C	
3. General Roads and Earthworks	R	
4. General Mining Services	M	
5. General Electrical and Telecommunication Works		
6. Specialised Contractors Specify Field of Specialisation:	S	

3.1 CLASSIFICATION GRADE OF CONTRACTOR

The contractor must indicate the classification grade in which the firm wishes to register. This selection will also determine the maximum value of contract for which the firm may tender. (See Appendix II for Classification Guidelines)

Notes:

- (a) Only select a classification grade where all criteria can be met by the firm
- (b) Classification grades 6 to 4 are reserved for emerging, small to medium scale local contractors

Indicate your selection in the box below:

GRADE	MAIN CATEGORY

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED FOR SUBMISSION:

Refer to Checklist – Appendix V

4.0

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 will be revoked.

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, 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.

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.

<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>
---------------------	------------------	--------------------------

Before me:
Commissioner of Oaths/Notary Public

2.1 TECHNICAL DATA**ADDITIONAL OR CHANGES IN KEY PERSONNEL-PROFESSIONAL**
(Engineers, Architects, Quantity Surveyors, Building Scientists, Surveyors, Accountants, etc)

(Attach separate sheet where space is not enough):

- 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 TECHNICAL DATA**KEY PERSONNEL-SKILLS BASED***(Bricklayers, Carpenters, Plumbers, Electrician, Steel Fixers, Metal Fabricators, etc)*

(Attach separate sheet where space is not enough):

- 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: /.....

2.3 **COMPANY'S FIXED (IMMOVABLE) ASSETS** (Attach separate sheet where space is not enough):

	<i>Name of Asset</i>	<i>Value</i>	<i>Document Attached</i>
1			
2			
3			
4			
5			

2.4 **ADDITIONAL / HIRED VEHICLES, PLANT, EQUIPMENT & TOOLS OWNED OR LEASED BY THE COMPANY OR FIRM** (Attach separate sheet where space is not enough):

	<i>Type</i>	<i>Make</i>	<i>Capacity (m³ / ton / Hp)</i>	<i>Age (Years)</i>	<i>Condition (Good / Fair / Poor)</i>	<i>Owned / Leased</i>
1						
2						
3						
4						
5						

Certificates / Documents Which Must Be Attached:

- (a) Copies of registration certificates for all rubber tyred vehicles and plant owned by company or firm
- (b) Proof of ownership of all off-road vehicles, plant & equipment owned by company or firm
- (c) Lease or hire agreements for vehicles, plant and equipment that are not owned by the company or firm

2.5 CONTRACTS COMPLETED IN THE PRECEDING YEAR (Attach separate sheet where space is not enough):

	<i>Project Name</i>	<i>Client / Employer</i>	<i>Consulting Engineer / Architect</i>	<i>Value of Works</i>	<i>Expected Date of Completed</i>
1					
2					
3					
4					
5					

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>

2.8 CONTRACTS ON HAND (Attach separate sheet where space is not enough):

<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 FOR SUBMISSION:
Refer to Checklist – Appendix VI

3.0 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 are 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 2009 to December 2009 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 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.

<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
---------------------	------------------	--------------------------

Witnessed by:

<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
---------------------	------------------	--------------------------

<i>Name (Print)</i>	<i>Signature</i>	<i>Title/Designation</i>
---------------------	------------------	--------------------------

Before me:

Commissioner of Oaths/Notary Public

CATEGORISATION OF CONTRACTORS**CONSTRUCTION ACTIVITY**

CATEGORY CODE	Type of Category	
B	Main Category	General Building and Housing
Ba	Sub-category	Air Conditioning, Mechanical and Refrigeration Installations
Bb	Sub-category	Partions and Ceiling finishes (Aluminium, Steel, Timber, Boards, etc)
Bc	Sub-category	Painting, Glazing, Interior and Exterior Decorating Services
Bd	Sub-category	Electrical Installations to Buildings
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
Bi	Sub-category	Iron Mongery
Bj	Sub-category	Masonry works
C	Main Category	General Civil Engineering Works
Ca	Sub-category	Bridges and other related ancillary works
Cb	Sub-category	Precast and Pre-stressed Concrete
Cc	Sub-category	Piling and Foundation Engineering
Cd	Sub-category	Structural Steel Engineering
Ce	Sub-category	Construction of Harbours, Ports and other related works
Cf	Sub-category	Public Health Engineering Works (including water, drainage and sewerage infrastructure)
Cg	Sub-category	Bore-hole Drilling and other related works
Ch	Sub-category	Railways Construction and Maintenance
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, Earthworks and Dams
Mc	Sub-category	Mining - Structural steel works 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	Works related to Heavy current transmission and distribution power lines
Eb	Sub-category	Light current transmission and distribution
Ec	Sub-category	Civil works to power stations, sub-stations, communication systems
Ed	Sub-category	Works related to telecommunication network installations (including towers, etc)
S	Main Category	General Specialised Contractors
Sa	Sub-category	Specialist - Bricklaying Works
Sb	Sub-category	Specialist - Plumbing Works

CATEGORY CODE	Type of Category	
S _c	Sub-category	Specialist - Painting Works
S _d	Sub-category	Specialist - Borehole Drilling Works
S _e	Sub-category	Specialist - Electrical Works
S _f	Sub-category	Specialist - Quarrying and Crushing Works
S _g	Sub-category	Specialist - Air Conditioning Works
S _h	Sub-category	Specialist - Flooring (Tiling and/or Terrazzo) Works
S _i	Sub-category	Specialist - Land Scaping and Gardening Works
S _j	Sub-category	Specialist - Water Proofing Works
S _k	Sub-category	Specialist - Carpentry Works
S _l	Sub-category	Specialist - Off Carriageway Rehabilitation and Maintenance
S _m	Sub-category	Specialist - Interior and Exterior Decorations
S _n	Sub-category	Specialist - Glazing Works
S _o	Sub-category	Specialist - Aluminium Works
S _p	Sub-category	Specialist - Premix Concreting Works
S _q	Sub-category	Specialist - Road Furniture, Signage and Markings
S _r	Sub-category	Specialist - Other (please specify below)

Note: Specialist contractors will not be allowed to register in any other categories.

GUIDELINES FOR VARIOUS CLASSIFICATIONS

Item No.	CLASSIFICATION GRADE>	1	2	3	4	5	6
1	Maximum Annual Turnover in any one year during the past 5 years (Certified and/or Invoiced)	> K 25 bn	K15bn to 25bn	K10bn to 15bn	K2bn to 10bn	K1bn to 2bn	
2	Fixed and Movable Assets	> K 5 bn	> K 2.5 bn	> K 1.0 bn	> K 0.5 bn	>K0.1 bn	K50 M
3	Credit and Bonding Facility (Attach letters from Banks, Insurance Companies and Suppliers)	> K5.0 bn	>K3.0 bn	> K1.5 bn	>K 0.75 bn	> K 75 mil	K20 M
4	Professional Staff - Reg. Eng. / QS / Arch	> 5 No.	> 4 No.	> 3No.	> 2 No.	> 1 No.	-
5	Technical Staff - Technicians (Diploma related construction field)	> 10 No.	> 6 No.	> 3 No.	> 1 No.	> 1 No.	1
6	Skilled Staff - Artisans / On-job training >10yr	> 15 No.	> 9 No.	> 5 No.	> 4 No.	>4 No.	2
7	Financial/Accountants - CIMA/CIS/ZICA Member	Yes	Yes	Yes	Yes	Yes	Yes
8	Bookkeeper -Accounting Diplome / On-job trained bookkeeper	>10 years	> 1 No	> 1 No	> 1 No	> 1 No	> 1 No!
9	Audited Accounts to IAS in English	Yes	Yes	Yes	Yes	-	-
10	Financial Statements	-	-	-	-	Yes	No/Yes
11	Limitation on Contract Value to be Tendered - Category B	Unlimited	K15 billion	K7.5 bn	K5.0 bn	K3.0 bn	K0.75 bn
12	Limitation on Contract Value to be Tendered - Category C	Unlimited	K20 billion	K10.0 bn	K5.0 bn	K3.5 bn	K1.0 bn
13	Limitation on Contract Value to be Tendered - Category R	Unlimited	K350 billion	K40.0 bn	K10.0 bn	K3.5 bn	K1.0 bn
14	Limitation on Contract Value to be Tendered - Category M	Unlimited	K20 billion	K10.0 bn	K5.0 bn	K3.0 bn	K0.75 bn
15	Limitation on Contract Value to be Tendered - Category E	Unlimited	K15 billion	K7.5 bn	K3 bn	K1.5 bn	K0.75 bn

* No - For newly established companies

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

**CHECK LIST/DOCUMENTS TO ATTACH
FIRST REGISTRATION/RENEWAL/UPGRADE SCRUTINY
CHECKLIST VARIOUS GRADES**

ITEM	GRADE 1 TO 4		
1	Receipts for all Payments		
2	Certificate of Incorporation / Registration*		
3	ZRA Tax Registration*		
4	Current tax clearance certificate		
5	Workers Compensation Registration*		
6	NAPSA Registration*		
7	Audited Accounts		
8	Proof of a Company Bank Account*		
9	Proof of Credit and Bonding Facilities*		
10	Proof of Asset Ownership - Fixed/Movable		
11	Certificates/CVs for Key Professionals/additional staff		
12	Professional Registration for Key Personnel		
13	Certificates for Technical Staff		
14	Certificates/ References for Artisans		
15	NCC Certificate for those Upgrading		
16	All Copies to be Certified as True copies		
17	Declaration to be signed by the applicant and Commissioner of Oaths		

*First registration only

NOTE: A declaration for additional staff under item 11 shall be submitted separately by letter and shall not accompany a company declaration.

**CHECKLIST/DOCUMENTS TO ATTACH
FIRST REGISTRATION/RENEWAL/UPGRADE SCRUTINY
CHECKLIST VARIOUS GRADES**

ITEM	GRADES		
1	Receipts for all Payments		
2	Certificate of Incorporation / Registration*		
3	ZRA Tax Registration*		
4	Current tax clearance certificate		
5	Workers Compensation Registration*		
6	NAPSA Registration*		
7	Audited Accounts		
8	Proof of a Company Bank Account*		
9	Proof of Credit and Bonding Facilities*		
10	Proof of Asset Ownership - Fixed/Movable		
11	Certificates/CVs for Key Professionals/additional staff		
12	Professional Registration for Key Personnel		
13	Certificates for Technical Staff		
14	Certificates/ References for Artisans		
15	NCC Certificate for those Upgrading		
16	All Copies to be Certified as True copies		
17	Declaration to be signed by the applicant and Commissioner of Oaths		

*First registration only

NOTE: A declaration for additional staff under item 11 shall be submitted separately by letter and shall not accompany a company declaration.

**CHECKLIST/DOCUMENTS TO ATTACH
FIRST REGISTRATION/RENEWAL/UPGRADE SCRUTINY
CHECKLIST VARIOUS GRADES**

ITEM	GRADE6		
1	Receipts for all Payments		
2	Certificate of Incorporation / Registration*		
3	Current tax clearance certificate		
4	Workers Compensation Registration*		
5	NAPSA Registration*		
6	Proof of a Company Bank Account*		
7	Proof of Credit and Bonding Facilities*		
8	Proof of Asset Ownership - Fixed/Movable		
9	Certificates/CVs for Key Professionals/additional staff		
10	Certificates/ References for Artisans		
11	All Copies to be Certified as True copies		
12	Declaration to be signed by the applicant and Commissioner of Oaths		

*First registration only

NOTE: A declaration for additional staff under item 11 shall be submitted separately by letter and shall not accompany a company declaration.

SECOND SCHEDULE

(Regulation 3)

FEE STRUCTURE FOR ZAMBIAN COMPANIES OR FIRMS

<i>Classification Grade</i>	1	2	3	4	5	6
Application form for first registration						
/Upgrade	free	free	free	free	free	free
Renewal form	free	free	free	free	free	free
First application/upgrade scrutiny fee	2,222	1,389	1,111	833	556	417
Renewal scrutiny fee	1,111	694	556	417	278	139
Annual registration	55,556	41,667	27,778	8,333	4,167	2,778

FEE STRUCTURE FOR FOREIGN COMPANIES OR FIRMS

<i>Classification Grade</i>	1	2	3
Application form for first registration /Upgrade	free	free	free
Renewal form	free	free	free
First application/upgrade scrutiny fee	55,556	41,667	27,778
Renewal scrutiny fee	27,778	20,833	13,889
Annual registration	277,780	208,330	138,889

LUSAKA

3rd October, 2009

[MWS/101/11/81]

M. MULONGOTI,
Minister of Works and Supply