



**REGISTRATION OF CONTRACTORS - 2022**

**HEAD OFFICE**

Plot 1612/1623 Luchengo Road,  
Off Sheki Sheki Road,  
Light Industrial Area  
**P.O. Box 39548**  
**Lusaka, Zambia**  
Tel: +260-211-247185 / +260- 1-240386  
Fax: +260-211-243115 / +260-1-247264

**NORTHERN REGION**

Room 213 Mukuba Pension House,  
**P.O Box 23163,**  
**Kitwe, Zambia**  
Tel: +260-212-220590  
Fax: +260-212-228121  
northernregion@ncc.org.zm

**SOUTHERN REGION**

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

**CENTRAL REGION**

Plot 30741  
Off Lubansenshi Road  
**Olympia Park, Lusaka, Zambia**  
Tel: +260-211-293908/6  
Cell: +260-974-256034  
centralregion@ncc.org.zm

[ncc@ncc.org.zm](mailto:ncc@ncc.org.zm)

**APPLICATION FORM FOR RENEWAL OF REGISTRATION**

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

<b>INSTRUCTIONS TO APPLICANTS</b>	<b>THIS FORM SHOULD NOT BE SOLD</b>
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- a) This form can be used for renewal of more than one NCC certificate of registration and all categories applied for can be paid for under one receipt.
- b) Please fill in the form completely as provided and bind it in spiral or better before submission. Print clearly using ink. **Incomplete and unbound forms will not be processed** and accepted.
- c) All applicable fees must be paid directly to the National Council for Construction (NCC) through its Bank accounts as provided herein. Original deposit slips/transmission copies must be presented to NCC for receipting.
- d) All applicable fees paid to the NCC are Non-refundable and Non-transferable and will not be carried forward to the following year of registration. Electronic Bank transfers will only be receipted after two days of the transfer or upon confirmation of the transfer.
- e) Attach a separate sheet where space on the form is limited for additional information.
- f) All applicants for renewal should attach copies of the **previous NCC Registration Certificate(s) and a valid PACRA Computer Printout** for the current year.
- g) Late renewals shall attract penalty fees as follows: 25% of the Annual registration fee for payments made after 14<sup>th</sup> January, 2022 thereafter a 2% cumulative increment over and above the 25% penalty for each subsequent month (Please refer to table 4.4) shall apply. **Contractors who do not intend to renew their NCC certificate should notify the NCC in writing before 14<sup>th</sup> January 2022** failure to which a **100%** annual fee will be charged for each year of non-renewal as penalty, at the time of renewal. Note that **the NCC shall not waive penalties on any late renewal submissions.**
- h) Applications can be submitted on the online portal (<https://portal@ncc.org.zm>) attaching all the necessary documents. Alternatively, physical applications can be submitted directly to the National Council for Construction **Regional Offices** whose addresses are indicated above.
- i) Ensure that your application for **EXPRESS REGISTRATION** is scrutinized at the **regional offices** before any payments are made.

COMPANY NAME: .....

FOR OFFICIAL USE ONLY		Date Application Form Received : <input type="text"/>	
No. of Cert. of Registration Submitted for Renewal: <input type="text"/>		Classification of Contractor: <input type="text"/>	
APPROVED REGISTRATION CERTIFICATES:			Remarks
Grade	Category	Comments ( e.g.: Mining/Specialist)	
Approved by: .....			Signature: ..... Date approved .....

1.0 COMPANY DETAILS

1.1 Trading Name (if different).....

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1.2 PACRA Registration No.:

1.3 Registered Office Address:-

Physical - Office .....

Physical - Workshop/ Yard .....

Tel No/s: ..... Mobile Phone No. /s .....

Postal address ..... E-mail: .....

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

Physical Office .....Postal .....

Tel no/s: ..... Mobile Phone No./s..... E-mail: .....

1.5 Shareholders, Directors and/or Partners of Firms (Attach a PACRA computer printout)

Name	Passport No. / NRC No.	Nationality Status (Citizen /Non-Citizen)	Shareholding Holding (%)	Academic Qualification

1.6 OWNERSHIP (Please tick appropriate box)

MALE OWNED (Males holding more than 50% Shares)	FEMALE OWNED (females holding more than 50% Shares)	FEMALE OWNED (females holding 100% shares)	EQUAL SHARES (50/50)	CORPORATE SHARES

1.7 PROJECTS

1.7.1 On-going Projects

Project Name	Client	Contract Amount	Project Location	Start Date	End Date

1.7.2 Completed Projects during the previous year

Project Name	Client/Main or Subcontractor	Contract Amount	Project Location	Start Date	End Date



4.0 FEES APPLICABLE FOR DIFFERENT TYPES OF COMPANIES IN VARIOUS GRADES

4.1 FEE STRUCTURE FOR FOREIGN COMPANIES

CLASSIFICATION	GRADE 1	GRADE 2
Application form	FREE	FREE
Annual registration fee	K125,000.00	K93,750.00
Express registration fee	K250,000.00	K187,500.00

4.2 FEES FOR SPECIALIST CONTRACTORS

FOREIGN SPECIALIST	LOCAL SPECIALIST		
	CLASS A	CLASS A	CLASS B
Registration Fees	K125,000.00	K8,525.00	K 2,100.00
Express	K250,000.00	K17,050.00	K 4,200.00

4.3 FEE STRUCTURE FOR ZAMBIAN COMPANIES

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
Application form	FREE	FREE	FREE	FREE	FREE	FREE
Annual registration fee	K17,050.00	K12,800.00	K8,525.00	K2,100.00	K1,050.00	K690.00
Express registration fee	K34,100.00	K25,600.00	K17,050.00	K4,200.00	K2,100.00	K1,380.00

**NOTE:** Ensure that the NCC approves your application for EXPRESS registration before Express registration fees are paid

4.4 RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 14<sup>th</sup> JANUARY 2022 [ZAMBIAN CONTRACTORS]

	1	2	3	4	5	6	A	B
	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW
JANUARY @ 25%	21,312.50	16,000.00	10,656.25	2,625.00	1,312.50	862.50	10,656.25	2,625.00
FEBRUARY @ 27%	21,653.50	16,256.00	10,826.75	2,667.00	1,333.50	876.30	10,826.75	2,667.00
MARCH @ 29%	21,994.50	16,512.00	10,997.25	2,709.00	1,354.50	890.10	10,997.25	2,709.00
APRIL @ 31%	22,335.50	16,768.00	11,167.75	2,751.00	1,375.50	903.90	11,167.75	2,751.00
MAY @ 33%	22,676.50	17,024.00	11,338.25	2,793.00	1,396.50	917.70	11,338.25	2,793.00
JUNE @ 35%	23,017.50	17,280.00	11,508.75	2,835.00	1,417.50	931.50	11,508.75	2,835.00
JULY @ 37%	23,358.50	17,536.00	11,679.25	2,877.00	1,438.50	945.30	11,679.25	2,877.00
AUGUST @ 39%	23,699.50	17,792.00	11,849.75	2,919.00	1,459.50	959.10	11,849.75	2,919.00
SEPTEMBER @ 41%	24,040.50	18,048.00	12,020.25	2,961.00	1,480.50	972.90	12,020.25	2,961.00
OCTOBER @ 43%	24,381.50	18,304.00	12,190.75	3,003.00	1,501.50	986.70	12,190.75	3,003.00
NOVEMBER @ 45%	24,722.50	18,560.00	12,361.25	3,045.00	1,522.50	1,000.50	12,361.25	3,045.00
DECEMBER @ 47%	25,063.50	18,816.00	13,531.75	3,087.00	1,543.50	1,014.30	12,531.75	3,087.00

4.5 RENEWAL FEES INCLUSIVE OF PENALTIES FOR APPLICATIONS MADE AFTER 14<sup>th</sup> JANUARY 2022 [FOREIGN CONTRACTORS]

	1	2	CLASS A
	ZMW	ZMW	ZMW
JANUARY @ 25%	156,250.00	117,187.50	156,250.00
FEBRUARY @ 27%	158,750.00	119,062.50	158,750.00
MARCH @ 29%	161,250.00	120,937.50	161,250.00
APRIL @ 31%	163,750.00	122,812.50	163,750.00
MAY @ 33%	166,250.00	124,687.50	166,250.00
JUNE @ 35%	168,750.00	126,562.50	168,750.00
JULY @ 37%	171,250.00	128,437.50	171,250.00
AUGUST @ 39%	173,750.00	130,312.50	173,750.00
SEPTEMBER @ 41%	176,250.00	132,187.50	176,250.00
OCTOBER @ 43%	178,750.00	134,062.50	178,750.00
NOVEMBER @ 45%	181,250.00	135,937.50	181,250.00
DECEMBER @ 47%	183,750.00	137,812.50	183,750.00

5.0 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> Atlas Mara 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>All applicable fees must be deposited directly into the National Council for Construction Bank accounts provided herewith</b>	

6.0 GUIDE FOR SCRUTINY

RENEWAL SCRUTINY CHECKLISTS FOR ALL GRADES	1		3	
	2	NCC Receipts for all payments		Copy(ies) of Previous NCC Certificate(s)
	Valid PACRA Computer Print-out		Declaration must be completed by the Director, the Witness and the Commissioner of Oaths (Page 4)	