



REGISTRATION OF CONTRACTORS – 2023 (UPGRADE)

<p>HEAD OFFICE Plot 1612/1623 Luchengo Road, Off Sheki Sheki Road, Light Industrial Area P.O. Box 39548 Lusaka, Zambia Tel: +260-211-247185/240386 Fax: +260-211-243115 / 247264 Email: ncc@ncc.org.zm</p>	<p>NORTHERN REGION Room 213 Mukuba Pension House, P.O Box 23163, Kitwe, Zambia Tel: +260-212-220590 Fax: +260-212-228121 Email: northernregion@ncc.org.zm</p>	<p>SOUTHERN REGION Stand No. 252 Malima Street, Mochipapa, P.O Box 630688, Choma Tel: +260 213 221162 Email: southernregion@ncc.org.zm</p>	<p>CENTRAL REGION Plot 30741 Off Lubansenshi Road, Olympia, Lusaka, Zambia Tel: +260-211-293908 or +260-211-293906 Email: centralregion@ncc.org.zm</p>
--	--	--	---

Website: www.ncc.org.zm

APPLICATION FORM FOR UPGRADE REGISTRATION OF CONTRACTORS

[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
-----------------------------------	-------------------------------------

- 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 after two days of transfer and upon confirmation that the transfer has cleared.
- d) Ensure that your application for **upgrade** is approved by **NCC at the Regional Offices** before upgrade registration fees are paid. This is upon payment of a processing fee.
- e) Present the **original** deposit slips/transmission copies to NCC for receipting
- 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, within **the past** five years, one project 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 whose cumulative value meets the limit stated above shall be considered.
- h) A contractor applying for an upgrade to Grade 2 should have completed, within **the past** five years, one or more 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. Where one project does not meet the above limit, the contractor should also have completed a number of projects in the last five years, whose cumulative value meets the required limit.
- i) A contractor applying for an upgrade to Grade 1 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.
- j) 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)**
- k) Copies of all certificates attached must be "Certified True Copies of the original" and must be translated into the English language
- l) A verification exercise may be undertaken on applicants to ascertain their capacity and credibility
- m) At least one of the shareholders for applicants applying for registration must have undergone formal training in a construction- related field relevant to the category being applied for. The shareholder must also be a beneficial owner with sufficient controlling interest in the company. Training should be a minimum accredited certificate. Where a company lacks sufficient experience, Shareholders with higher qualifications and experience in a relevant construction field may be considered.
- n) Applicants applying for Grades 5, 4,3,2,1 and A must be a Limited Liability Company
- o) All applicants should attach the **VALID** NCC Registration Certificate and those applying after 14th January will be required to renew their previous registration before applying for an upgrade and must attach the original copy of the Expired certificate.
- p) Ensure that your application for **upgrade** is approved by **NCC at the Regional Offices** before upgrade registration fees are paid. This is upon payment of a processing fee.
- q) Applications can be done online using the NCC online portal – <https://portal.ncc.org.zm> – attaching all the necessary documents. Alternatively, submissions can be deposited at designated Regional Offices in Kitwe, Choma and Lusaka, whose addresses are indicated above.

COMPANY NAME:			
FOR OFFICIAL USE ONLY			
<i>Date Application Form Received :</i>		<i>Classification of Contractor:</i>	
		<i>Date of Approval:</i>	
		<i>Approved by (Name):</i>	
		<i>Signature:.....</i>	
<i>No. of Certificates of Registration Applied For :</i>			
<i>Grade</i>		<i>Category</i>	
			Comments (e.g.: Mining/Specialist)

COMPANY DETAILS

- 1.2 PACRA Registration No.:
- 1.3 Registered Office Address:-
 Physical - Office
- Physical - Workshop/ Yard
- Tel No/s: Mobile Phone No.....
- Postal address E-mail:
- 1.4 Branch Office(s) Address(s) in/or outside Zambia (if different):
 Physical:
- Postal:
- Tel No:
- Mobile Phone No: E-mail:
- 1.7 Shareholders and directors and/or partners of company/ firms.

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

1.7.1 Ownership: Please tick the appropriate box

MALE OWNED (Males holding more than 50% Shares)	FEMALE OWNED (females holding more than 50% Shares)	EQUAL SHARES (50/50)	Others (e.g Corpotare Shares)

2.0 TECHNICAL DATA

2.1 KEY PERSONNEL-PROFESSIONAL (Refer to Appendix 1)
(Architects, Building Scientists, Engineers, Surveyors, Quantity Surveyors, Construction Management, Accountants etc.)

(Attach separate sheet where space is not enough):

- 2.1.1 Name: Position in company or firm:
- NRC / Passport No: Mobile phone:
- 2.1.2 Name: Position in company or firm:
- NRC / Passport No: Mobile phone:
- 2.1.3 Name: Position in company or firm:
- 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: Position in company or firm:
NRC / Passport No: Mobile phone:
- 2.2.2 Name: Position in company or firm:
NRC / Passport No: Mobile phone:
- 2.2.3 Name: Position in company or firm:
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)

	Name of Asset	Value	Document Attached (Yes or No)	Owned/Rented
1				
2				
3				

Certificates/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):

	Type	Make	Capacity (m/ton/Hp)	Age (Years)	Condition (Good/Fair)	Owned/Leased
1						
2						
3						

Certificates / Documents Which MUST Be Attached:

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

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

(Attach separate sheet where space is not enough):

	Project Name	Client/Employer	Consulting Engineer/Architect	Value of Works	Date Completed
1					
2					
3					

Certificates / Documents Which MUST Be Attached:

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

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

	Project Name	Client/Employer	Consulting Architect/Engineer	Contract Value	Expected Date Completion
1					
2					
3					

Certificates / Documents Which MUST Be Attached:

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

2.7 TECHNICAL REFEREES:

Name and physical address of traceable technical referees, i.e. Consulting Engineers / Architects / 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	Telephone No.	Fax 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 (1,2,3,4, 5, 6 and B)	GRADE APPLIED FOR (1,2,3,4, 5 and A)	CATEGORIES (B, C, E, R, M, ME, Sa...)	MINING SERVICES 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(s).

_____	_____	_____
Name of Shareholder (Print)	Signature	Title/Designation

Witnessed by:

_____	_____	_____
Name (print)	Signature	Title/Designation

Before me:.....
Commissioner for Oaths/Notary Public

APPENDIX I

CLASSIFICATION GRADE >		1	2	3	4	5	A
1	Professional Staff - Reg. Eng. / QS / Arch. (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	>K55 m	>K25m-K55m	>K13m-K25m	>K9m-K13m	>K4m-K9m	
8	Limitation on Contract Value to be Tendered - Category C	>K60 m	>K30-K60m	>K20m-K30m	>K13 m-K20m	>K4-K13m	
9	Limitation on Contract Value to be Tendered - Category R	>K150 m	>K60m-K150m	>K30m-K60m	>K20 m-K30m	>K6m-K20m	
10	Limitation on Contract Value to be Tendered – Category M	>K150 m	>K35m-K150m	>K20m-K35m	>K13 m-K20m	>K4m-K13m	
11	Limitation on Contract Value to be Tendered - Category E	>K150 m	>K40m-K150m	>K20m-K40m	>K13 m-K20m	>K6m-K13m	
12	Limitation on Contract Value to be Tendered - Category ME	>K150 m	>K40m-K150m	>K20m-K40m	>K13 m-K20m	>K6m-K13m	
13	Limitation on Contract Value to be Tendered - Category S	-	-	-	-	-	>K10m

APPENDIX II

MINIMUM TURNOVER REQUIRED

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) Bull dozer, Low bed, Cranes, Grader, Excavator, Scrapper,	Medium Duty equipment (20 to 40 tons) TLB, Tipper, Light truck,	Light Duty equipment (below 20 tons) 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

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 related Training from recognized institutions shall be considered under CPD requirements for registration with NCC

5.0 FEES

FEE STRUCTURE FOR FOREIGN CONTRACTORS

CLASSIFICATION AND GRADE	GRADE 1
Application and Processing Fee	K 50,000.00
Annual Registration Fee	K 100,000.00
TOTAL	K150, 000.00

EXPRESS REGISTRATION FEES	K250,000.00
----------------------------------	--------------------

FEE STRUCTURE FOR ZAMBIAN CONTRACTORS

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	CLASS A
Application and Processing Fee	K450.00	K 275.00	K 225.00	K 165.00	K110.00	K 165.00
Annual Registration Fee	K17,050.00	K 12, 800.00	K 8,525.00	K 2,060.00	K1,040.00	K 8,535.00
TOTAL	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.

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: Atlas Mara Zambia Branch: Lusaka Corporate Account No: 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
---	--	--	--	--

SCRUTINY CHECKLIST FOR VARIOUS GRADES FOR UPGRADE REGISTRATION (DOCUMENTS TO ATTACH)

GRADE 1 TO 4			GRADE 5		
1	NCC Receipts for all Payments		1	NCC Receipts for all Payments	
2	Valid ZRA tax clearance certificate		2	Valid ZRA tax clearance certificate	
3	Current PACRA computer printout		3	Current (year) PACRA computer printout In case of cooperatives, registrar of society stamped copy of share register should be submitted.	
4	Shareholder Qualification (C.V & Certificates)		4	Relevant Shareholder Construction-related Qualification (Attach Certificates & C.V) In case of cooperatives, qualifications of a board member of the cooperative should be availed.	
5	Valid workers Compensation Registration		5	Proof of works done (Completion certificates and purchase orders/Proof of payments.	
6	Valid NAPSA Registration		6	Proof of Asset ownership or lease.	
7	Audited Accounts for Grades 1 to 3 and Certified Accounts by ZICA Member for Grade 4 (Any one year during the past 3 years)		7	Certificate and CV for Key Technical Staff (Refer to Appendix I)	
8	Proof of works done (Completion certificates and purchase orders/Proof of payments)		8	All Copies are to be Certified as True copies of the original	
9	Proof of Asset Ownership or lease – Fixed/Movable		9	Declaration to be signed by the Director/Shareholder, the witness and Commissioner for Oaths (Page 6)	
10	Certificates and CVs for Key Professionals (Refer to Appendix I)		10	Valid NCC Certificate	
11	Certificates and CVs for Technical Staff (Refer to Appendix I)				
12	All Copies to be Certified as True copies of the original				
13	Declaration to be signed by the applicant, the witness and Commissioner for Oaths (Page 6)				
14	Valid NCC Certificate				