



GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 37 OF 2009

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

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

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) Regulations, 2009. | Title |
| 2. The forms set out in the First schedule shall be the prescribed forms for the purposes of sections <i>seven</i> and <i>eight</i> of the Act. | Prescribed forms |
| 3. The fees set out in the Second Schedule shall be the prescribed fees for the matters mentioned therein. | Prescribed fees |
| 4. The National Council for Construction (Forms and Fees) Regulations, 2005, are hereby revoked. | Revocation of SI No. 32 of 2005 |

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 FOR FIRST REGISTRATION OR UPGRADING OF CONTRACTORS

Instructions to Applicants

1. Print clearly using ink.
2. Attach a separate sheet where space on the Form is limited.
3. Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into the English language.
4. The penalty fee for late renewal is as follows: from December to 1st January, the current 25% remains effective, but the subsequent months will attract a 2% increment.
5. One of the directors of all construction companies should have formal training in a construction field.
6. All professionals declared by contractors should bear current and valid membership with their professional bodies.
7. Upgrading of contractors should be based on Continued Professional Development (CPD), expansion of business portfolio (in terms of turnover) and fulfilment of criteria in grade advancing to.
8. All applicants for upgrading should attach the previous National Council for Construction (NCC) registration certificate.
9. Completed applications are to be submitted to the respective Association Secretaries (see Appendix V). Please note that only applicants wishing to register in grades 1-4 should submit their applications to the Association of Building and Civil Engineering Contractors (ABCEC) Secretariat.

- 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 Shareholders, 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

1.8 State the name, branch, account number, address and contact details of the firm's 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 (if applicable)
- (c) Proof of registration with the Workmen's Compensation Fund Control Board / proof of a policy from an insurance company.
- (d) Proof of registration with the National Pensions Scheme Authority (NAPSA)
- (e) Tax clearance certificate / VAT registration certificate
- (f) Audited financial statements relating to the immediate preceding five years
- (g) 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:
 Skills:
 Courses attended / training received:

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED:

Certified copies of all certificates / trade papers / references from employers

2.3 Vehicles, plant, equipment and tools owned or leased by the firm (if not enough space attach separate sheet):

<i>Type</i>	<i>Make</i>	<i>Capacity tn³ / ton / Hp</i>	<i>Age (Years)</i>	<i>Condition (Good / Fair / / Poor)</i>	<i>Owned/ Leased</i>

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED:

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

2.4 Contracts completed by the firm within the past five years (if not enough space attach separate sheet):

<i>Project Name</i>	<i>Client/Employer</i>	<i>Consulting Engineer /Architect</i>	<i>Value of Works</i>	<i>Date Completed</i>

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, that is 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 firm's performance and reputation.

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

3.0 CATEGORIES OF CONSTRUCTION ACTIVITIES

The contractor should 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) 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".
- (c) A contractor may only select ONE (one) main category.
- (d) Contractors wishing to apply in more than ONE (one) main category must submit separate applications.

Indicate your selection in the boxes below:

Main category				
Sub-categories	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>			

4.0 CLASSIFICATION GRADE OF CONTRACTOR

The contractor should indicate on Annexure II the classification grade with which the firm wishes to register. This selection will also determine the maximum value of contract for which the firm may tender. Mark with an "X" in the row below the selected classification grade.

Notes:

- (a) Only select a classification grade where all criteria can be met by the firm;
- (b) Classification grade 6 is reserved for emerging, small scale contractors;
- (c) Contractors selected in classification grades 1, 2, 3 and 4 may draw documents and submit tenders in a lower grade than the one in which they have qualified, based on grade 1 being the highest and grade 4 being the lowest. Classification grades 5 may only draw documents and submit tenders for classification grade 5 works.

Indicate your selection in the box below:

<i>Grade</i> <i>(From section 3.0</i> <i>above)</i>	<i>Selected</i> <i>Category</i>
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CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED

- (a)* Audited balance sheets for the previous five (5) years for those firms applying for acceptance in category grades 1 to 4 (certified copies translated into English)
- (b)* Statement of turnover by the directors of the firm of any turnover which is not reflected in the Audited Balance Sheets for those firms applying for acceptance in category grades 1 to 4 (certified copies translated into English)
- (c)* Proof of availability of bonding/suretyship from recognised banks or insurance companies

5.0 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 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.

<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 for Oaths/Notary Public

FOR OFFICIAL USE ONLY

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

NCC Registration Number

- Application rejected due to—

.....

Dated:

THREE signatories of the designated Provincial Registration Committee

Name: *Signature:*

Name: *Signature:*

Name: *Signature:*

Form II
(Section 7 (8))

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

APPLICAION FOR RENEWALL OF REGISTRATION OF CONTRACTOR

Instructions to Applicants

1. Print clearly using ink.
2. Attach a separate sheet where space on the Form is limited.
3. Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into the English language.
4. The penalty fee for late renewal is as follows: from December to 1st January, the current 25% remains effective, but the subsequent months will attract a 2% increment.
5. One of the directors of all construction companies should have attained formal training in a construction field.
6. All professionals declared by contractors should bear current and valid membership with their professional bodies.
7. The current tax clearance certificate is mandatory for qualification for renewal.
8. All applicants for renewal should attach the previous National Council for Construction registration certificate.
9. Completed applications are to be submitted to the respective Association Secretaries (see Appendix V). Please note that only applicants wishing to register in grades 1-4 should submit their applications to the Association of Building and Civil Engineering Contractors (ABCEC) Secretariat.

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 Grade and Categories of Construction Activities

Indicate the grade and category of construction in which you were registered. Please fill in the boxes below.

<i>Grade</i>	
<i>Main category</i>	
<i>Sub-categories</i>	

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):

2.1.4 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):

2.1.5 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):

2.1.6 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:

Skills:

Courses attended / Training received:

.....

2.3 Vehicles, plant, equipment & tools owned or leased by the firm (if not enough space attach separate sheet):

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

2.3.1 Certificates / documents which must be attached:

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

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

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

2.4.1 Certificates / documents which must be attached:

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

(c) Reference from the Clients / Employers regarding each project

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 shall 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 shall be revoked or my /our classification and categorisation as a contractor shall 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 of20..... 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.

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

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

Before me:

.....
Commissioner for Oaths/Notary Public

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

.....

Dated:

THREE signatories of the designated Provincial Registration Committee

Name: Signature:

Name: Signature:

Name: Signature:

:

Form III
(Section 7)

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

APPLICATION FOR REGISTRATION OF MANUFACTURES AND SUPPLIERS OF CONSTRUCTION
MATERIALS AND EQUIPMENT

Instructions to Applicants

1. Print clearly using ink;
2. Attach a separate sheet where space on the form is limited;
3. Copies of all certificates attached must be "Certified True Copies" and where applicable *must* be translated into the English language;

9.0 COMPANY DETAILS

- 1.1.1 Name of registered company or firm.....
- 1.2 Trading name (if different)
- 1.3 Registered office for trading/operations :
Physical address.....
Postal address.....
Tel No/s: Fax No:
- 1.4 Branch Office/s Address/s in/or outside Zambia (if different):
Physical.....
Postal
- 1.5 State whether listed company / limited company / partnership or sole proprietor.....
- 1.6 Business description (Manufacturer or Supplier)
.....
.....
- 1.7 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 (%)

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:

- (h) Company or firm's registration certificate
- (i) Investment Certificate (if applicable)
- (j) Trade licence from local authority
- (k) Tax Clearance Certificate/VAT Registration Certificate
- (l) Proof of ownership of company bank account or bank reference

2.0 TECHNICAL EMPLOYEES FOR MANUFACTURERS ONLY

Name of Employee	Position in Company	Profession/Skill	Social Security No.

3.0 TECHNICAL DATA FOR SUPPLIERS AND MANUFACTURERS

3.1 State details of materials and/or equipment manufactured or supplied:

.....

4.0 COMPLIANCE TO ANY ZAMBIAN OR INTERNATIONAL STANDARDS FOR MANUFACTURERES

.....

5.0 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 manufacturer or supplier with the National Council for Construction 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 or I/we no longer carry out operations in terms of our registration as a manufacturer or supplier I/we will notify the National Council for Construction in which case my/our registration shall be revoked.

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>
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FOR OFFICIAL USE ONLY

- **Admitted as a manufacturer or supplier**

1) Category and Classification Grade

2) Category and Classification Grade

NCC Registration Number

- **Application rejected due to**

.....
.....

Dated:

THREE signatories of the designated Provincial Registration Committee

Name: *Signature:*

Name: *Signature:*

Name: *Signature:*

Form IV
(Section 8)

Category Code	Type of Category	
CONSTRUCTION ACTIVITY		
B	Main Category	General Building and Housing
Ba	Sub-category	Air Conditioning, Mechanical and Refrigeration Installations
Bb	Sub-category	Partitions 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 & 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 steelworks and piping
Md	Sub-category	Mining - Drilling and Blasting
Me	Sub-category	Mining - Quarrying and Crushing
E	Main Category	Electrical & 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
Sc	Sub-category	Specialist - Painting Works
Sd	Sub-category	Specialist - Borehole Drilling Works
Se	Sub-category	Specialist - Electrical Works
Sf	Sub-category	Specialist - Quarrying and Crushing Works
Sg	Sub-category	Specialist - Air Conditioning Works
Sh	Sub-category	Specialist - Flooring (Tiling and/or Terrazzo) Works
Si	Sub-category	Specialist - Land Scaping and Gardening Works
Sj	Sub-category	Specialist - Water Proofing Works
Sk	Sub-category	Specialist - Carpentry Works
Sl	Sub-category	Specialist - Off Carriageway Rehabilitation and Maintenance
Sm	Sub-category	Specialist - Interior and Exterior Decorations
Sn	Sub-category	Specialist - Glazing Works
So	Sub-category	Specialist - Aluminium Works
Sp	Sub-category	Specialist - Premix Concreting Works
Sq	Sub-category	Specialist - Road Furniture, Signage and Markings
Sr	Sub-category	Specialist - Other (please specify below)

Note:

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

FOR OFFICIAL USE: SCRUTINY CHECKLIST

<i>Item</i>	<i>Description</i>	<i>1st Scrutiny</i>	<i>2nd Scrutiny</i>
		<u>Tick/Cross</u>	<u>Tick/Cross</u>
1	Audited financial statements		
2	Proof of a company bank account		
3	Proof of credit and bonding facilities		
4	Professional staff holding current		
5	registration with their professional bodies Technical Staff (Technicians)		
6	Skilled staff (Artisans)		
7	Accountants		
8	Bookkeeper		
9	Proof of ownership of fixed or movable assets		
10	Certification of all documents as true copies		
11	Attach Curricula Vitae of professional staff		
12	Declaration to be signed by the applicant and commissioner of oaths		
13	Proof of payment of all fees		
14	Current tax clearance certificate		

SECOND SCHEDULE
(Regulation 3)

PRESCRIBED FEES

(Sections 7, 14 and 27)

FEES PAYABLE BY A ZAMBIAN CONTRACTOR
CLASSIFICATION/GRADE

	1	2	3	4	5	6
	Large Scale <i>Fee Units</i>	Large Scale <i>Fee Units</i>	Medium Scale <i>Fee Units</i>	Medium Scale <i>Fee Units</i>	Small Scale <i>Fee Units</i>	Small Scale <i>Fee Units</i>
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	55556	41667	27778	8333	4167	2778

FEES PAYABLE BY A FOREIGN COMPANY/FIRM
CLASSIFICATION/GRADE

	1 Large scale <i>Fee Units</i>	2 Large scale <i>Fee Units</i>	3 Medium scale <i>Fee Units</i>
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

FEE STRUCTURE FOR MANUFACTURERES AND SUPPLIERS OF
CONSTRUCTION MATERIALS AND EQUIPMENT

ALL MANUFACTURERES AND SUPPLIERS

	<i>Fee Units</i>
Application form	111
NCC annual registration fee	1111

M. MULONGOTI,
Minister of Works and Supply

LUSAKA
5th June , 2009

