

# NATIONAL COUNCIL FOR CONSTRUCTION

## REGISTRATION OF CONTRACTORS

### HEAD OFFICE

Off Sheki Sheki Road, Plot 1609/1625, Light Industrial Area  
**P.O. Box 39548**  
**Lusaka, Zambia**  
 Tel: +260-211-247185 / +260- 1-240386  
 Fax: +260-211-243115 / +260-1-247264  
 Email: [registrar@ncc.org.zm](mailto:registrar@ncc.org.zm)  
 Website: [www.ncc.org.zm](http://www.ncc.org.zm)

### REGIONAL OFFICE

Mukuba Pension House, Room 209, 212, & 213  
**P.O Box 23163**  
**Kitwe, Zambia**  
 Tel: +260-212-220590  
 Fax: +260-212-228121  
 Email: [regionalinspector@ncc.org.zm](mailto:regionalinspector@ncc.org.zm)

## APPLICATION FORM FOR UPGRADING OF CONTRACTORS

*[In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia]*

### INSTRUCTIONS TO APPLICANTS

**THIS FORM SHOULD NOT BE SOLD**

- a) Please fill in the form completely as provided. Print clearly using ink. *Incomplete forms will not be processed*
- b) All Applicable Fees Must be Paid Directly to the National Council for Construction
- c) Attach a separate sheet where space on the form is limited for additional information.
- d) Copies of all certificates attached must be “Certified True Copies” and where applicable must be translated into English language.
- e) Contractors applying to be up-graded must show proof of relevant past experience in the category applied for.
- f) Upgrading of contractors will take into account Continued Professional Development (CPD), expansion of business portfolio (in terms of turnover, equipment, projects done, etc) and fulfilment of criteria in grade applied for.
- g) One of the directors of all construction companies to have attained formal training in a construction field.
- h) All applicants for upgrading should attach their previous/current NCC registration certificate.
- i) The penalty fee for late renewal is as follows: 25% of Annual registration fee, for January the current year; the subsequent months will attract a 2% cumulative increment. Contractors not wishing to renew in a particular year should notify the Council in writing giving reasons, at the beginning of the year, failure to which a 100% annual fee will be charged for each year of non-renewal as penalty, at the time of the next renewal.
- j) Applications can be deposited directly at NCC offices or relevant contractor associations in the provinces and Lusaka.

COMPANY NAME :	
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<b>FOR NCC OFFICIAL USE ONLY</b>			
Date Application Form Received :			
Registration Approved for <b>Grade</b> :		<b>Category</b> :	
		<b>Date</b> :	
Application Not Approved due to :	Remarks		
1 .....			
2 .....			
3 .....			
4 .....			
5 .....			
6 .....			

**1.0 COMPANY DETAILS**

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

1.2 PACRA Registration No.:  NCC Certificate Serial No.:

1.3 Registered Office Address:-

Physical .....

Postal .....

Tel No/s: ..... Fax No: .....

Mobile Phone 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 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

1.8 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: (Refer To Checklist – Appendix V)**

**2.0 TECHNICAL DATA**

**KEY PERSONEL-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: .....  
NRC / Passport No: ..... Date Employed: .....  
Education level: ..... Profession: .....  
Professional Membership: ..... Professional Membership No: .....

2.1.2 Name: ..... Position in company or firm: .....  
NRC / Passport No: ..... Date Employed: .....  
Education level: ..... Profession: .....  
Professional Membership: ..... Professional Membership No: .....

2.1.3 Name: ..... Position in company or firm: .....  
NRC / Passport No: ..... Date Employed: .....  
Education level: ..... Profession: .....  
Professional Membership: ..... Professional Membership No: .....

2.1.4 Name: ..... Position in company or firm: .....  
NRC / Passport No: ..... Date Employed: .....  
Education level: ..... Profession: .....  
Professional Membership: ..... Professional Membership No: .....

**Certificates / Documents Which Must Be Attached:**

- a) Certified copies of all degrees/certificates
- b) Certified copies of professional registration

**2.2 KEY PERSONEL-TECHNICIANS**

*(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: ..... Date Employed: .....  
Education level: .....  
Courses attended / Training received: .....

2.2.2 Name: ..... Position in company or firm: .....  
NRC / Passport No: ..... Date Employed: .....  
Education level: .....  
Courses attended / Training received: .....

2.2.3 Name: ..... Position in company or firm: .....  
NRC / Passport No: ..... Date Employed: .....  
Education level: .....  
Courses attended / Training received: .....

2.3 **KEY PERSONEL- SKILLS BASED**

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

(Attach separate sheet where space is not enough):

2.3.1 Name: ..... Position in company or firm: .....  
 NRC / Passport No: ..... Date Employed: .....  
 Education level: .....  
 Skills: .....  
 Courses attended / Training received: .....

2.3.2 Name: ..... Position in company or firm: .....  
 NRC / Passport No: ..... Date Employed: .....  
 Education level: .....  
 Skills: .....  
 Courses attended / Training received: .....

2.3.3 Name: ..... Position in company or firm: .....  
 NRC / Passport No: ..... Date Employed: .....  
 Education level: .....  
 Skills: .....  
 Courses attended / Training received: .....

2.3.4 Name: ..... Position in company or firm: .....  
 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):

	Name of Asset	Value	Document Attached
1			
2			
3			
4			
5			

**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 & TOOLS OWNED OR LEASED BY THE FIRM**

(Attach separate sheet where space is not enough):

	Type	Make	Capacity (m <sup>3</sup> / ton / Hp)	Age (Years)	Condition (Good / Fair / Poor)	Owned / Leased
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

**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 & equipment owned by firm
- c) Lease or hire agreements for vehicles, plant and equipment that are not owned by the firm

**2.5 CONTRACTS COMPLETED BY THE 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					
4					
5					
6					
7					

**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):

	Project Name	Client / Employer	Consulting Engineer / Architect	Contract Value	Expected Date of Completion
1					
2					
3					
4					
5					
6					
7					
8					

**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.

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

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.

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

### 3.0 CATEGORIES OF CONSTRUCTION ACTIVITIES

- a) Contractors approved under the main categories may carry out construction works in any or all of the applicable subsequent 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” & “Ch”. (See Appendix I for Categorisation Guidelines)
- b) A contractor will 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)
<b>1. GENERAL BUILDING &amp; HOUSING</b>	<b>B</b>	
<b>2. GENERAL CIVIL ENGINEERING WORKS</b>	<b>C</b>	
<b>3. GENERAL ROADS &amp; EARTHWORKS</b>	<b>R</b>	
<b>4. GENERAL MINING SERVICES</b>	<b>M</b>	
<b>5. GENERAL ELECTRICAL &amp; TELECOMMUNICATION WORKS</b>	<b>E</b>	
<b>6. SPECIALIST WORKS</b> <b>SPECIFY FIELD OF SPECIALISATION:</b> .....	Sa... to St	

### 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 (1,2,3,4,5 or 6)	MAIN CATEGORY (B,C,R,M, or E)	SPECIALIST WORKS (Sa,... to St)

**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 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 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.

\_\_\_\_\_ **Name (Print)**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Title/Designation**

Witnessed by:

\_\_\_\_\_ **Name (Print)**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Title/Designation**

Before me: .....

Commissioner of Oaths/Notary Public



CATEGORISATION OF CONTRACTORS		
CATEGORY CODE	Type of Category	CONSTRUCTION ACTIVITY
<b>B</b>	<b>Main Category</b>	<b>General Building and Housing</b>
	<b>Works Subcategories</b>	Brick/Masonry works/Wet trades, Concrete in Buildings, Building frame/shell, Partitions and Ceiling finishes ( Aluminium, Steel, Timber, Boards, etc)
		Painting, Glazing, Interior & Exterior Decorating Services
		Electrical Installations to Buildings
		Flooring & Tiling Services
		Plumbing and Sanitary Installations
		Carpentry, Joinery, Roofing & Waterproofing Services.
<b>C</b>		<b>Main Category</b>
	<b>Works Subcategories</b>	Bridges and other related ancillary works
		Precast & Pre-stressed Concrete
		Piling & Foundation Engineering
		Structural Steel Engineering Works, Piping
		Construction of Harbours, Ports and other related works
		Public Health Engineering Works (Incl. Water, Drainage & Sewerage infrastructure)
		Dams and Earthworks
		Bore-hole Drilling and other related works
	Railways Construction and Maintenance	
<b>R</b>	<b>Main Category</b>	<b>General Roads &amp; Earthworks</b>
	<b>Works Sub-categories</b>	Bituminous Surfacing & Paving Applications
		Drainage Structures
		Off-carriageway Rehabilitation & Maintenance
		On-carriageway Rehabilitation & Maintenance
		Road Furniture, signage & markings
<b>M</b>	<b>Main Category</b>	<b>General Mining Services</b>
	<b>Works Sub-categories</b>	Mining - Civil & Building
		Mining - Roads, Earthworks & Dams, Tailings Dam
		Mining - Structural steelworks & piping
		Mining - Drilling & Blasting
		Mining - Quarrying & Crushing
<b>E</b>	<b>Main Category</b>	<b>Electrical &amp; Telecommunications</b>
	<b>Works Sub-categories</b>	Works related to Heavy current transmission & distribution power lines
		Light current transmission & distribution
		ICT and Communication Infrastructure, Installation of CCTV, Access Control, and Fire Detection systems
		Civil works to power stations, sub-stations, communication systems
		Works related to Telecommunication network installations(including towers, etc)
<b>Code</b>	<b>Type of Category</b>	<b>Specialist Works</b>
<b>Sa</b>	<b>Specialist</b>	Bricklaying Works
<b>Sb</b>	<b>Specialist</b>	Plumbing Works
<b>Sc</b>	<b>Specialist</b>	Painting Works
<b>Sd</b>	<b>Specialist</b>	Borehole Drilling Works.
<b>Se</b>	<b>Specialist</b>	Electrical Works.
<b>Sf</b>	<b>Specialist</b>	Quarrying and Crushing Works
<b>Sg</b>	<b>Specialist</b>	Air Conditioning, Mechanical and Refrigeration Installations
<b>Sh</b>	<b>Specialist</b>	Flooring (Tiling and/or Terrazzo) Works
<b>Si</b>	<b>Specialist</b>	Interior and Exterior Decorations

<b>Sj</b>	<b>Specialist</b>	Water Proofing Works	
<b>Sk</b>	<b>Specialist</b>	Carpentry Works.	
<b>Sl</b>	<b>Specialist</b>	Land Scaping and Gardening Works.	
<b>Sm</b>	<b>Specialist</b>	Mechanical services and Ventilation Systems	
<b>Sn</b>	<b>Specialist</b>	Glazing Works	
<b>So</b>	<b>Specialist</b>	Aluminium Works, Partitions and Ceiling finishes	
<b>Sp</b>	<b>Specialist</b>	Premix Concreting Works	
<b>Sq</b>	<b>Specialist</b>	Road Furniture, Signage and Markings	
<b>Sr</b>	<b>Specialist</b>	Rigging	
<b>Ss</b>	<b>Specialist</b>	Security Installations, Access Control, CCTV installations	
<b>St</b>	<b>Specialist</b>	Off Carriageway Rehabilitation and Maintenance	

**NOTE:**

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



GUIDELINES FOR VARIOUS CLASSIFICATIONS						
	CLASSIFICATION GRADE >	1	2	3	4	5
1	Maximum Annual Turnover in any one year during the past 5 years (Certified and/or Invoiced)	> K 25 m	K15m to 25m	K10m to 15m	K2m to 10m	K0.5m to 2m
2	Fixed & Movable Assets	> K 5 m	> K 2.5 m	> K1.0 m	> K0.5 m	>K0.1 m
3	Professional Staff - Reg. Eng. / QS / Arch	4 No.	3 No.	3No.	1No.	1 No.
4	Technical Staff - Technicians (Diploma related construction field)	4 No.	4 No.	3 No.	2 No.	1 No.
5	Skilled Staff - Artisans / On-job training	4 No.	4 No.	3No.	3 No.	2 No.
6	Financial/Accountants - CIMA/CIS/ZICA Member	1 No.	1 No.	1 No.	-	-
7	Bookkeeper - Accounting Diplome / On-job trained bookkeeper /Clerk	1 No.	1 No.	1 No.	1 No.	1 No.
8	Audited Accounts to IAS in English	Yes	Yes	-	-	-
9	Certified Accounts by ZICA Member	-	-	Yes	Yes	Yes
10	Limitation on Contract Value to be Tendered - Category B	Unlimited	K25 million	K10.0 m	K5.0 m	K3.5 m
11	Limitation on Contract Value to be Tendered - Category C	Unlimited	K25 million	K10.0 m	K5.0 m	K3.5 m
12	Limitation on Contract Value to be Tendered - Category R	Unlimited	K150 million	K50.0 m	K10.0	K3.5 m
13	Limitation on Contract Value to be Tendered - Category M	Unlimited	K25 million	K10.0 m	K5.0 m	K3.5 m
14	Limitation on Contract Value to be Tendered - Category E	Unlimited	K25 million	K10.0 m	K5.0 m	K3.5 m

**FEE STRUCTURE FOR FOREIGN COMPANIES OR FIRMS**

CLASSIFICATION GRADE >	1	2	3
Application Form	FREE	FREE	FREE
Annual Registration Fee	K100,000.00	K75,000.00	K50,000.00

**ALL FEES SHOULD BE PAID DIRECTLY TO THE NATIONAL COUNCIL FOR CONSTRUCTION**

**BANK DETAILS**

**Barclays Bank**  
**Branch: Longacres**  
**Account Name: National Council for Construction**  
**Account No: 17-5121854**

**Finance Bank**  
**Branch: Lusaka Corporate**  
**Account Name: National Council for Construction**  
**Account No: 0010300544002**

**FEE STRUCTURE FOR ZAMBIAN COMPANIES OR FIRMS**

CLASSIFICATION GRADE >	1	2	3	4	5
Application Form	FREE	FREE	FREE	FREE	FREE
Annual Registration Fee	K15,500.00	K11,625.00	K7,750.00	K1,875.00	K937.50

**ALL FEES SHOULD BE PAID DIRECTLY TO THE NATIONAL COUNCIL FOR CONSTRUCTION**

**BANK DETAILS**

**Barclays Bank**  
**Branch: Longacres**  
**Account Name: National Council for Construction**  
**Account No: 17-5121854**

**Finance Bank**  
**Branch: Lusaka Corporate**  
**Account No: 0010300544002**

**CHECKLISTS / DOCUMENTS TO ATTACH**

<b>FIRST REGISTRATION SCRUTINY CHECKLISTS FOR VARIOUS GRADES</b>														
<b>GRADE 1 TO 4</b>					<b>GRADE 5</b>									
1	Receipts for all Payments				1	Receipts for all Payments								
2	Certificate of Incorporation / Registration PACRA printout for Shareholding				2	Certificate of Incorporation / Registration								
3	ZRA Tax Registration				3	ZRA Tax Registration								
4	Current tax clearance certificate				4	Current tax clearance certificate								
5	Workers Compensation Registration				5	Workers Compensation Registration								
6	NAPSA Registration				6	NAPSA Registration								
7	Audited Accounts for G1 & G2/ Certified Accounts by ZICA Member for G3 & G4				7	Certified Accounts by ZICA Member								
8	Proof of a Company Bank Account				8	Proof of a Company Bank Account								
9	Proof of Credit Facilities				9	Proof of Credit Facilities								
10	Proof of Asset Ownership – Fixed/Movable				10	Proof of Asset Ownership – Fixed and/or Movable								
11	Certificates and CVs for Key Professionals				11	Certificates and CVs for Key Professionals/Technical staff								
12	Certificates for Technical Staff				12	PACRA printout for Shareholding								
13	Certificates or References for Artisans				13	Certificates or References for Artisans								
14	All Copies to be Certified as True				14	All Copies to be Certified as True								
15	Declaration to be signed by the applicant and Commissioner of Oaths				15	Declaration to be signed by the applicant and Commissioner of Oaths								