

NATIONAL COUNCIL FOR CONSTRUCTION

WEBSITE USER GUIDE

FOR

REGISTERED USERS

**NATIONAL COUNCIL FOR CONSTRUCTION,
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DECEMBER 2013

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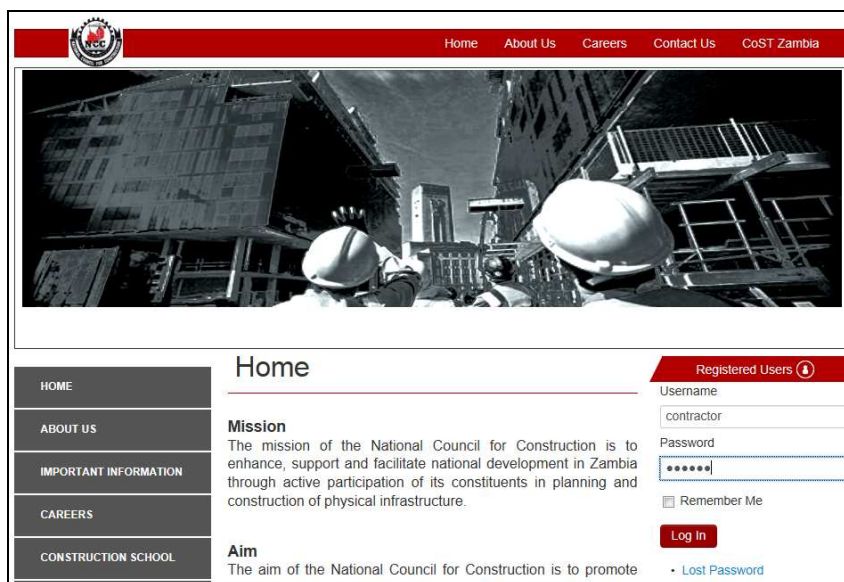
Registered Users

1. Login using Username/Password

This is the first step to enter the NCC website area for registered users. You will need to enter your exact username and password to enter the application. There is a change password option under profile tab. It is advised that you change your password periodically.

Note: In case you have not registered, please use the section for First Time Registration to Register on the website.

Below is the NCC Login interface.



The screenshot displays the NCC Home Page. At the top, there is a red navigation bar with the NCC logo on the left and links for Home, About Us, Careers, Contact Us, and CoST Zambia on the right. Below the navigation bar is a large banner image showing construction workers in hard hats. The main content area is divided into three sections. On the left is a vertical sidebar with a dark grey background and white text, containing links for HOME, ABOUT US, IMPORTANT INFORMATION, CAREERS, and CONSTRUCTION SCHOOL. The middle section, titled 'Home', contains the 'Mission' and 'Aim' of the National Council for Construction. The right section, titled 'Registered Users' with a red background and a user icon, contains the login form. The login form includes fields for 'Username' (with the text 'contractor' entered) and 'Password' (with masked characters '*****' entered). Below these fields is a 'Remember Me' checkbox and a red 'Log In' button. A link for 'Lost Password' is located below the 'Log In' button.

HOME

ABOUT US

IMPORTANT INFORMATION

CAREERS

CONSTRUCTION SCHOOL

Home

Mission
The mission of the National Council for Construction is to enhance, support and facilitate national development in Zambia through active participation of its constituents in planning and construction of physical infrastructure.

Aim
The aim of the National Council for Construction is to promote

Registered Users 1

Username
contractor

Password

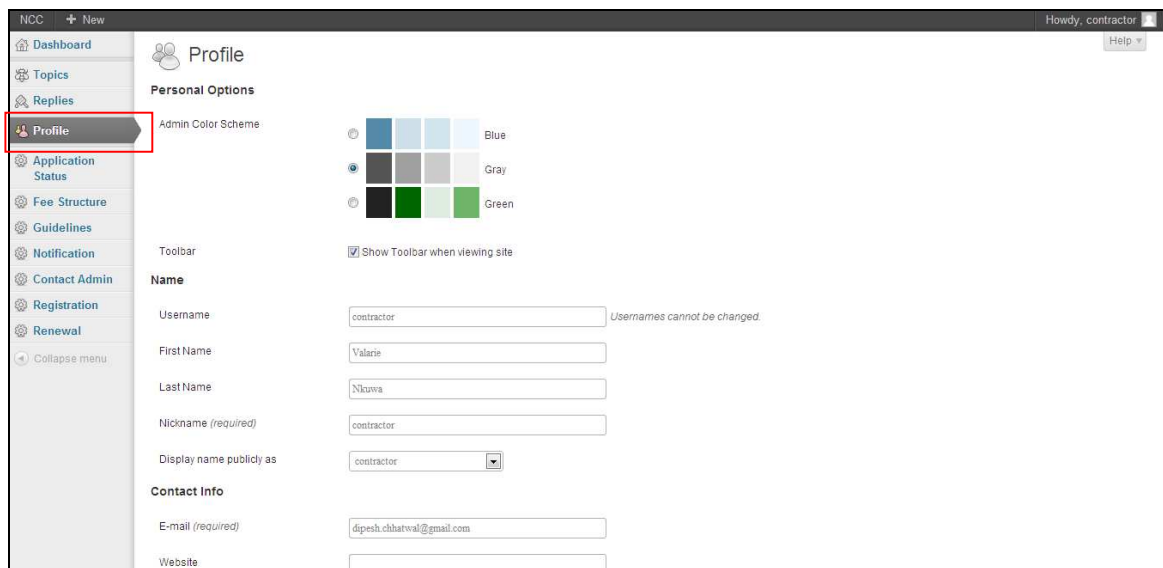
☐ Remember Me

Log In

[Lost Password](#)

Figure 1: Home Page

2. View/Edit Profile



The screenshot shows the 'Profile' page in the NCC application. The left sidebar contains a menu with items: Dashboard, Topics, Replies, Profile (highlighted with a red box), Application Status, Fee Structure, Guidelines, Notification, Contact Admin, Registration, and Renewal. The main content area is titled 'Profile' and includes a 'Personal Options' section with 'Admin Color Scheme' (Blue, Gray, Green) and a 'Toolbar' section with a checked 'Show Toolbar when viewing site' option. Below this is the 'Name' section with fields for Username (contractor), First Name (Valarie), Last Name (Nkoma), Nickname (required) (contractor), and Display name publicly as (contractor). The 'Contact Info' section has fields for E-mail (required) (dipesh.chhatwal@gmail.com) and Website.

Figure 2: Profile

Profile

Your profile contains information about you (your “account”). You can change your password; change the color scheme of your WordPress administration screens.

Your username cannot be changed, but you can use other fields to enter your real name or a nickname, and change which name to display on your posts.

Required fields are indicated; the rest are optional. Profile information will only be displayed if your theme is set up to do so.

Remember to click the Update Profile button when you are finished.

3. Registration

3.1 Grade Evaluator

Grade Evaluator is used to decide the classification grade of the registrant.

NCC + New Howdy, contractor

Assess Your Company's Eligibility for Desired Grade of Registration:

Fixed Assets

Total Value of Immovable Assets ZMW 5 Million and above

Movable Assets

Total Value of Movable Assets ZMW 5 Million and above

Annual Turnover

Maximum Annual Turnover (last five years) ZMW 25 Million

Contracts Completed (last five years)

Group your completed Construction Contracts according to type of works below and total the group Value and select accordingly.

Type of Work

General Building and Housing Total Value for Works N/A

General Civil Engineering Works N/A

General Roads & Earthworks N/A

General Mining Services N/A

Electrical & Telecommunications N/A

Specialist Works N/A

Key Personnel

Professional Staff > 5 No.

Technicians > 10 No.

Artisans > 5 No.

Statutory Requirements

PACRA : The Company Registration

NAPSA Social Security Registration

Worker's Compensation Registration

ZRA Tax Clearance

Figure 3: Grade Evaluator

User can answer the questions by selecting an appropriate option from the drop down list available (see figure 3).

Application Status

Fee Structure

Guidelines

Notification

Contact Admin

Registration

Grade Evaluator

First Time Contractor

First Time Supplier

First Time Manufacturer

Manufacturer Profile

Renewal

Collapse menu

Annual Turnover

Maximum Annual Turnover (last five years) ZMW 25 Million

Contracts Completed (last five years)

Group your completed Construction Contracts according to type of works below and total the group Value and select accordingly.

Type of Work

General Building and Housing Total Value for Works N/A

General Civil Engineering Works N/A

General Roads & Earthworks N/A

General Mining Services N/A

Electrical & Telecommunications N/A

Specialist Works N/A

Key Personnel

Professional Staff > 5 No.

Technicians > 10 No.

Artisans > 5 No.

Statutory Requirements

PACRA : The Company Registration

NAPSA Social Security Registration

Worker's Compensation Registration

ZRA Tax Clearance

Submit

Figure 4: Grade Evaluator

After answering all questions click Submit button (figure 4). The application will show what grades that user can select at the time of registration (see figure 5).

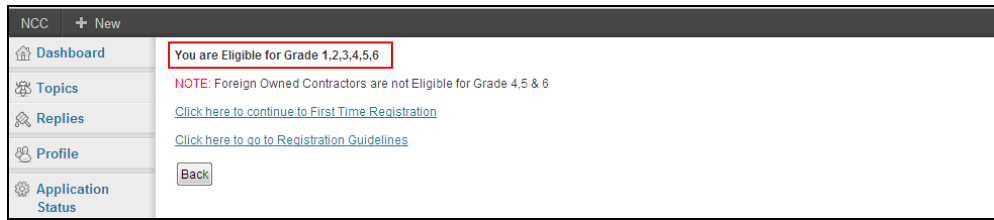


Figure 5: Selection of Grade

3.2 First Time Contractor

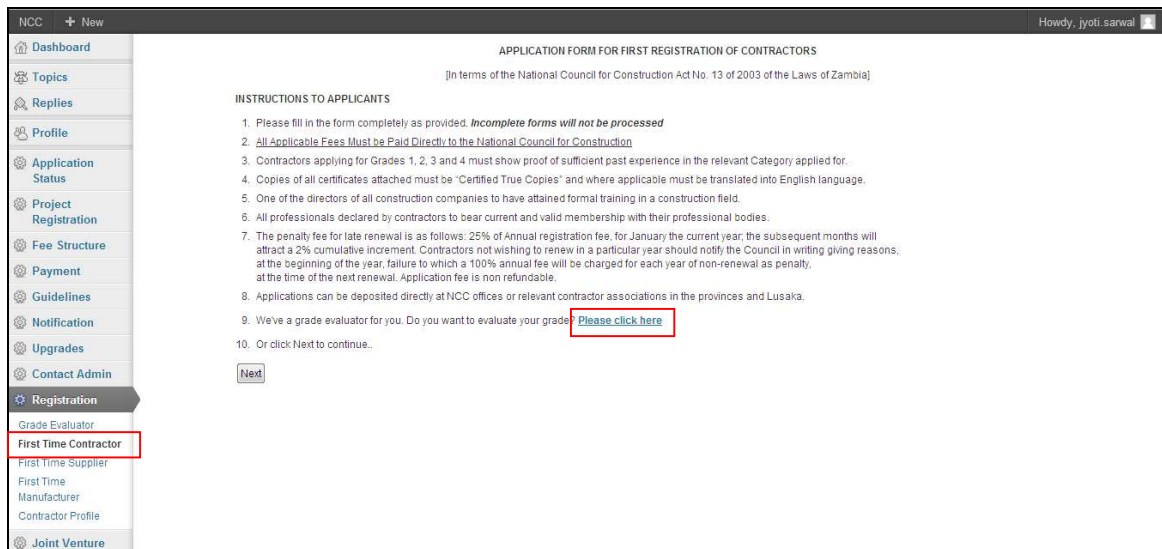


Figure 6: Instructions page

Step 1: If a user wants to evaluate his grade, he can use the link available on this page (figure 5) or otherwise there is a Grade Evaluator tab under Registration on the left hand side menu (figure 5).

If user already knows his grade then select Next button.

Step 2: Select a Category and grade and click Next button.

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Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration

Grade Evaluator
First Time Contractor
First Time Supplier
First Time Manufacturer
Contractor Profile
Joint Venture

Category of Application

Main Category: General Mining Services

Classification of Grade: 1

Back Next

Figure 7: Category of Application

Step 3: Company Details. Fill all the required information as shown in figure 8.

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Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration

Grade Evaluator
First Time Contractor
First Time Supplier
First Time Manufacturer
Contractor Profile
Joint Venture
Renewal

Company Details

Company Name *: Nova Terra

Trading Name

PACRA Registration No *: PA81234567

Registered Office Address

Physical*

Postal*

Town, Province, Country*: Lusaka, Central Zambia

Tel No (Should be numeric)*: 9811194056

Fax No (Should be numeric)

E-mail *

Branch Office

Physical

Postal

Town, Province, Country: Type Your City

Tel No (Should be numeric)

Fax No (Should be numeric)

E-mail

Company Type: Listed Company

Shareholding Structure

Name of Shareholder

Name

Position

Figure 8: Company Details

When all the required information has been entered, click **Next** button.

Step 4: Technical Data. Fill all the required information as shown in figure 9

The screenshot shows the 'Registration' step in the NCC system. The left sidebar contains a menu with options: Profile, Application Status, Project Registration, Fee Structure, Payment, Guidelines, Notification, Upgrades, Contact Admin, and Registration (highlighted). Under 'Registration', there are sub-options: Grade Evaluator, First Time Contractor, First Time Supplier, First Time Manufacturer, Contractor Profile, Joint Venture, and Renewal. The main content area is titled 'Registration' and contains a table for entering technical data. The table has columns for 'Position' and a numerical value. The rows are grouped by category: Engineers, Architects, Quantity Surveyors, Building Scientists, Surveyors, Accountants, Other (with a text input field), Key Personnel (Technicians), Position, Electricians, Construction Technologist, Other (with a text input field), Artisans, Position, Carpenters, Steel Fixers, Plumbers, Brick Layers, and Other (with a text input field). At the bottom of the table, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted in red.

Position	Value
Engineers	1
Architects	1
Quantity Surveyors	1
Building Scientists	1
Surveyors	1
Accountants	1
Other	0
Key Personnel (Technicians)	
Position	
Electricians	3
Construction Technologist	3
Other	0
Artisans	
Position	
Carpenters	5
Steel Fixers	5
Plumbers	5
Brick Layers	5
Other	0

Figure 9: Technical Data

Step 5: Company's Financial Information. Fill all the required information as shown in figure 10.

Click **Next** button

The screenshot shows the 'Company's Financial Information' step in the NCC system. The left sidebar contains a menu with options: Dashboard, Topics, Replies, Profile, Application Status, Project Registration, Fee Structure, Payment, Guidelines, Notification, Upgrades, Contact Admin, and Registration (highlighted). Under 'Registration', there are sub-options: Grade Evaluator, First Time Contractor, First Time Supplier, First Time Manufacturer, Contractor Profile, Joint Venture, and Renewal. The main content area is titled 'Company's Financial Information' and contains a form for entering financial data. The form has sections for 'Asset Value', 'Annual Turnover (in last five years)', and 'Contracts Completed (last five years)'. The 'Contracts Completed' section includes a table for entering data for various types of contracts. At the bottom of the form, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted in red.

Contract Type	Value
General Building and Housing	N/A
General Civil Engineering Works	N/A
General Roads & Earthworks	N/A
General Mining Services	N/A
Electrical & Telecommunications	N/A
Specialist Works	N/A

Figure 10: Company's Financial Information

Step 6: Statutory Registration Requirements. Fill all the required information as shown in figure 11.

Click **Next** button

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Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration

Grade Evaluator First Time Contractor First Time Supplier First Time Manufacturer Contractor Profile

Statutory Registration Requirements

NAPSA Registration/Account Number: *

Workers Compensation Employer Registration Number: *

Workers Compensation Receipt Number: *

ZRA Tax Clearance TPIN: *

Back Next

Figure 11: Statutory Registration Requirements

This will display list of documents to be attached with the application.

Step 7: Click **Next** button. (figure 12)

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Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration

Grade Evaluator First Time Contractor First Time Supplier First Time Manufacturer Contractor Profile Joint Venture Renewal Collapse menu

DOCUMENTS TO ATTACH

Download As PDF

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

Back Next

Figure 12: Documents to attach

Step 8: Declaration By The Applicant Page. Click **Submit** button

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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 and/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 may be revoked.

[Back](#) [Submit](#)

Registration

- Grade Evaluator
- First Time Contractor**
- First Time Supplier
- First Time Manufacturer
- Contractor Profile

Figure 13: Declaration by the Applicant

Step 9: Payment

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Your form has been successfully submitted.

[Pay Now](#) [Pay Later](#)

Registration

- Grade Evaluator
- First Time Contractor**
- First Time Supplier
- First Time Manufacturer
- Contractor Profile

Figure 14: Form Submitted

3.3 First Time Manufacturer

The screenshot shows the NCC application interface. The top bar includes 'NCC' and a '+ New' button. The user 'Howdy, jyoti.sarwal' is logged in. The left sidebar contains a menu with options: Dashboard, Topics, Replies, Profile, Application Status, Project Registration, Fee Structure, Payment, Guidelines, Notification, Upgrades, Contact Admin, Registration (highlighted), Grade Evaluator, First Time Contractor, First Time Supplier, First Time Manufacturer (highlighted), Contractor Profile, Joint Venture, and Renewal. The main content area is titled 'APPLICATION FOR REGISTRATION OF MANUFACTURERS OF CONSTRUCTION MATERIALS AND EQUIPMENT' and includes instructions for applicants. A 'Next' button is visible at the bottom of the instructions.

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Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Grade Evaluator First Time Contractor First Time Supplier First Time Manufacturer Contractor Profile Joint Venture Renewal

APPLICATION FOR REGISTRATION OF MANUFACTURERS OF CONSTRUCTION MATERIALS AND EQUIPMENT

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

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;

Next

Figure 15: First Time Manufacturer

Step 1: Select **Next** button.

The screenshot shows the NCC application interface for the 'Company Details' step. The top bar includes 'NCC' and a '+ New' button. The user 'Howdy, jyoti.sarwal' is logged in. The left sidebar contains a menu with options: Dashboard, Topics, Replies, Profile, Application Status, Project Registration, Fee Structure, Payment, Guidelines, Notification, Upgrades, Contact Admin, Registration (highlighted), Grade Evaluator, First Time Contractor, First Time Supplier, First Time Manufacturer (highlighted), Contractor Profile, Joint Venture, and Renewal. The main content area is titled 'Company Details' and contains a form with various fields for company information.

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Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Grade Evaluator First Time Contractor First Time Supplier First Time Manufacturer Contractor Profile Joint Venture Renewal

Company Details

You are applying for Materials

Company Name * Nova Terra

Trading Name

PACRA Registration No * PAS1234567

Registered Office Address

Physical *

Postal *

Town, Province, Country * Type Your City

Tel No (Should be numeric) * 9811194056

Fax No (Should be numeric)

E-mail *

Branch Office

Physical

Postal

Town, Province, Country Type Your City

Tel No (Should be numeric)

Fax No (Should be numeric)

E-mail

Figure 16: Company Details

Step 2: Company Details. Fill all the required information.

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- Upgrades
- Contact Admin
- Registration
 - Grade Evaluator
 - First Time Contractor
 - First Time Supplier
 - First Time Manufacturer
 - Contractor Profile
- Joint Venture
- Renewal
- Collapse menu

Fax No (Should be numeric)

E-mail *

Branch Office

Physical

Postal

Town,Province,Country

Tel No (Should be numeric)

Fax No (Should be numeric)

E-mail

Company Type

Business Type

Shareholding Structure

Name

Position

Passport No. / NRC No.

Status

Shareholding %

Qualification

Figure 17: Company Details

When all the required information has been entered, click **Next** button.

NCC + New Howdy, jyoti.sarwal

- Dashboard
- Topics
- Replies
- Profile
- Application Status
- Project Registration
- Fee Structure
- Payment
- Guidelines
- Notification
- Upgrades
- Contact Admin
- Registration
 - Grade Evaluator
 - First Time Contractor
 - First Time Supplier
 - First Time Manufacturer
 - Contractor Profile

Technical Employees

Name of Employee

Position

Profession/Skill

National Registration Number (NRC)

Add New Row

Figure 18: Technical Employees

Step 3: Technical Employees. Fill all the required information.

Click **Next** button.

NCC + New

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin **Registration** Grade Evaluator First Time Contractor First Time Supplier First Time Manufacturer Contractor Profile

Technical Data

Name of Material and/or Equipment Manufactured

Add New Row

Back Next

Figure 19: Technical Data

Step 4: Technical Data. Fill in the name of Material/Equipment manufactured. If required, user can add some more data by clicking **Add new row** button.

Click **Next** button.

NCC + New

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin **Registration** Grade Evaluator First Time Contractor First Time Supplier First Time Manufacturer Contractor Profile

Compliance Data

Name of Standard

Add New Row

Add New Row

Back Next

Figure 20: Compliance Data

Step 5: Compliance Data. Fill in the name of Standard. If required, user can add some more data by clicking **Add new row** button.

Click **Next** button.

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Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration

Grade Evaluator
First Time Contractor
First Time Supplier
First Time Manufacturer
Contractor Profile

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED [Download Pdf](#)

1. Company or firms registration certificate
2. Investment Licence Certificate (if applicable)
3. Trade licence from local authority
4. Tax Clearance Certificate/VAT Registration Certificate
5. Proof of ownership of company Bank Account or Bank reference

Back Next

Figure 21: List of documents to be attached

This will display list of documents to be attached with the application.

Step 6: Click **Next** button. (Figure 21)

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Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration

Grade Evaluator
First Time Contractor
First Time Supplier
First Time Manufacturer
Contractor Profile

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 and/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 may be revoked.

Back Submit

Figure 22: Declaration

Step 7: Declaration By The Applicant Page. Click **Submit** button

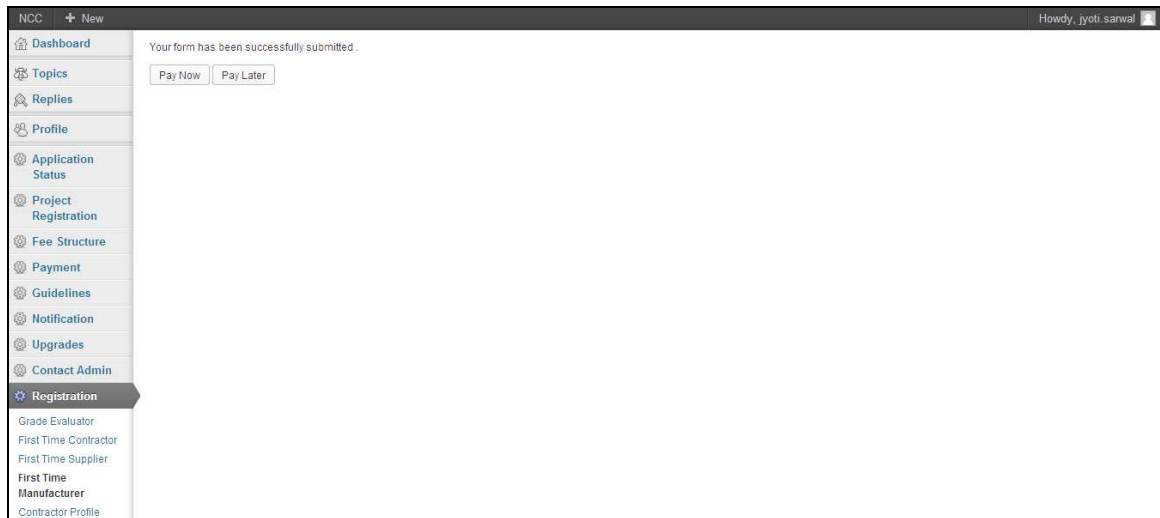


Figure 23: Form submitted

3.4 First Time Supplier

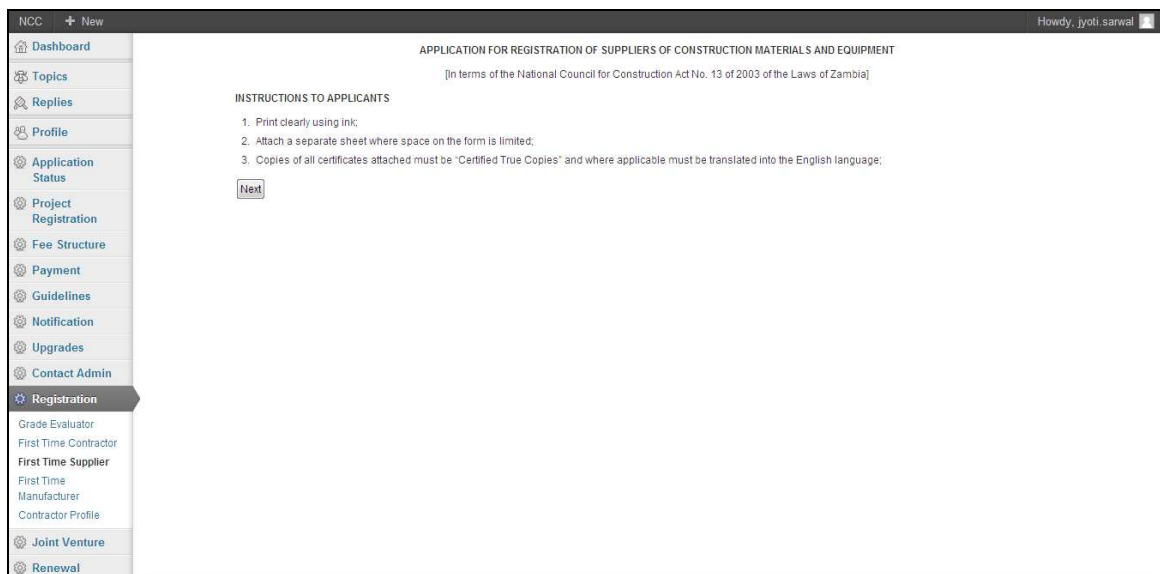


Figure 24: First Time Supplier

Step 1: Select **Next** button.

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Company Details

You are applying for

Company Name *

Trading Name

PACRA Registration No *

Registered Office Address

Physical *

Postal *

Town, Province, Country *

Tel No (Should be numeric) *

Fax No (Should be numeric)

E-mail *

Branch Office

Physical

Postal

Town, Province, Country

Tel No (Should be numeric)

Fax No (Should be numeric)

E-mail

Figure 25: Company Details

Step 2: Company Details. Fill all the required information.

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Branch Office

Physical

Postal

Town, Province, Country

Tel No (Should be numeric)

Fax No (Should be numeric)

E-mail

Company Type

Business Type

Shareholding Structure

Name

Position

Passport No. / NRC No.

Status

Shareholding %

Qualification

Figure 26: Company Details

When all the required information has been entered, click **Next** button.

NCC + New Howdy, jyoti.sarwal

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Joint Venture Renewal

Technical Data

Name of Material and/or Equipment Manufactured

Add New Row Back Next

Figure 27: Technical Data

Step 3: Technical Data. Fill in the name of Material/Equipment manufactured. If required, user can add some more data by clicking **Add new row** button.

Click **Next** button.

NCC + New Howdy, jyoti.sarwal

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Joint Venture Renewal

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED Download Pdf

1. Company or firms registration certificate.
2. Investment Licence Certificate (if applicable).
3. Trade licence from local authority.
4. Tax Clearance Certificate/VAT Registration Certificate.
5. Proof of ownership of company Bank Account or Bank reference.

Back Next

Figure 28: List of Documents

This will display list of documents to be attached with the application.

Step 4: Click **Next** button. (Figure 28)

NCC + New Howdy, jyoti.sarwal

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 and/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 may be revoked.

[Back](#) [Submit](#)

Figure 29: Declaration

Step 5: Declaration By The Applicant Page. Click **Submit** button

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Your form has been successfully submitted.

[Pay Now](#) [Pay Later](#)

Figure 30: Form submitted

4. Application Status

NCC

+ New

Topics

Replies

Profile

Application Status

Project Registration

Fee Structure

Payment

Guidelines

Notification

Upgrades

Contact Admin

Registration

Joint Venture

Renewal

Collapse menu

Howdy, jyoti.sarwal

Status Of Your Contractors Applications:

Application No	Generated Registration No	Grade	Categories	Form Status	Current Status
360304980	A55555	1	General Building and Housing	Approved	Active
1270486116	B33333	1	General Roads & Earthworks	Approved	Active
1755554020		3	General Civil Engineering Works	Pending	Deactive
1840447963		1	General Mining Services	Pending	Deactive

Status Of Your Manufacturers Applications:

Application No	Generated Registration No	Categories	Form Status	Current Status
1574697960		Equipment	Pending	Deactive
1752169313		Materials	Pending	Deactive

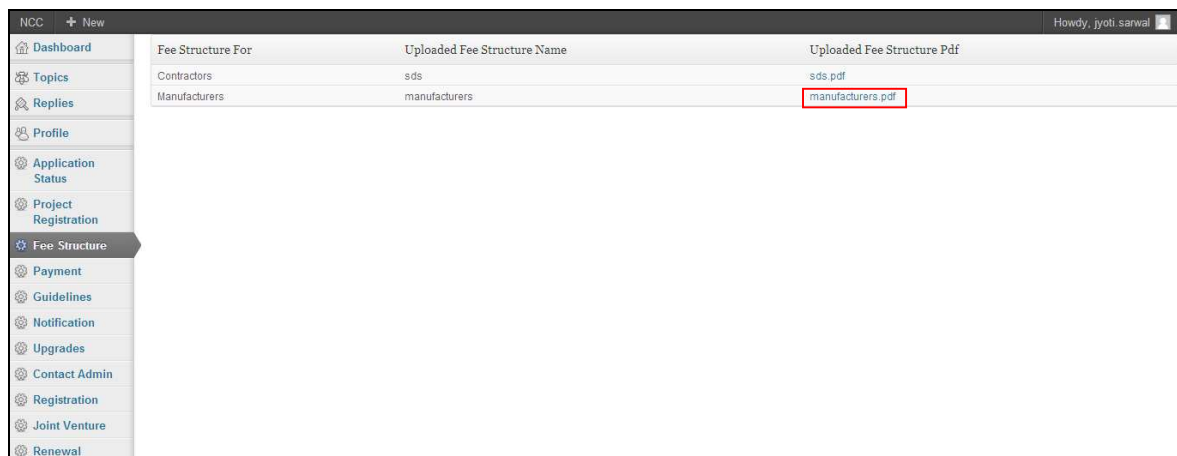
Status Of Your Suppliers Applications:

Application No	Generated Registration No	Categories	Form Status	Current Status
7787314710		Equipment	Pending	Deactive
7374717920		Materials	Pending	Deactive

Figure 31: Application Status

Here user can check the status of his various applications.

5. Fee Structure

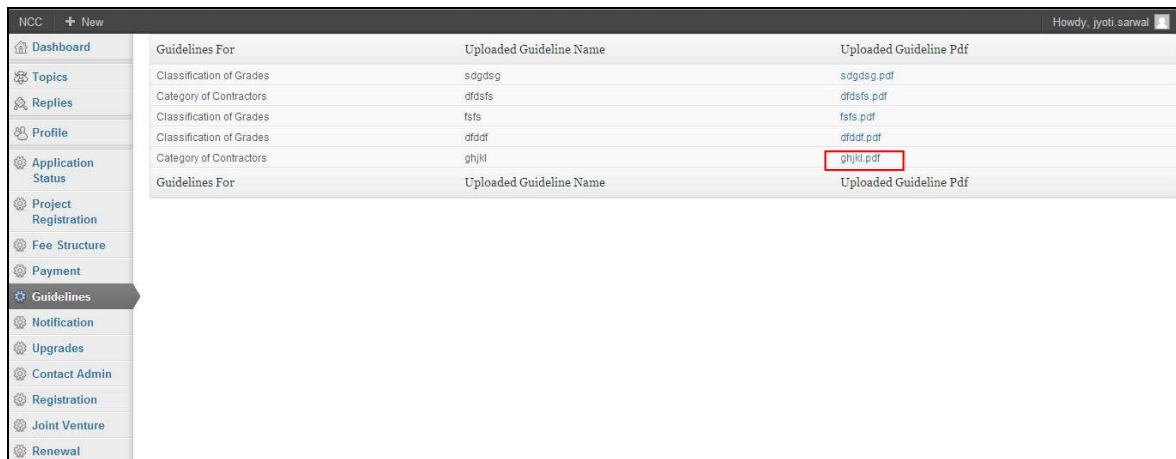


NCC + New			Howdy, jyoti.sarwal
Fee Structure For	Uploaded Fee Structure Name	Uploaded Fee Structure Pdf	
Contractors	sds	sds.pdf	
Manufacturers	manufacturers	manufacturers.pdf	

Figure 32: Fee Structure

User can view fee structure by clicking on the respective link (as shown in figure 32).

6. Guidelines

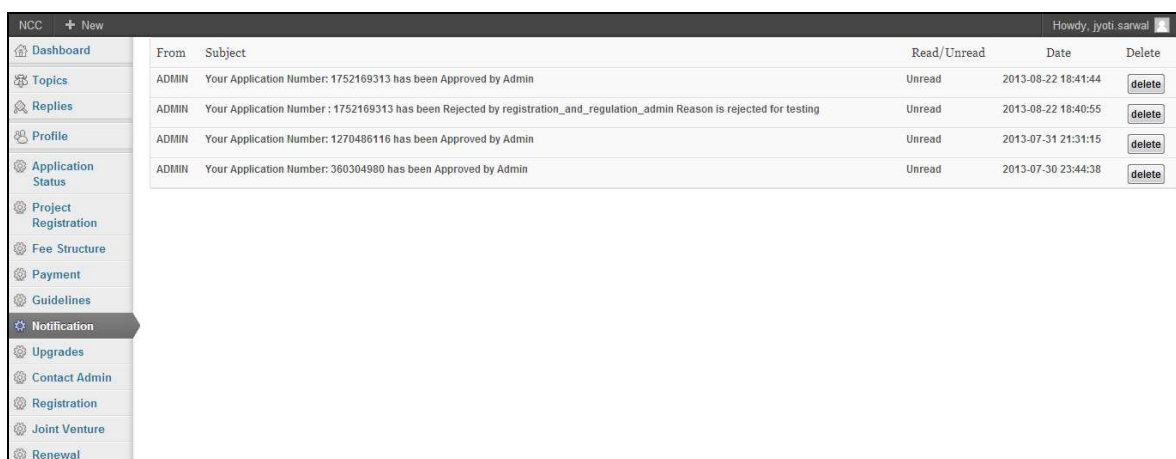


Guidelines For	Uploaded Guideline Name	Uploaded Guideline Pdf
Classification of Grades	sdgdeg	sdgdeg.pdf
Category of Contractors	dfdsts	dfdsts.pdf
Classification of Grades	fsfs	fsfs.pdf
Classification of Grades	dfddf	dfddf.pdf
Category of Contractors	ghjkl	ghjkl.pdf
Guidelines For	Uploaded Guideline Name	Uploaded Guideline Pdf

Figure 33: Guidelines

User can view Guidelines by clicking on the respective link (as shown in figure 33).

7. Notification



From	Subject	Read/Unread	Date	Delete
ADMIN	Your Application Number: 1752169313 has been Approved by Admin	Unread	2013-08-22 18:41:44	<button>delete</button>
ADMIN	Your Application Number : 1752169313 has been Rejected by registration_and_regulation_admin Reason is rejected for testing	Unread	2013-08-22 18:40:55	<button>delete</button>
ADMIN	Your Application Number: 1270486116 has been Approved by Admin	Unread	2013-07-31 21:31:15	<button>delete</button>
ADMIN	Your Application Number: 360304980 has been Approved by Admin	Unread	2013-07-30 23:44:38	<button>delete</button>

Figure 34: Notification

Here user can see notifications related to his applications

User can also delete a notification by using **Delete** button.

8. Contact Admin

The screenshot shows a web application interface for the National Council for Construction (NCC). On the left is a sidebar menu with options: Dashboard, Topics, Replies, Profile, Application Status, Project Registration, Fee Structure, Payment, Guidelines, Notification, Upgrades, Contact Admin (highlighted), Registration, Joint Venture, and Renewal. The main content area is titled 'Send Notification To Admin'. It contains a 'Notification From' field with the value 'j.sarwal@gmail.com', an 'Attach File' section with a 'Choose File' button and the text 'No file chosen', a large text area for the 'Message', and a 'submit' button at the bottom left. The top right of the interface shows the user's name 'Howdy, jyoti.sarwal'.

Figure 35: Contact Admin

User can send message to Admin using this interface. User can also send attachments.

9. Apply for Upgrade of Registration (Contractors)

Here user can change or add new data to the Registration form.

The screenshot displays the 'APPLICATION FORM FOR UPGRADING OF CONTRACTORS' in the NCC system. The sidebar menu is identical to Figure 35, with 'Upgrades' highlighted. The main content area is titled 'APPLICATION FORM FOR UPGRADING OF CONTRACTORS' and includes a sub-header '[In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia]'. Below this, it says 'INSTRUCTIONS TO APPLICANTS' followed by a numbered list of 11 instructions. At the bottom left of the main content area is a 'Next' button. The top right shows the user's name 'Howdy, jyoti.sarwal'.

Figure 36: Upgrade

Step 1: Select **Next** button.

Figure 37: NCC Registration Number

Step 2: Enter the NCC Registration number and click **Next** button

Figure 38: Registration Form

Step 3: If required, user can change the details and when done click **Next** button.

The screenshot shows a registration form titled 'NCC + New' with a user profile 'Howdy, jyoti.sarwal'. The form is divided into two main sections: 'Contact Details of Firm's First Banker' and 'Contact Details of Firm's Second Banker'. The first section includes fields for Bank Name, Branch, Account No, Address, Contact Person, Tel No, and Fax No, with some pre-filled values like 'abc bank', 'abc branch', and '98111940569'. The second section has similar fields but is currently empty. Navigation buttons 'Remove Shareholder', 'Add New Row', 'Back', and 'Next' are present.

Figure 39: Registration Form

The screenshot shows the 'Technical Data' section of the application. A sidebar on the left contains navigation links: Dashboard, Topics, Replies, Profile, Application Status, Project Registration, Fee Structure, Payment, Guidelines, Notification, Upgrades (highlighted), Contact Admin, Registration, Joint Venture, and Renewal. The 'Technical Data' form includes a dropdown menu for 'Additions or Changes?' with options 'Select', 'Yes', and 'No'. Below this, there are sections for 'Key Personnel (Professional)' and 'Key Personnel (Technicians)', each with a 'Position' field and a corresponding numerical value in a dropdown menu. The 'Key Personnel (Professional)' section lists Engineers (0), Architects (0), Quantity Surveyors (0), Building Scientists (0), Surveyors (5), Accountants (4), and Other (0). The 'Key Personnel (Technicians)' section lists Electricians (6), Construction Technologist (0), and Other (0). The 'Key Personnel (Skills Based)' section lists Carpenters (5) and Steel Fixers (0).

Figure 40: Technical Data

Step 4: Technical Data: If required, user can change the details by selecting **Yes** from the drop down (shown in fig. 40). When done click **Next** button.

Section	Position	Count
Key Personnel (Technicians)	Engineers	0
	Architects	0
	Quantity Surveyors	0
	Building Scientists	0
	Surveyors	5
	Accountants	4
Key Personnel (Skills Based)	Other	0
	Electricians	6
	Construction Technologist	5
	Other	0
	Carpenters	5
	Steel Fixers	5
	Plumbers	5
	Brick Layers	5
	Other	0

Figure 41: Technical Data

Field	Value
Additions or Changes?	Select
Asset Value	ZMW 25 Million and above
Contracts Completed (in last five years)	ZMW 25 Million and above

Figure 42: Financial Information

Step 5: Company's Financial Information: If required, user can change the details by selecting **Yes** from the drop down (shown in fig. 42). When done click **Next** button.

NCC

New

Howdy, jrofi.sanwal

Dashboard

Topics

Replies

Profile

Application Status

Project Registration

Fee Structure

Payment

Guidelines

Notification

Upgrades

Contact Admin

Registration

Joint Venture

Renewal

Collapse menu

DOCUMENTS TO ATTACH :

Download Pdf

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

Back

Next

Figure 43: List of Documents

This will display list of documents to be attached with the application.

Step 6: Click **Next** button (figure 43).

NCC

New

Howdy, jrofi.sanwal

Dashboard

Topics

Replies

Profile

Application Status

Project Registration

Fee Structure

Payment

Guidelines

Notification

Upgrades

Contact Admin

Registration

Joint Venture

Renewal

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 manufacturer or supplier with the National Council for Construction will be terminated.

We agree that in the event of revocation of registration any registration fee 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 manufacturer or supplier I/we will notify the National Council for Construction in which case my/our registration may be revoked.

Back

Submit

Figure 44: Declaration

Step 7: Declaration By The Applicant Page. Click **Submit** button



Figure 45: Payment

10. Apply for Renewal of Registration

10.1 Contractor Renewal

Here user can change or add new data to the Registration form.

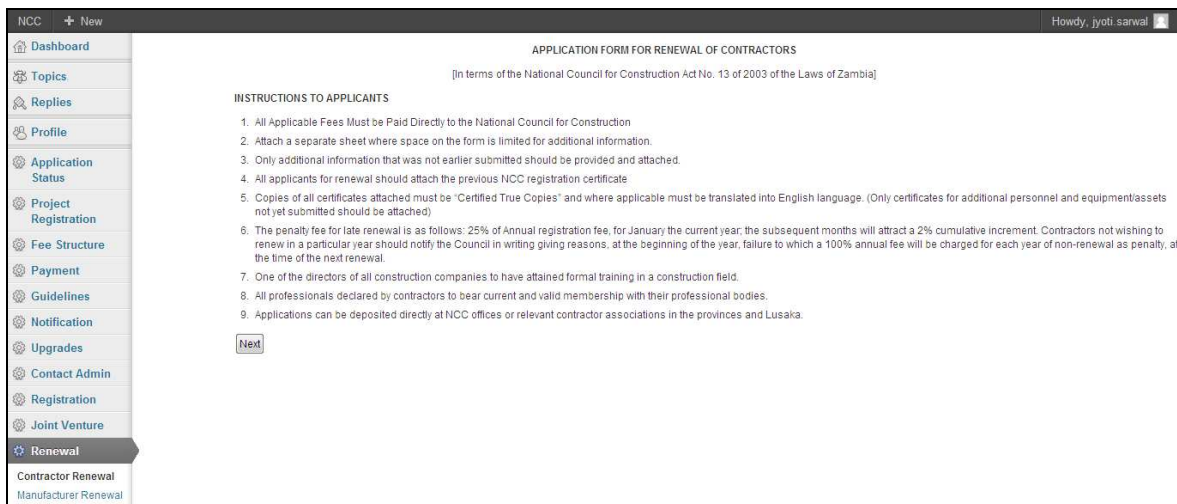


Figure 46: Instructions

Step 1: Select **Next** button.

NCC + New

Howdy, jyoti.sarwal

NCC Registration Number

Back Next

Figure 47: Registration Number

Step 2: Enter the NCC Registration number and click **Next** button

NCC + New

Howdy, jyoti.sarwal

Main Category: General Roads & Earthworks

Classification of Grade: 1

Company Details

Company Name: Nova Terra

Trading Name:

PACRA Registration No: PAS1234567

Registered Office Address

Physical: abc

Postal: xyz Road

Town, Province, Country: Lusaka, Democratic Republic of the Congo

Tel No (s): 9811194056

Fax No:

E-mail: j.sarwal@gmail.com

Branch Office

Physical:

Postal:

Town, Province, Country: Type Your City

Tel No (s):

Fax No:

Figure 48: Company Details

NCC + New Howdy, jyoti.sarwal

Shareholding %

Qualification

Contact Details of Firm's First Banker

Bank Name abc bank

Branch abc branch

Account No 44444444444444444444

Address 68 c block

Contact Person aaaaaaaaaa

Tel No 98111940369

Fax No

Contact Details of Firm's Second Banker

Bank Name

Branch

Account No

Address

Contact Person

Tel No

Fax No

Back Next

Figure 49: Company Details

Step 3: If required, user can change the details and when done click **Next** button.

NCC + New Howdy, jyoti.sarwal

Dashboard

Topics

Replies

Profile

Application Status

Project Registration

Fee Structure

Payment

Guidelines

Notification

Upgrades

Contact Admin

Registration

Joint Venture

Renewal

Contractor Renewal

Manufacturer Renewal

Collapse menu

Technical Data

Additions or Changes? Select

Key Personnel (Professional)

Position

Engineers 0

Architects 0

Quantity Surveyors 0

Building Scientists 0

Surveyors 5

Accountants 4

Other 0

Key Personnel (Technicians)

Position

Electricians 6

Construction Technologist 0

Other 0

Key Personnel (Skills Based)

Position

Carpenters 5

Steel Fixers 0

Figure 50: Technical Data

Step 4: Technical Data: If required, user can change the details by selecting **Yes** from the drop down (shown in fig. 50). When done click **Next** button.

NCC + New Howdy, jyoti.sarwal

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Joint Venture Renewal Contractor Renewal Manufacturer Renewal

Company's Financial Information

Additions or Changes? Select

Asset Value Select

Total Value of Immovable Assets & Movable Assets No 25 Million and above

Contracts Completed (in last five years) ZMW 25 Million and above

Back Next

Figure 51: Financial Information

Step 5: Company's Financial Information: If required, user can change the details by selecting **Yes** from the drop down (shown in fig. 51). When done click **Next** button.

NCC + New Howdy, jyoti.sarwal

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Joint Venture Renewal Contractor Renewal Manufacturer Renewal

DOCUMENTS TO ATTACH : Download Pdf

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

Back Next

Figure 52: List of documents

This will display list of documents to be attached with the application.

Step 6: Click **Next** button (figure 52).

NCC + New Howdy, jyoti.sarwal

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Joint Venture Renewal Contractor Renewal Manufacturer Renewal

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 manufacturer or supplier with the National Council for Construction will be terminated.

We agree that in the event of revocation of registration any registration fee 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 manufacturer or supplier I/we will notify the National Council for Construction in which case my/our registration may be revoked.

Back Submit

Figure 53: Declaration

Step 7: Declaration By The Applicant Page. Click **Submit** button

NCC + New Howdy, jyoti.sarwal

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Joint Venture Renewal Contractor Renewal Manufacturer Renewal

Your form has been successfully submitted.

Pay Now Pay Later

Figure 54: Payment

10.2 Manufacturer Renewal

NCC + New Howdy, jyoti.sarwal

APPLICATION FORM FOR RENEWAL OF MANUFACTURER
 [In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia]

INSTRUCTIONS TO APPLICANTS

1. All Applicable Fees Must be Paid Directly to the National Council for Construction
2. Attach a separate sheet where space on the form is limited for additional information.
3. Only additional information that was not earlier submitted should be provided and attached.
4. All applicants for renewal should attach the previous NCC registration certificate
5. Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into English language. (Only certificates for additional personnel and equipment/assets not yet submitted should be attached)
6. 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.
7. One of the directors of all construction companies to have attained formal training in a construction field.
8. All professionals declared by contractors to bear current and valid membership with their professional bodies.
9. Applications can be deposited directly at NCC offices or relevant contractor associations in the provinces and Lusaka.

[Next](#)

Renewal

- Contractor Renewal
- Manufacturer Renewal**

Figure 55: Instructions

Step 1: Click **Next** button.

NCC + New Howdy, jyoti.sarwal

NCC Registration Number

[Back](#) [Next](#)

Renewal

- Contractor Renewal
- Manufacturer Renewal**

Figure 56: NCC Registration Number

Step 2: Enter the NCC Registration number and click **Next** button

Company Details

Company Name: Nova

Trading Name:

PACRA Registration No: 9811194056

Registered Office Address

Physical: abc

Postal: xyz Road

Town, Province, Country: Lusaka, Lusaka, Zambia

Tel No (s): 2222222222222222

Fax No:

E-mail: j.sarwal@gmail.com

Branch Office Address

Physical:

Postal:

Town, Province, Country: Type Your City

Tel No (s):

Fax No:

E-mail:

Company Type: Listed Company

Figure 57: Company Details

Step 3: Company Details: If required, user can change / add new details and when done click **Next** button.

Technical Employees

Name of Employee: Anil

Position: Head Technician

Profession/Skill:

National Registration Number (NRC):

Add New Row

Back Next

Figure 58: Technical Employees

Step 4: Technical Employees: If required, user can change the details (shown in fig. 58). When done click **Next** button.

Figure 59: Technical Data

Step 5: Technical Data: If required, user can change the details. When done click **Next** button.

Figure 60: Compliance Data

Step 6: Compliance Data: If required, user can change the details. When done click **Next** button.

This will display list of documents to be attached with the application.

Figure 61: List of Documents

Step 7: Click **Next** button (figure 61).

NCC + New Howdy, jyoti.sarwal

Dashboard Topics Replies Profile Application Status Fee Structure Guidelines Notification Contact Admin Registration **Renewal** Manufacturer Renewal

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 and/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 may be revoked.

Back Submit

Figure 62: Declaration

Step 8: Declaration By The Applicant Page. Click **Submit** button

NCC + New Howdy, jyoti.sarwal

Dashboard Topics Replies Profile Application Status Fee Structure Guidelines Notification Contact Admin Registration **Renewal** Manufacturer Renewal

Your form has been successfully submitted.

Pay Now Pay Later

Step 9: Payments

10.2 Supplier Renewal

NCC + New Howdy, supplier

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure **Payment** Guidelines Notification Upgrades Contact Admin Registration Joint Venture **Renewal** Contractor Renewal Manufacturer Renewal Supplier Renewal

APPLICATION FORM FOR RENEWAL OF SUPPLIER

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

INSTRUCTIONS TO APPLICANTS

1. All Applicable Fees Must be Paid Directly to the National Council for Construction
2. Attach a separate sheet where space on the form is limited for additional information.
3. Only additional information that was not earlier submitted should be provided and attached.
4. All applicants for renewal should attach the previous NCC registration certificate
5. Copies of all certificates attached must be "Certified True Copies" and where applicable must be translated into English language. (Only certificates for additional personnel and equipment/assets not yet submitted should be attached)
6. 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.
7. One of the directors of all construction companies to have attained formal training in a construction field.
8. All professionals declared by contractors to bear current and valid membership with their professional bodies.
9. Applications can be deposited directly at NCC offices or relevant contractor associations in the provinces and Lusaka.

Next

Figure 63: Instructions

Step 1: Select **Next** button.

The screenshot shows a web application interface for NCC registration. On the left is a sidebar menu with options: Dashboard, Topics, Replies, Profile, Application Status, Project Registration, Fee Structure, Payment, Guidelines, Notification, Upgrades, Contact Admin, Registration, Joint Venture, and Renewal (highlighted). Below the main menu are sub-options: Contractor Renewal, Manufacturer Renewal, and Supplier Renewal. The main content area has a header 'NCC + New' and a user profile 'Howdy, supplier'. The form is titled 'NCC Registration Number' and contains a single text input field. Below the input field are 'Back' and 'Next' buttons.

Figure 64: NCC Registration Number

Step 2: Enter the NCC Registration number and click **Next** button

The screenshot shows a web application interface for company details. The sidebar menu is the same as in Figure 64, with 'Renewal' highlighted. The main content area has a header 'NCC + New' and a user profile 'Howdy, supplier'. The form is titled 'Company Details' and contains multiple input fields and dropdown menus. The fields are: Fax No, E-mail, Branch Office, Physical, Postal, Town, Province, Country (dropdown), Tel No (s), Fax No, E-mail, Company Type (dropdown), Business Type (dropdown), Shareholding Structure, Name, Position, Passport No. / NRC No., Status (dropdown), Shareholding %, and Qualification. At the bottom of the form are 'Back' and 'Next' buttons.

Figure 65: Company Details

Step 3: If required, user can change the details and when done click **Next** button.

NCC + New Howdy, supplier

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Joint Venture **Renewal** Contractor Renewal Manufacturer Renewal Supplier Renewal

Technical Data

Name of Material and/or Equipment Manufactured Copper

Add New Row Back Next

Figure 66: Technical Data

Step 4: Technical Data: If required, user can change the details (shown in fig. 66).

When done click **Next** button.

NCC + New Howdy, supplier

Dashboard Topics Replies Profile Application Status Project Registration Fee Structure Payment Guidelines Notification Upgrades Contact Admin Registration Joint Venture **Renewal** Contractor Renewal Manufacturer Renewal Supplier Renewal

CERTIFICATES / DOCUMENTS WHICH MUST BE ATTACHED Download Pdf

1. Company or firms registration certificate.
2. Investment Licence Certificate (if applicable).
3. Trade licence from local authority.
4. Tax Clearance Certificate/VAT Registration Certificate.
5. Proof of ownership of company Bank Account or Bank reference.

Back Next

Figure 67: Documents to Attach

Step 5: Click **Next** button (figure 67).

NCC + New Howdy, supplier

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 and/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 may be revoked.

[Back](#) [Submit](#)

Navigation Menu:

- Dashboard
- Topics
- Replies
- Profile
- Application Status
- Project Registration
- Fee Structure
- Payment
- Guidelines
- Notification
- Upgrades
- Contact Admin
- Registration
- Joint Venture
- Renewal**
 - Contractor Renewal
 - Manufacturer Renewal
 - Supplier Renewal

Figure 68: Declaration

Step 6: Click **Submit** button (figure 68).

NCC + New Howdy, supplier

Payment

Your form has been successfully submitted.

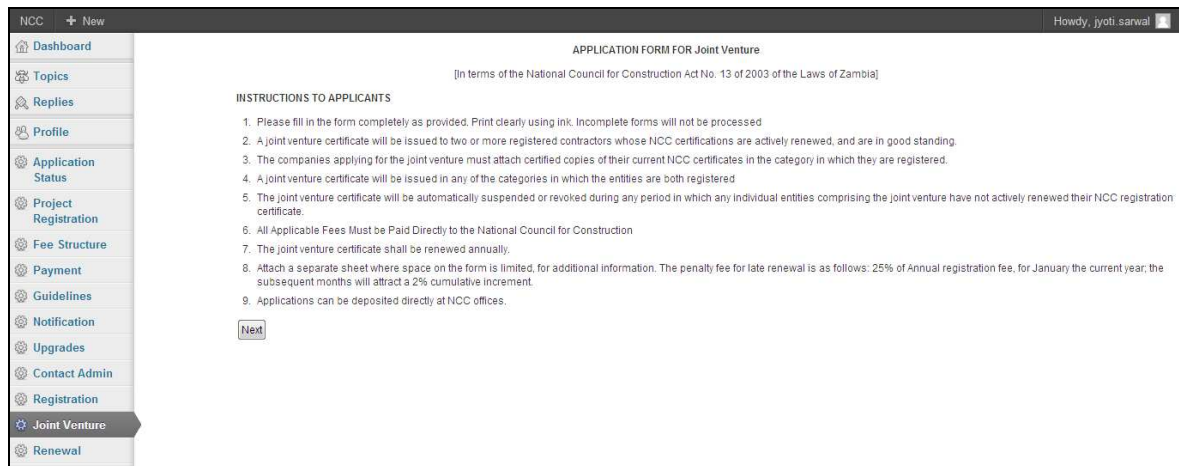
[Pay Now](#) [Pay Later](#)

Navigation Menu:

- Dashboard
- Topics
- Replies
- Profile
- Application Status
- Project Registration
- Fee Structure
- Payment
- Guidelines
- Notification
- Upgrades
- Contact Admin
- Registration
- Joint Venture
- Renewal**
 - Contractor Renewal
 - Manufacturer Renewal
 - Supplier Renewal

Figure 69: Payment

11. Apply for Joint Venture Registration



The screenshot shows the 'APPLICATION FORM FOR Joint Venture' interface. The left sidebar contains a menu with options: Dashboard, Topics, Replies, Profile, Application Status, Project Registration, Fee Structure, Payment, Guidelines, Notification, Upgrades, Contact Admin, Registration, Joint Venture (highlighted), and Renewal. The main content area is titled 'APPLICATION FORM FOR Joint Venture' and includes a sub-header '[In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia]'. Below this, there are 'INSTRUCTIONS TO APPLICANTS' listed in nine numbered points. At the bottom of the instructions, there is a 'Next' button.

APPLICATION FORM FOR Joint Venture
[In terms of the National Council for Construction Act No. 13 of 2003 of the Laws of Zambia]

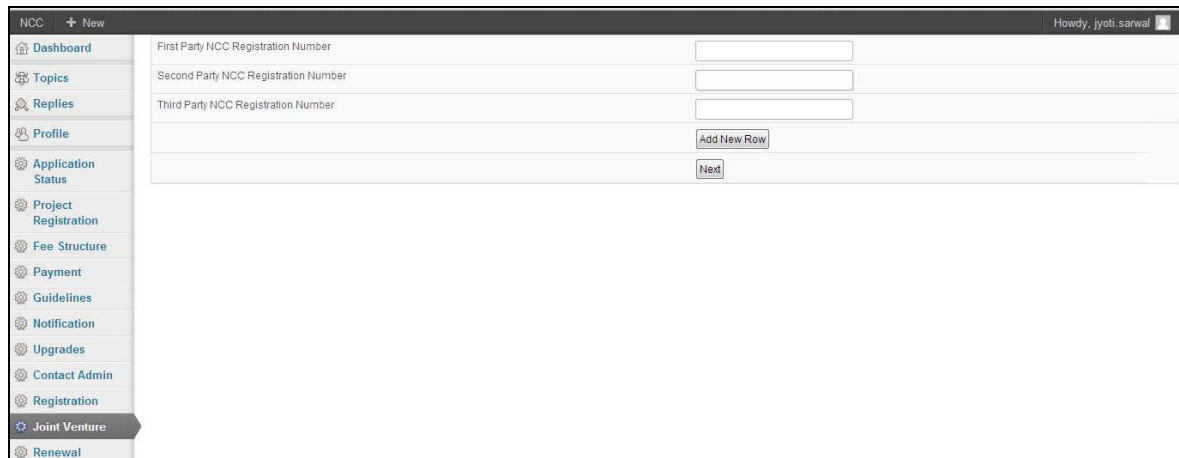
INSTRUCTIONS TO APPLICANTS

1. Please fill in the form completely as provided. Print clearly using ink. Incomplete forms will not be processed
2. A joint venture certificate will be issued to two or more registered contractors whose NCC certifications are actively renewed, and are in good standing.
3. The companies applying for the joint venture must attach certified copies of their current NCC certificates in the category in which they are registered.
4. A joint venture certificate will be issued in any of the categories in which the entities are both registered
5. The joint venture certificate will be automatically suspended or revoked during any period in which any individual entities comprising the joint venture have not actively renewed their NCC registration certificate.
6. All Applicable Fees Must be Paid Directly to the National Council for Construction
7. The joint venture certificate shall be renewed annually.
8. Attach a separate sheet where space on the form is limited, for additional information. 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
9. Applications can be deposited directly at NCC offices.

Next

Figure 70: Instructions

Step 1: Select **Next** button.



The screenshot shows the 'APPLICATION FORM FOR Joint Venture' interface. The left sidebar is the same as in Figure 70. The main content area has three input fields for 'First Party NCC Registration Number', 'Second Party NCC Registration Number', and 'Third Party NCC Registration Number'. Below these fields is an 'Add New Row' button and a 'Next' button.

First Party NCC Registration Number

Second Party NCC Registration Number

Third Party NCC Registration Number

Add New Row

Next

Figure 71

Step 2: Enter NCC Registration Numbers of the Joint Venture Parties. Then click **Next** button.

NCC + New Howdy, jyoti sarwal

- Dashboard
- Topics
- Replies
- Profile
- Application Status
- Project Registration
- Fee Structure
- Payment
- Guidelines
- Notification
- Upgrades
- Contact Admin
- Registration
- Joint Venture**
- Renewal

Main Category of JV: General Building and Housing

Classification of Grade of JV: 1

Name of Joint Venture:

[Back](#) [Next](#)

Figure 72: Enter details

This will display company's details.

NCC + New Howdy, jyoti sarwal

- Dashboard
- Topics
- Replies
- Profile
- Application Status
- Project Registration
- Fee Structure
- Payment
- Guidelines
- Notification
- Upgrades
- Contact Admin
- Registration
- Joint Venture**
- Renewal
- Collapse menu

Company Details

First Party

Company Name: Nova Terra

Trading Name:

PACRA Registration No: PAS1234567

Registered Office Address

Physical: abc

Postal: xyz Road

Tel No (s): 9811194056

Fax No:

E-mail: j.sarwal@gmail.com

NCC Grade: 1

Category: General Building and Housing

Director/Owner/Partner

Name:

Cell Number:

Highest Annual Turnover:

Second Party

Company Name: Nova Terra

Trading Name:

Figure 73: Company Details

Step 3: Click **Next** button.

NCC + New Howdy, jyoti.sarwal

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 and/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 may be revoked.

[Back](#) [Submit](#)

Figure 74: Declaration

Step 3: Click **Submit** button.

NCC + New Howdy, jyoti.sarwal

Your form has been successfully submitted.

[Pay Now](#) [Pay Later](#)

Figure 75: Payment

12. View Application Status for any of the Registrations

User can view the status of various applications applied for.

NCC + New

Howdy, jyoti sarwal

Dashboard

Topics

Replies

Profile

Application Status

Project Registration

Fee Structure

Payment

Guidelines

Notification

Upgrades

Contact Admin

Registration

Joint Venture

Renewal

Collapse menu

Status Of Your Contractors Applications:

Application No	Generated Registration No	Grade	Categories	Form Status	Current Status
360304980	A55555	1	General Building and Housing	Approved	Active
1270498116	B33333	1	General Roads & Earthworks	Approved	Active
1755554020		3	General Civil Engineering Works	Pending	Deactive
1840447963		1	General Mining Services	Pending	Deactive

Status Of Your Manufacturers Applications:

Application No	Generated Registration No	Categories	Form Status	Current Status
1574697960	J77777	Equipment	Approved	Active

Status Of Your Suppliers Applications:

Application No	Generated Registration No	Categories	Form Status	Current Status
7787314710		Equipment	Pending	Deactive
7374717920		Materials	Pending	Deactive

Figure 76: Application Status

NCC

+ New

Howdy, jyoti.sarwal

Status Of Your Renewal Applications For Contractors:

Application No	Generated Registration No	Grade	Categories	Form Status
360304980	A55555	1	General Building and Housing	You did not finished it
1270498116	B33333	1	General Roads & Earthworks	Pending

Status Of Your Renewal Applications For Manufacturers:

Application No	Generated Registration No	Categories	Form Status
1574697960	J77777	Equipment	You did not finished it

Status Of Your Renewal Applications For Suppliers:

No current information

Status Of Your Project Registration Applications:

Application No	Generated Registration No	Categories	Form Status
1985173025		General Building and	You did not finished it

Figure 77: Application Status

13. Forums

13.1 Topics

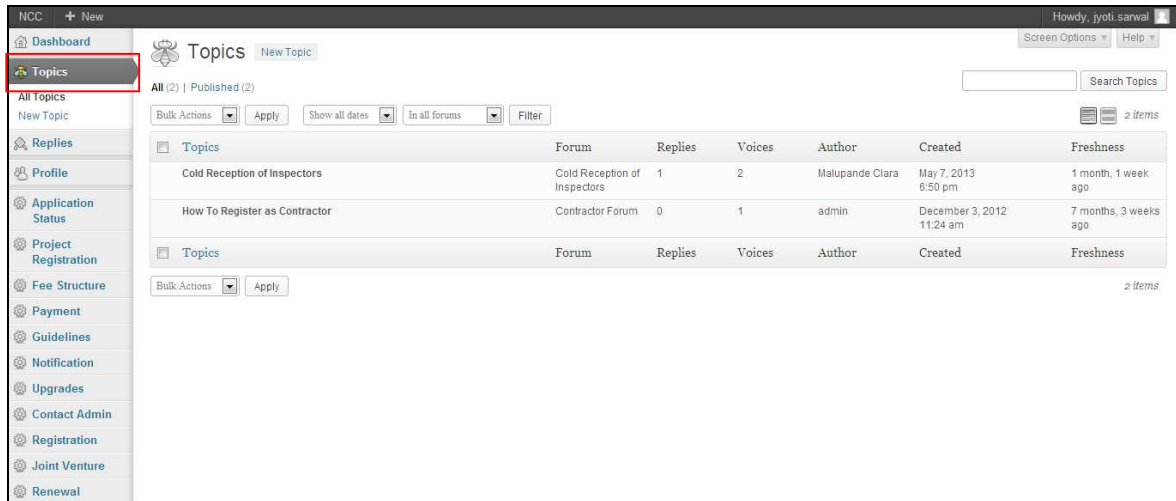


Figure 78: Topics

Step 1: Click on **All Topics** under Topics Tab.

Step 2: Place the cursor over the Topic name.

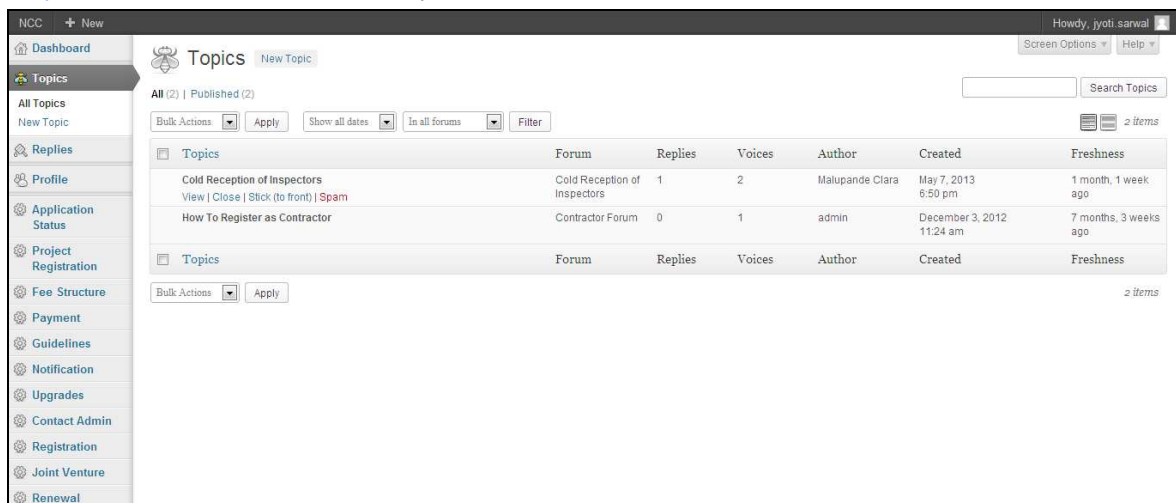


Figure 79: Topics

Step 3: Four options will be available there: View, Close, stick (to front), Spam (see figure 79).

13.2 New Topic

The screenshot shows the 'Create New Topic' interface. On the left is a sidebar with a 'Topics' tab containing 'All Topics' and 'New Topic' (highlighted with a red box). The main area has a title input field 'Enter title here' (also highlighted with a red box) and a rich text editor with a toolbar. On the right, the 'Topic Attributes' panel includes a 'Forum' dropdown set to 'Manufacturer', a 'Topic Type' dropdown set to 'Normal', and a 'Publish' section with 'Save Draft', 'Preview', and 'Publish' buttons. The 'Publish' button is highlighted with a red box. Below the editor, it shows 'Path: p' and 'Word count: 0'.

Figure 80: Topics

Step 1: Click on **New Topic** under Topics Tab (see figure 80).

Step 2: Enter a Title in the Title box (See figure 80).

Step 3: When all editing is done, click Publish button (See figure 80).