NATIONAL COUNCIL FOR CONSTRUCTION

WEBSITE USER GUIDE

FOR

REGISTERED USERS

NATIONAL COUNCILFOR CONSTRUCTION,
PLOT NO. 1609/1625, SHEKI SHEKI ROAD,
P.O. BOX 39548,

Tel: +260 211 247185/240386
Fax: +260 211 243115/247264
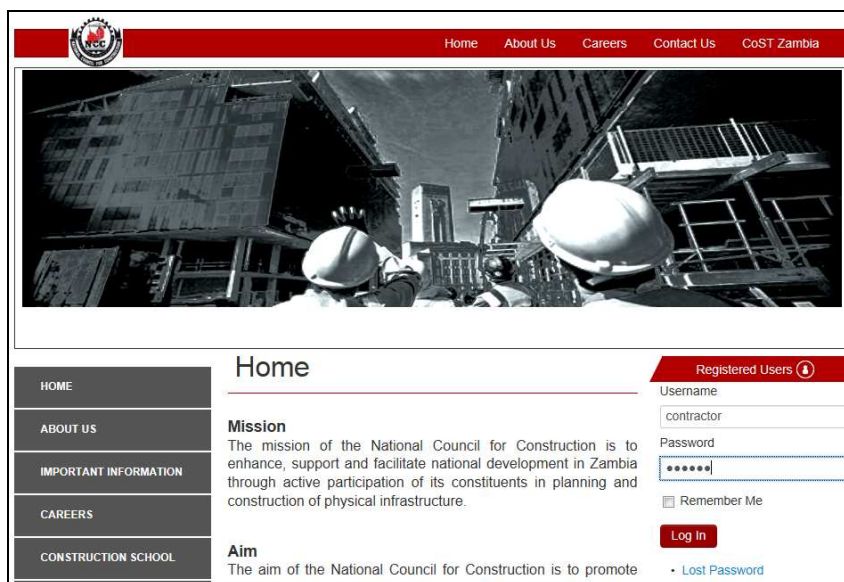
DECEMBER 2013

Table of Contents

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.

Figure 1: Home Page

2. View/Edit Profile

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.

Figure 3: Grade Evaluator

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

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).
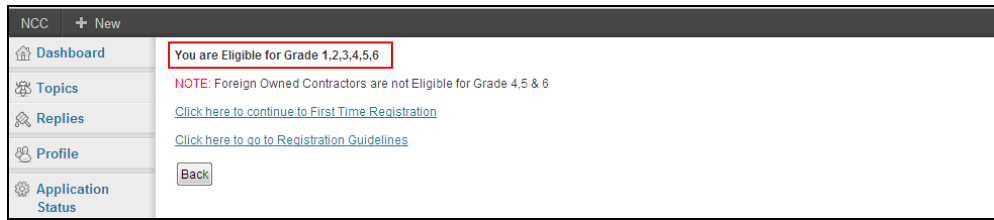
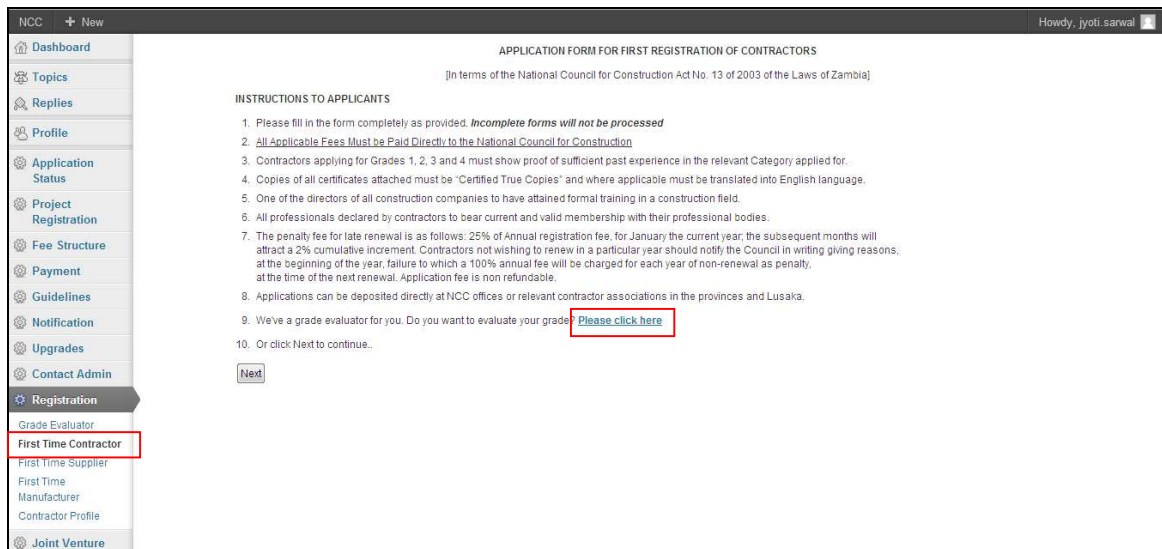**Figure 5: Selection of Grade**

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.

Figure 7: Category of Application

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

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

Figure 9: Technical Data

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

Click **Next** button

Figure 10: Company's Financial Information

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

Click **Next** button

Figure 11: Statutory Registration Requirements

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

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

Figure 12: Documents to attach

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

Figure 13: Declaration by the Applicant

Step 9: Payment

Figure 14: Form Submitted

3.3 First Time Manufacturer

Figure 15: First Time Manufacturer

Step 1: Select **Next** button.

Figure 16: Company Details

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

Figure 17: Company Details

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

Figure 18: Technical Employees

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

Click **Next** button.

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.

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.

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)

Figure 22: Declaration

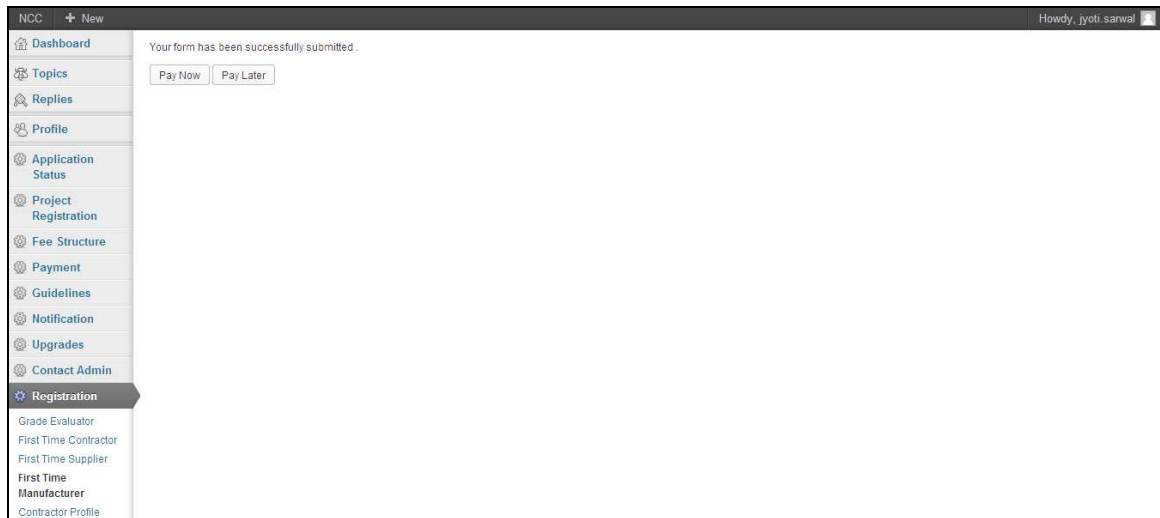Step 7: Declaration By The Applicant Page. Click **Submit** button
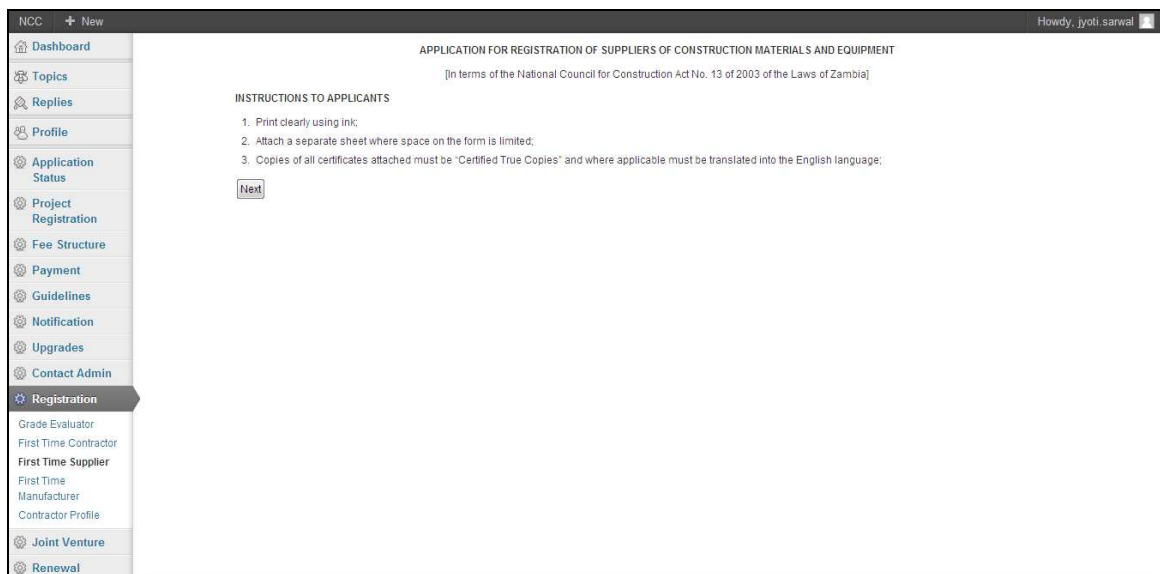
Figure 23: Form submitted

3.4   First Time Supplier

Figure 24: First Time Supplier

Step 1: Select **Next** button.

Figure 25: Company Details

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

Figure 26: Company Details

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

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.

Figure 28: List of Documents

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

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

Figure 29: Declaration

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

Figure 30: Form submitted

4. Application Status

Figure 31: Application Status

Here user can check the status of his various applications.

5. Fee Structure
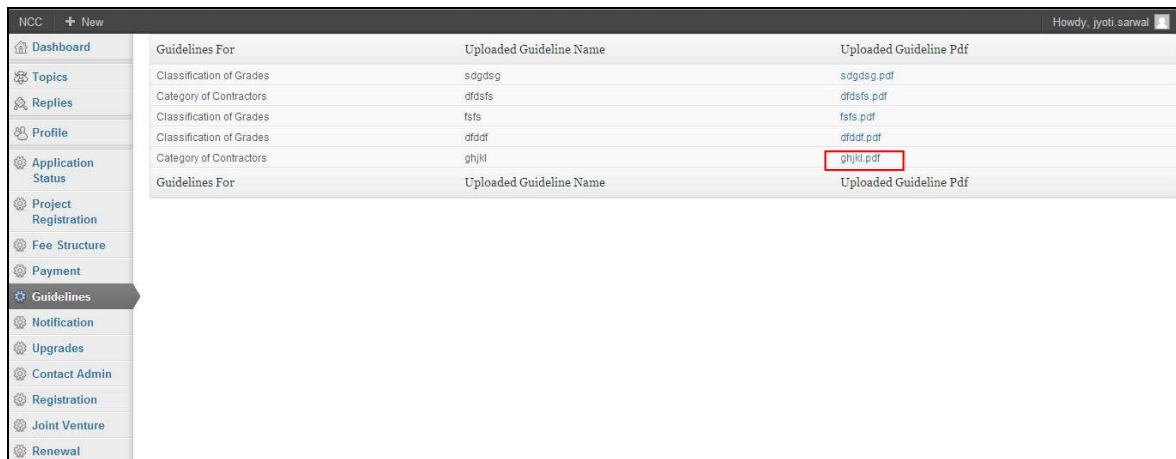
Figure 32: Fee Structure

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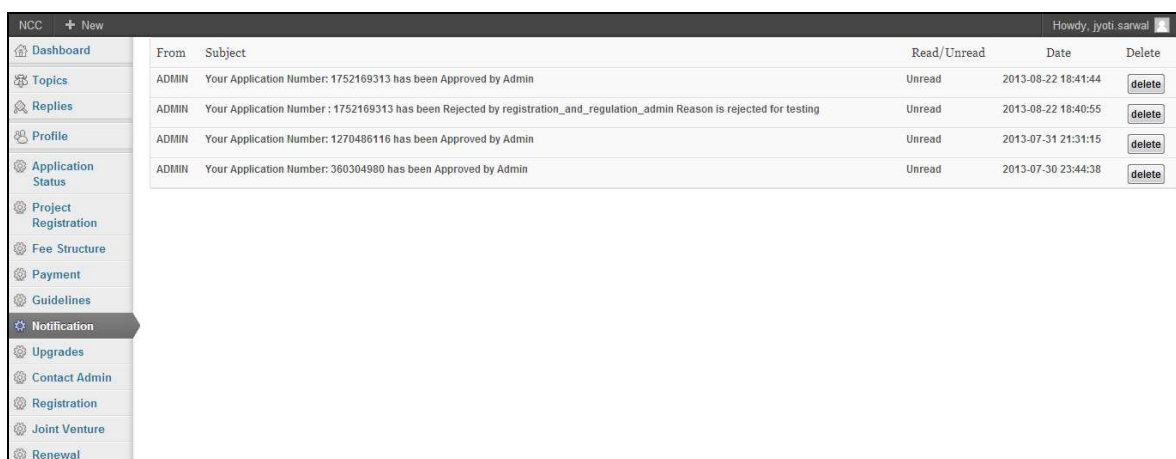
6. Guidelines

Figure 33: Guidelines

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

7. Notification

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

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.

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.

Figure 39: Registration Form

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.

Figure 41: Technical Data

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.

Figure 43: List of Documents

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

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

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

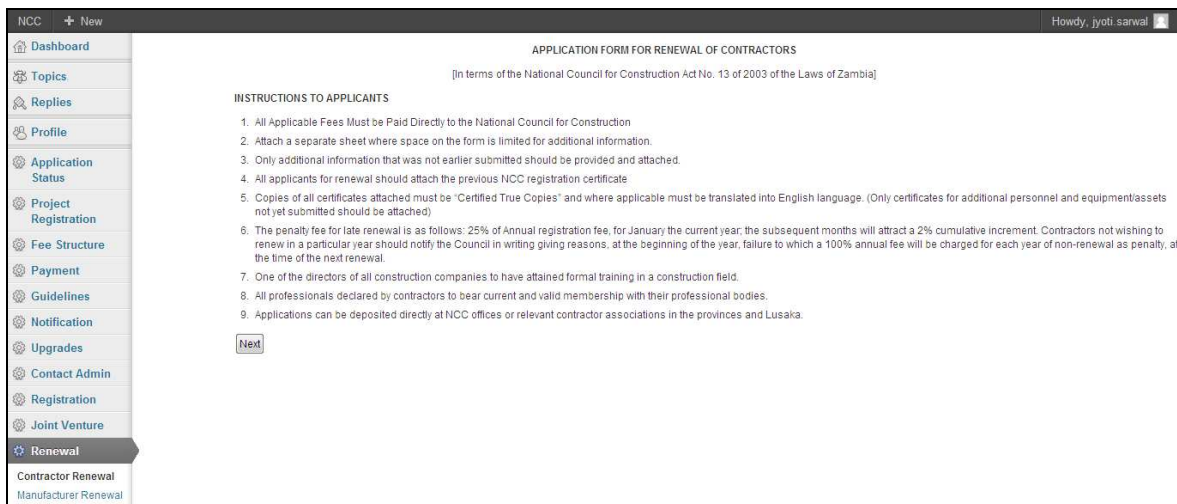Here user can change or add new data to the Registration form.

Figure 46: Instructions

Step 1: Select **Next** button.

Figure 47: Registration Number

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

Figure 48: Company Details

Figure 49: Company Details

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

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.

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.

Figure 52: List of documents

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

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

Figure 53: Declaration

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

Figure 54: Payment

10.2 Manufacturer Renewal

Figure 55: Instructions

Step 1: Click **Next** button.

Figure 56: NCC Registration Number

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

Figure 57: Company Details

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

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).

Figure 62: Declaration

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

Step 9: Payments

10.2 Supplier Renewal

Figure 63: Instructions

Step 1: Select **Next** button.

Figure 64: NCC Registration Number

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

Figure 65: Company Details

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

Figure 66: Technical Data

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

When done click **Next** button.

Figure 67: Documents to Attach

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

Figure 68: Declaration

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

Figure 69: Payment

11.   Apply for Joint Venture Registration

Figure 70: Instructions

Step 1: Select **Next** button.

Figure 71

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

Figure 72: Enter details

This will display company's details.

Figure 73: Company Details

Step 3: Click **Next** button.

Figure 74: Declaration

Step 3: Click **Submit** button.

Figure 75: Payment

12. View Application Status for any of the Registrations

User can view the status of various applications applied for.

Figure 76: Application Status

Figure 77: Application Status
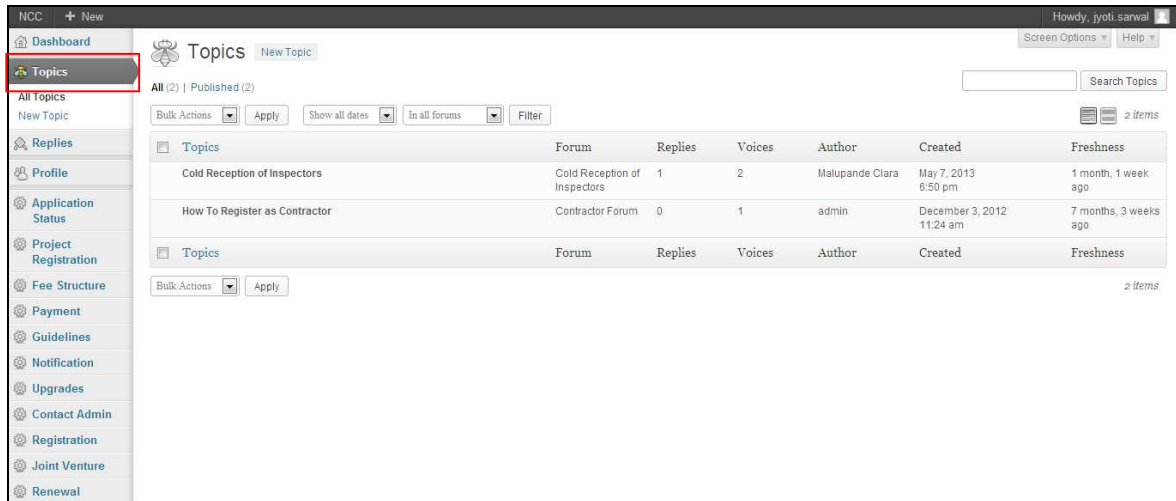
# 13.	Forums

13.1 Topics

Figure 78: Topics

Step 1: Click on **All Topics** under Topics Tab.
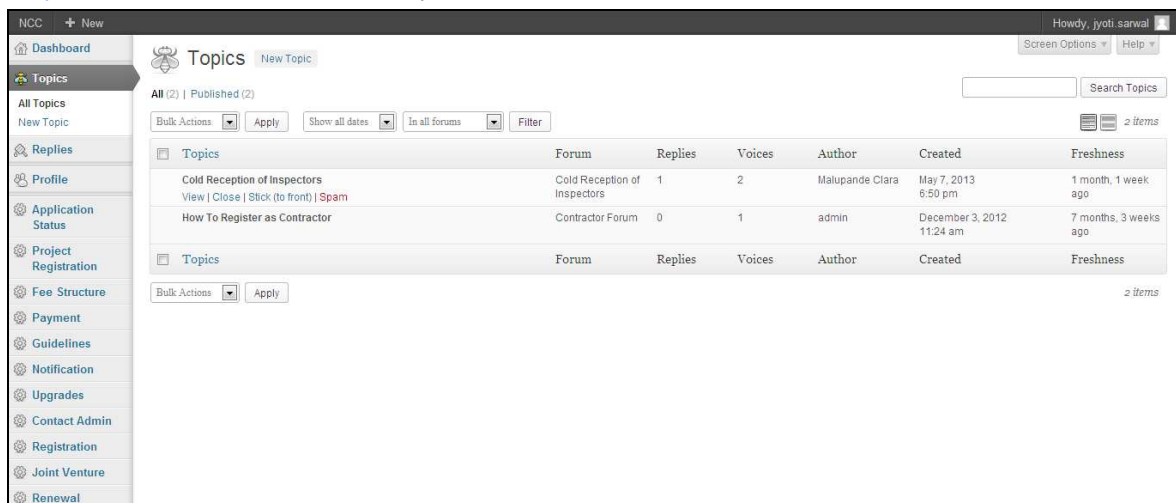
Step 2: Place the cursor over the Topic name.

Figure 79: Topics

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

13.2 New Topic

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).