

 **APPLICATION FORM**

**APPLICATION FOR REGISTRATION AS CITIZEN INFLUENCED, CITIZEN EMPOWERED, OR CITIZEN OWNED COMPANY FOR THE PURPOSE OF PREFERENCE AND RESERVATION SCHEMES AS PROVIDED FOR IN BOTH THE CITIZENS ECONOMIC EMPOWERMENT ACT NO. 9 OF 2006 AND STATUTORY INSTRUMENT NO. 36 OF 2011.**

**NOTE:** This application form comprises Five (5) Parts. Should the space provided on the questionnaire prove insufficient, additional details may be provided on a separate sheet of paper.

**PART I: COMPANY DETAILS**

1. Name of Company (in full):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. PACRA Reg No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Type of Business (Tick where applicable) |  |  |
| * 1. Manufacturing
 |  |  |
| * 1. Agriculture
 |  |  |
| * 1. Mining
 |  |  |
| * 1. Trading
 |  |  |
| * 1. Construction (Civil, Road, Building)
 |  |  |
| * 1. Service
 |  |  |  |  |
| * 1. Other (Specify)
 |  |  |  |  |

1. Contact Details

|  |
| --- |
| * 1. Physical Address:

Town: Province:  |
| * 1. Telephone Numbers
 | * 1. Cell Number
 |
| * 1. Contact Person
 | * 1. Email
 |

1. Tick the category being applied for:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Category | % Equity of Citizens | Please Tick One Only |
| 1. | Citizen Influenced Company | From 5 up to 25 |  |
| 2. | Citizen Empowered Company  | Above 25 up to 50 |  |
| 3. | Citizen Owned Company | Above 50 |  |

1. Name and Nationality of shareholders or partners: Proof must be provided in form of National Identification Cards i.e. National Registration Card (NRC) or Passport

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Full Names | Sex | Nationality | Identification Number | Type of ID | % share | Physically challenged (Disabled) |
| Yes  | No |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**PART II: TARGETED CITIZENS**

Tick where applicable **(√)**

|  |  |
| --- | --- |
| * 1. Are you a Youth?
 |  |
|  |
| * 1. Are you a Woman?
 |  |
|  |
| * 1. Are you Disabled?
 |  |
|  |
| * 1. Are you a Man?
 |  |
|  |  |

**PART III: CURRENT EMPLOYMENT STATUS AND BUSINESS ACTIVITIES WITH GOVERNMENT**

1. Has your business entity recruited additional staff as a result of the last certificate issued?

Date Issued: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Male** | **Female** | **Total** |
| Total Number of Employees  |  |  |  |
| No. of Youth Employees |  |  |  |
| No. of Disabled Employees |  |  |  |

1. Kindly provide a detailed list of Government tenders you have successfully bidded for in the past year i.e one year? If any

|  |  |  |  |
| --- | --- | --- | --- |
| Tender Year  | Name of Public Institution  | Value of Tender (ZMW)  | Months taken by Government to pay after contract delivery  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART IV: DECLARATION**

I/We the undersigned do hereby declare as follows:

1. That my/our signing of this application form implies acceptance of responsibility for Accuracy of all information submitted therein or herewith.
2. That the information given will be used by the Citizens Economic Empowerment Commission (CEEC) for the purpose of evaluating this application for Preferential Procurement registration and that such registration shall be approved at the sole discretion of the CEEC in line with the Preferential Procurement SI Number 36 of 2011.
3. Failure to complete any part of this application form may result in not being registered.

Dated this …………………….. Day of ……………………….. 20 ………………

Signed by …………………………………………………………………… *(Name in Capital Letters)*

In the capacity of …………………………………………………………..*(Status in the Company)*

………………………………………………………………...

*Signature*

**PART V: CHECKLIST OF REQUISITE ATTACHMENTS (Please Tick)**

|  |  |  |
| --- | --- | --- |
| A | Latest copy of Company Computer Printout from the Patents and Companies Registration Agency (PACRA) bearing PACRA official stamp or For a company registered within the last 12 months, stamped Articles of Association may be submitted in the place of a PACRA Computer Printout |  |
| B | Latest and stamped copy of PACRA Annual Return for a Business Name or Company  |  |
| C | Copies of IDs for the Shareholders (i.e. NRC or Passport) |  |
| D | Copy of a Valid Tax Clearance Certificate issued by Zambia Revenue Authority |  |
| E | Proof of registration with Lusaka Stock Exchange LUSE (i.e. in the case of Public Limited Companies PLCs)  |  |