



ZDA INVESTMENT CERTIFICATE OF REGISTRATION CHECK LIST FOR

SUBMISSION OF NEW APPLICATION (2023)



S/N	REQUIREMENTS	Official Use!
1	Application letter for Investment Certificate of Registration addressed to Director General, Zambia Development Agency (ZDA), indicating the project type, sector, proposed location if any, pledged investment amount, pledged number of jobs, and 3 contact details of the key people in the company and their location (base) i.e.: Proprietors, Company Secretary, Consultant.	
2	Application Form for Investment CoR – <i>Fully filled-in (Typed)</i>	
3	Certificate of Incorporation - <i>Certified Copy</i>	
4	Certificate of Share Capital - <i>Certified Copy</i>	
5	PACRA Computer Print-out - (<i>Shareholders & Directors List/ Nature of Business</i>) stamped by PACRA	
6	Identity Documents for All Shareholders (NRC for Zambians/ Passport for foreigners)– <i>Clear and Certified Copies</i>	
7	Immigration Status: Foreign Promoters currently located in Zambia must attach stamped endorsement passport page as proof of immigration status; – <i>Clear and Certified Copies</i>	
8	Profiles of Promoters and key staff of the project	
9	Proof of Project location (<i>Attach a copy of either the land title or contract of sale of property or a valid tenancy agreement to confirm location of the project</i>)	
10	Proof of Finance or Evidence of existing capital available for the investment amounting to at least USD 1,000,000.00 for Foreign Investors and the following Citizen Companies: Citizen wholly owned Company with at least USD 50,000 (100% Shareholding) Citizen Owned Company with at least USD 100,000 (50.1% + Shareholding) Citizen Empowered Company with at least USD 150,000 (25.1 %- 50% Shareholding) Citizen Influenced Company with at least USD 500,000 (5%- 25% Shareholding) EITHER (OR COMBINATION OF):	
10.1	Current Bank Statement with aforementioned amounts OR	
10.2	Verifiable Cash flows and receivables, e.g. Latest Bank Statement for at least 3 months to application date OR	
10.3	Latest Audited Financial Statements or Management accounts prepared by a certified, licensed and practicing ZICA member (For Businesses existing more than 1 Year) OR	
10.4	Funding agreement (e.g. Loan, Grant, etc) OR	
10.5	Letter of commitment from Financier with traceable contact details and evidence of financial capacity OR	
10.6	List of Assets - ZRA Form CE20 - showing description and value of goods/equipment to the tune of proposed investment OR	
10.7	Any other legitimate source of finance	
11	Detailed Business Plan (<i>see ZDA guide on Business Plan in the Investment Guidelines provided</i>)	
12	Valid General Tax Clearance Certificate from Zambia Revenue Authority (ZRA)	
13	NAPSA Registration <i>if any</i> (National Pensions Scheme)	
14	<ul style="list-style-type: none"> • Receipt of Payment of Non-Refundable Processing Fee (ZMW 2,133.00). [<i>If certificate is approved, there will be a Certificate of Registration Fee (ZMW 12,783.00)</i>] OR • Receipt of Payment of Permit Fee for MFEZ / Industrial Park (ZMW 166.50) 	
15	Recommendation Letter from MFEZ/IP (<i>For MFEZ/IP Applications Only</i>)	

NOTE: Timeline for feedback on all Applications is within 30 Days.

[According to The ITBD Act No. 18 of 2022 under Part V Section 18 (2) "The Agency shall, within thirty days of receipt of an application under subsection (1), approve or reject the application. (3) The Agency shall, where the Agency rejects an application under subsection (2), notify the applicant in writing and give reasons for the rejection within fourteen days of the day of the decision"]

FOR OFFICIAL USE ONLY:

A.R.R. No _____

Checked and Recommended for payment by:

Full Names:

Signed.....

Position:

Date: