



ZDA INVESTMENT CERTIFICATE OF REGISTRATION CHECK

LIST FOR RENEWAL OF INVESTMENT CoR (2023)



S/N	REQUIREMENTS	Official Use!
1	Application letter for Renewal of Investment Certificate of Registration addressed to Director General, Zambia Development Agency (ZDA), indicating the project type, sector, proposed location, actualized investment amount, actualized number of jobs, reinvestment amount, pledged number of additional jobs and 3 contact details of the key people in the company and their location (base) i.e.: Proprietors, Company Secretary, Consultant.	
2	Renewal Application Form for Investment CoR – <i>Fully filled-in (Typed)</i>	
3	Progress Report (ZDA Monitoring Form) - <i>Typed</i> – <i>Fully filled-in (Typed)</i>	
4	Certificate of Incorporation - <i>Certified Copy</i>	
5	Certificate of Share Capital - <i>Certified Copy</i>	
6	PACRA Computer Print-out - (<i>Shareholders & Directors List/ Nature of Business</i>) stamped by PACRA	
7	Identity Documents for All Shareholders (NRC for Zambians/ Passport for foreigners)– <i>Clear and Certified Copies</i>	
8	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>	
9	Profiles of Promoters and key staff of the project	
10	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>)	
11	Latest Audited Financial Statements for 3 years prepared by ZICA-licensed Auditor. However, Management accounts prepared by a certified, licensed and practicing ZICA member for the current year may be accepted	
12	Latest Bank Statements – At least 6 Months up-to application date (ensure it shows the summary of the statement)	
13	Updated Detailed Business Plan (<i>see ZDA guide on Business Plan in the Investment Guidelines provided</i>)	
14	ZRA Returns/ Valid General Tax Clearance Certificate	
15	NAPSA Returns -Latest three months indicating contributions for employer(s) and all employees	
16	Training Program: Demonstration of how the applicants have implemented the training program with respect to technology transfer and human capital development	
17	<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) 	
18	Recommendation Letter from MFEZ/IP (<i>For MFEZ/IP Applications Only</i>)	
19	<p>[for Renewals with re-investment]</p> <p>Proof of Finance EITHER (OR COMBINATION OF):</p> <ul style="list-style-type: none"> • Current Bank Statement with sufficient funds (ensure it shows the summary of the statement) OR • Verifiable Cash flows and receivables OR • Latest Audited Financial Statements prepared by a certified, licensed and practicing ZICA member OR • Funding agreement (e.g., Loan, Grant, etc.) OR • Letter of commitment from Financier with traceable contact details and evidence of financial capacity OR • List of Assets - ZRA Form CE20 - showing description and value of goods/equipment to the tune of proposed investment OR <p>Any other legitimate source of finance</p>	

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: