



ZDA INVESTMENT CERTIFICATE OF REGISTRATION

CHECK LIST FOR SUBMISSION OF APPLICATION

- Application letter for Investment Certificate of Registration addressed to Director General, Zambia Development Agency, indicating the project type, proposed location if any, business activities, pledged investment amount, pledged number of jobs, and contact details of the key people in the company.
- Application Form – *Fully filled-in*
- Certificate of Incorporation from PACRA - *Certified Copy*
- Certificate of Share Capital - *Certified Copy*
- PACRA Computer Print-out (Current Shareholders & Directors List/ Nature of Business)
- Identity Documents (NRC/Passport) – *Clear and Certified Photocopies*
- Curriculum Vitae’s / Resumes of Directors and Key staff
- Proof of Finance or Evidence of existing capacity and potential. *EITHER (Or Combination of)*:
 - o Current Bank Statement indicating sufficient funds to fund the project *OR*
 - o Verifiable Cash-flows and receivables, e.g. Latest Bank Statement for at least 3 – 6 months up-to application date *OR*
 - o Latest Audited Financial Statements or Management accounts prepared by a certified, licensed and practicing ZICA member (For Businesses existing more than 1 Year) *OR*
 - o Letter of commitment from Financier with traceable contact details and evidence of financial capacity *OR*
 - o List of Assets – *i.e. ZRA Form CE20 showing description and value of goods/equipment to the tune of proposed investment; OR Proof of ownership and value of assets*
- Detailed Business Plan which Must demonstrate
 - o Contribution of the project to Economic Development and Growth,
 - o Contribution of the project to Job creation and development of human resources,
 - o the degree to which the project is export oriented,
 - o The impact the proposed investment is likely to have on the environment and, where necessary, the measures proposed to deal with any adverse environmental consequence in accordance with the Environmental Protection and Pollution Control Act
 - o The possibility of technology transfer and
 - o financial projections and delivery strategy
- Valid General Tax Clearance Certificate from Zambia Revenue Authority
- NAPSA Registration (*Optional*)
- Receipt of **Payment of K14,916.00** [*for both Non-Refundable Processing Fee (K2,133.00) and Certificate of Registration Fee (K12,783.00) respectively*]
- Recommendation from MFEZ (For MFEZ Applications Only)
- Receipt of **Payment of K166.50** (For MFEZ Applications Only)

NOTE 1: Submit Application Pack to Investment & Business Developments Officers

NOTE 2: Timeline for feedback on all Applications is 37 Days.

*[According to The ZDA Act No. 11 of 2006 under Section 68 “(2) The Board shall, **within thirty days** of the submission of an application under subsection (1) approve or reject the application. (3) Where the Board rejects an application made under subsection (2), it shall within seven days of its decision, inform the applicant accordingly, and give reasons thereof]*

FOR OFFICIAL USE ONLY:

A.R.R. No _____

Checked and Recommended for payment by:

Full Names:

Signed.....

Position:

Date: