

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT No. 53 OF 2018

**The Zambia Development Act, 2006**  
(Act No. 11 of 2006)

**The Zambia Development Agency (Forms and Fees)  
Regulations, 2018**

IN EXERCISE of the powers contained in section 82 of the Zambia Development Agency Act, 2006 and in consultation with the Agency, the following Regulations are made:

- |  |                  |
|--|------------------|
| 1. These Regulations may be cited as the Zambia Development Agency (Forms and Fees) Regulations, 2018.                 | Title            |
| 2. The forms set out in the First Schedule are the prescribed forms for the purposes of Sections 68 and 72 of the Act. | Prescribed forms |
| 3. The fees set out in the Second Schedule are payable in respect of the matters specified therein.                    | Prescribed fees  |

FIRST SCHEDULE  
(Regulation 2)

FORM I  
(Section 68 (1))



REPUBLIC OF ZAMBIA

The Zambia Development Agency  
(Act No. 11 of 2006)

The Zambia Development Agency (Forms and Fees) Regulations, 2018

APPLICATION FOR (TICK 1):

- CERTIFICATE OF REGISTRATION USDS       MFEZ PERMIT  
 MSME CERTIFICATE OF REGISTRATION (ZMW)

The Director General Zambia Development Agency P. O. Box 30819 LUSAKA, ZAMBIA		Shaded fields for official use only	Tel: +260-1-220177 Fax + 260-1-225270 E-mail: info@zda.org.zm Web Site: http://www.zda.org.zm
<i>Information Required</i>		<i>Information Provided</i>	
Complete documentation is required, incomplete documentation or neglect to include or to fill out the forms correctly may delay the processing time or result in the documents being returned to applicant		√	
<b>PART I</b>			
<b>1. PROJECT DETAILS</b>			
(a)	Full Name of Enterprise:.....		
(b)	Date of Application:.....		
(c)	Project Location Plot No:.....	Street/Road:.....	
(d)	Administrative Address:.....		
(e)	Province:.....	District:.....	
(f)	Telephone No:.....	Fax No:.....	
(g)	E-mail Address:.....		
(h)	Date of Incorporation/Registration of the Business Name:.....		
(i)	TPIN No:.....		
(j)	VAT Registration Number:.....		
(k)	Country of Permanent Residence of Investor		
(l)	Source of investment (Country)		
(m)	How did you come to know about the ZDA: Please tick 1		
	Foreign Embassy in Zambia		Media
	Foreign Embassy abroad		Investment Forum in Zambia



PART II							
<b>4.</b>	<b>FACILITIES NEEDED FOR PROJECT IMPLEMENTATION</b>						
	What facilities are available/required for the project?						
	<b>FACILITY</b>	<b>AVAILABLE</b>		<b>STATUS</b>			
		Yes	No	Owned	Rented	Leased	Under Negotiation
	Land						
	Buildings						
	Plant and Machinery						
	Others (Please specify)*						
	Planned start date*						
	*.....						
<b>5.</b>	<b>MACHINERY AND EQUIPMENT SCHEDULE</b>						
	(Detailed list may be attached) If necessary, use separate sheet and attach to this form						
	<b>Description</b>	<b>Source/Country</b>		<b>Value of Machinery</b>			
				<b>ZMW</b>	<b>USD</b>		
	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						
	<b>TOTAL</b>						
<b>6.</b>	<b>EMPLOYMENT AND TRAINING</b>						
6.1	<b>Employment in the first year:</b>						
	<b>Category</b>	<b>Number of Employees</b>					
		<b>Zambian</b>		<b>Non-Zambian</b>			
		Existing	Additional	Existing	Additional		
	Management						
	Technical						
	Operatives						
	Others (Specify)*						
	<b>TOTAL</b>						

	* ..... ..... .....						
6.2	Type of training and its duration to be offered prior to operation and after start-up and where? ..... .....						
6.3	Assistance Required (for MSMEs ONLY)						
	Explain the type of Business Development Services (BDS) or other assistance you require to develop your business (Tick)						
	<input type="checkbox"/> Marketing and Sales <input type="checkbox"/> Accounting and Book-keeping <input type="checkbox"/> Product Development <input type="checkbox"/> Technology Development <input type="checkbox"/> Market Research and Transfer <input type="checkbox"/> Market Information <input type="checkbox"/> Business/Market Linkages <input type="checkbox"/> Access to Finance <input type="checkbox"/> Business Formalisation <input type="checkbox"/> Facilitating Licences <input type="checkbox"/> Customer Management <input type="checkbox"/> Business Plan Preparation <input type="checkbox"/> Legal Services <input type="checkbox"/> Consultancy (Specify)..... <input type="checkbox"/> Training (Specify).....						
7.	TOTAL PROJECT COST AND FINANCING						
7.1	Project Cost (indicate Value in USD/ZMK)						
	Description of Investment	Year 1		Year 2		Year 3	
		Local	Foreign	Local	Foreign	Local	Foreign
	Land						
	Site preparation and development						
	Structures and civil works						
	Plant machinery and equipment						
	Housing (Residential)						
	Office Accommodation						
	Other (Please specify)*						
	Start up working capital						
	<b>TOTAL PROJECT COST</b>						
	* ..... .....						
7.2	Source (s) of Finance (in USD/ZMK)						
	Source	Year 1		Year 2		Year 3	
		Local	Foreign	Local	Foreign	Local	Foreign
	Equity Capital						
	Reserves						
	Loans						
	Supplier credit (Source*)						
	Other (Please specify)*						
	<b>TOTAL</b>						

	* ..... ..... (Provide evidence for each source. Any financing gap must be addressed).			
<b>8.</b>	<b>TARGET MARKET (LOCAL/FOREIGN) FOR YOUR PRODUCT OR SERVICE</b>			
<b>8.1</b>	Description of your market strategy and specifically highlighting your key assumptions and expertise:..... ..... .....			
<b>8.2</b>	<b>Current Market Information (Sales)</b>			
	<b>No.</b>	<b>Main Product (s)</b>	<b>Quantity (Per Month) ZMW</b>	<b>Sales (Per Month) ZMW</b>
	1.			
	2.			
	3.			
	<b>TOTAL (All Products)</b>			
<b>9.</b>	<b>TECHNOLOGICAL AND MANAGEMENT AGREEMENTS</b>			
	Please give brief detail of technology transfer or management agreements, <i>(Does not apply to MSMEs)</i> ..... ..... .....			
<b>10</b>	<b>JOINT VENTURE</b>			
	<i>(a)</i> Is your project joint venture collaboration with a local (Zambian) Company or foreign Company? "If YES" give details on a separate sheet and attach to this application.			
	<i>(b)</i> Are you interested in running a Joint Venture (JV) project in Zambia? If "YES" please provide adequate details about the type of a Joint Venture arrangement you would prefer.			
	<b>PART III (Does Not Apply to MSMEs)</b>			
<b>11</b>	<b>AGRICULTURAL SECTOR</b>			
	<ul style="list-style-type: none"> <li>• Size of area proposed (HA).....</li> <li>• Location of the project (District).....</li> <li>• Has your company secured any of the following documents? (Tick)</li> </ul>			
	<b>Document</b>	<b>YES</b>	<b>NO</b>	<b>PENDING</b>
	<i>(a)</i> Letter from local authorities indicating approval of land			
	<i>(b)</i> Lease Agreement (applicable where land is being leased)			
	<i>(c)</i> Title Deed (applicable where land is owned)			
	If "Yes", please attach document (s)..... If "Pending" please give details..... .....			
<b>12</b>	<b>TOURISM SECTOR</b>			
	Has your company secured any of the following documents? (Tick)			
	<b>Document</b>	<b>YES</b>	<b>NO</b>	<b>PENDING</b>
	<i>(a)</i> Application to the Zambia Tourism Agency			
	<i>(b)</i> Approval from Department of Wildlife and (Where applicable)			

	(c) Title Deed (applicable where land is owned)				
	If "Yes", please attach document (s)..... If "Pending" please give details.....				
<b>12</b>	<b>TOURISM SECTOR</b>				
	Has your company secured any of the following documents? (Tick)				
	<b>Document</b>	<b>YES</b>	<b>NO</b>	<b>PENDING</b>	
	(a) Application to the Zambia Tourism Agency				
	(b) Approval from Department of Wildlife and (Where applicable)				
	(c) Lease offer and/or signed Lease Agreement (Applicable where facilities are being leased)				
	If "Yes", please attach document (s)..... If "No" please give current status of the application..... If "Pending" please give details.....				
<b>13.</b>	Has any of the shareholders submitted any previous application in respect of the same project or any other project?  If "YES", please give details.....				
<b>14</b>	Does your company or associate company hold another Investment Permit, Licence or Certificate? Yes:..... No:..... If "YES", please give details.....				
<b>15</b>	Do any of your shareholders have interest in other companies that hold an Investment Permit License or Certificate?				
<b>16</b>	I (Full Names) ..... of ..... declare that the information given is true and correct to the best of my knowledge and belief. I confirm my agreement that the Agency may contact any named reference. I further declare that I have/have not previously submitted any application in respect of the same project.  Signed:..... Date:..... Name:..... Designation/Position.....				
<b>PART IV</b>					
<b>1</b>	<b>EMPLOYMENT</b>				
	<b>2.1 Current Employment Levels</b>				
	CATEGORY	NUMBER OF EMPLOYERS			
		ZAMBIAN		NON-ZAMBIAN	
		First year of operation	Current year	First year of operation	Current year
	Management				



	Technical				
	Operatives				
	<b>TOTAL</b>				
<b>2</b>	<b>TOTAL INVESTMENT MADE TO DATE</b>				
	Description of Investment				
		Local (US\$)		Foreign (US\$)	
	Land				
	Structure and civil works				
	Plant machinery and equipment				
	<b>TOTAL PROJECT COST</b>				
<b>3</b>	Additional information..... ..... .....				
<b>4</b>	Applicants are reminded that any person who fraudulently gives false information or conceals any material or information in the Applicant's application risks the revocation of such certificates as provided under the Zambia Development Agency Act, 2006. Where any certificate, incentive or other benefit has been granted in consequence of such false statement or concealment, the Zambia Development Agency may revoke or cancel any such certificate, incentive or benefit.				
<b>5</b>	<b>DECLARATION</b>				
	I (Full Names) ..... of ..... declare that the information given is true and correct to the best of my knowledge and belief. I confirm my agreement that the Zambia Development Agency may contact any named reference. I further declare that I have/have not previously submitted any application in				





REPUBLIC OF ZAMBIA

The Zambia Development Agency  
(Act No. 11 of 2006)

The Zambia Development Agency (Forms and Fees) Regulations, 2018

APPLICATION FOR RENEWAL (TICK 1)			
<input type="checkbox"/> CERTIFICATE OF REGISTRATION USDS <input type="checkbox"/> MFEZ PERMIT <input type="checkbox"/> MSME CERTIFICATE OF REGISTRATION (ZMW)		Shaded fields for official use only	
The Director-General Zambia Development Agency P. O. Box 30819 LUSAKA, ZAMBIA		Tel :+260 – 1 – 220177 Fax: +260-1-225270 Email: info@zda.org.zm Website :http://www.zda.org.zm	
<i>Information Required</i>	<i>Information Provided</i>		
	Complete documentation is required, incomplete documentation or neglect to include or to fill out the forms correctly may delay the processing time or result in the documents being returned to applicant  <i>Provision of wrong information may lead to cancellation of Certificate of Registration, Licence or Permit</i>		
<b>PART I</b>			
<b>1. PROJECT DETAILS</b>			
(a) Full name of enterprise:			
(a) Project Location Plot No:	Street/Road		
(c) Administrative Address:			
(d) Province:		District:	
(e) Telephone No.:		Fax No.:	
(f) Email Address:			
(g) Date of incorporation/Registration of the Business Name:			
(h) TPIN No.			
(i) Country of Permanent residence of Investor.			
(j) Source of Investment (Country):			
(k) How did you come to know about the ZDA: Please tick			
	Foreign Embassy in Zambia	<input type="checkbox"/>	Newspaper
	Foreign Embassy abroad	<input type="checkbox"/>	Investment forum in Zambia
	Zambian Embassy abroad	<input type="checkbox"/>	Investment Forum Abroad
	Website	<input type="checkbox"/>	ZDA Offices
	Government Ministry	<input type="checkbox"/>	Other (Specify)

Alternative Address (Foreign/Local) including Tel/Fax/E-mail				
<b>2 OWNERSHIP STRUCTURE</b>				
<b>2.1 State whether your enterprise is: Mark "X" where applicable</b>				
Private Company				
Public Company				
Parastatal				
Other				
<b>Note: Companies that are limited by Guarantee are not eligible for grant of Certificate of Registration or MFEZ.</b>				
<b>2.2 Particulars of Shareholders/Directors</b>				
Name and full Address	Gender	Nationality	Nationality Identity Number	Equity (%)
If necessary use a separate Sheet and attach with this Form				
<b>3. OUTLINE OF BUSINESS PLAN</b>				
<b>1.1 Details of the Project</b> <i>(If more space is required, please attach sheet at the end)</i>				
<b>3.2 Details of the product (s) and/or service(s) to be provided:</b>				
<b>3.3 Please indicate the type of project</b>				
New	Expansion	Modernisation	Is a feasibility study/business plan available? If "Yes" please attach	
			Yes	No
<b>3.4 BANKERS: Please provide details of your banker(s) and enclose bankers' reference</b>				
(a) for each shareholder; or				
(b) the Company				
Each reference should include Postal Box address. Tel/Fax numbers and contact person name.				

PART II						
<b>4. FACILITIES NEEDED FOR PROJECT IMPLEMENTATION</b>						
What facilities are available/required for the project?						
FACILITY	AVAILABLE		STATUS			
	Yes	No	Owned	Rented	Leased	Under Negotiation
Land						
Buildings						
Plant and Machinery						
Others (Please specify)*						
Planned start date*						
*.....						
*.....						
If (i) under negotiations, please give details under separate sheet						
(ii) owned, Rented or leased, please provide proof						
<b>5. MACHINERY AND EQUIPMENT SCHEDULE</b>						
(Detailed list may be attached) if necessary, use separate sheet and attach it with this form						
Description	Source/Country	Value in US Dollars	New (N) or Second Hand (SH)			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
TOTAL						
<b>6. EMPLOYMENT AND TRAINING</b>						
<b>6.1 Employment in the first year:</b>						
CATEGORY	NUMBER OF EMPLOYEES					
	ZAMBIAN			NON-ZAMBIAN		
Management						
Technical						
Operatives						
Others (Specify)*						
TOTAL						
*.....						
*.....						

<b>6.2 Types of training and its duration to be offered prior to operation and after start-up and where?</b>						
.....						
<b>7. TOTAL PROJECT COST AND FINANCING</b>						
<b>7.1 Project Cost (in US\$)</b>						
Description of Investment	Year 1		Year 2		Year 3	
	Local	Foreign	Local	Foreign	Local	Foreign
Land						
Site preparation and development						
Structures and civil works						
Plant machinery and equipment						
Housing (Residential)						
Office Accommodation						
Other (Please specify)*						
Start up working capital						
<b>TOTAL PROJECT COST</b>						
*.....						
<b>7.2 Source (s) of Finance (in US \$)</b>						
Source	Year 1		Year 2		Year 3	
	Local	Foreign	Local	Foreign	Local	Foreign
Equity Capital						
Reserves						
Loans						
Supplier credit (Source*)						
Other (Please specify)*						
<b>TOTAL</b>						
*.....						
(Provide evidence for each source. Any financing gap must be addressed).						
<b>8. TARGET MARKET (LOCAL/FOREIGN) FOR YOUR PRODUCT OR SERVICE</b>						
<b>8.1 Please describe your market strategy and specifically highlight your key assumptions and expertise</b>						
.....						
<b>8.2 Give a forecast of your sales revenues, for the next three years at least, preferably 5 years.</b>						
Year	Value of domestic sales in US\$		Value of exports sales in US\$# Fixed cost Variable cost			
1						
2						
3						
4						

<b>9.</b>	<b>TECHNOLOGICAL AND MANAGEMENT AGREEMENTS</b> Please give brief detail of technology transfer or management agreements, ..... .....																	
<b>10.</b>	<b>JOINT VENTURE</b> <i>(a)</i> Is your project joint venture collaboration with a local (Zambian) Company or foreign Company? "If YES" give details on a separate sheet and attach to this application.  <i>(b)</i> Are you interested in running a Joint Venture (JV) project in Zambia? If "YES" please provide adequate details about the type of a Joint venture arrangement you would prefer.																	
<b>PART III</b>																		
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<i>(a)</i> Letter from local authorities indicating approval of land																		
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<b>12.</b>	<b>TOURISM SECTOR</b> Has your company secured any of the following documents? <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Document</th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 10%;">Pending</th> </tr> </thead> <tbody> <tr> <td><i>(a)</i> Application to the Zambia Tourism Agency</td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>(b)</i> Approval from Department of Wildlife and (Where applicable)</td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>(c)</i> Lease offer and/or signed lease Agreement (Applicable where facilities Are being leased)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> If "YES", please attach document(s) If "NO", please give current status of the application..... If "Pending", please give details..... .....	Document	Yes	No	Pending	<i>(a)</i> Application to the Zambia Tourism Agency				<i>(b)</i> Approval from Department of Wildlife and (Where applicable)				<i>(c)</i> Lease offer and/or signed lease Agreement (Applicable where facilities Are being leased)				
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<b>PART IV</b>																		
<b>13.</b>	<b>Has your company or associate company submitted any previous application in respect of this or any other project</b> Yes..... No.....  If "Yes", please give details ..... .....																	
<b>14.</b>	<b>Has any of the shareholders submitted any previous application in respect of the same project? Or any other projects?</b> Yes..... No.....																	



**SECOND SCHEDULE**

*(Regulation 3)*

PRESCRIBED FEES  
*(Sections 68 and 74)*

**A. CERTIFICATE OF REGISTRATION**

	<i>Fee Units</i>
1. Processing fee	7,111
2. Certificate fees	42,611
3. Renewal	42,611

**B. CERTIFICATE OF REGISTRATION FOR A MICRO  
OR SMALL BUSINESS ENTERPRISE**

	<i>Micro Enterprise (Fee Units)</i>	<i>Small Enterprise (Fee Units)</i>
1. Processing fees	111	111
2. Certificate fees	1,111	1,667
3. Renewal	111	111

LUSAKA  
19th June, 2018  
[MCTI/10/21/1]

**C. YALUMA,**  
*Minister of Commerce,  
Trade and Industry*



