#### GOVERNMENT OF ZAMBIA

Statutory Instrument No. 54 of 2018

The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

### The Agricultural Institute of Zambia (General) Regulations, 2018

IN EXERCISE of the powers contained sections 16, 18 and 53 of the Agricultural Institute of Zambia Act, 2017, the following Regulations are made:

1. These Regulations may be cited as the Agricultural Institute of Zambia (General) Regulations, 2018.

2. (1) A person shall apply to the Institute for registration as an agricultural professional in Form I set out in the First Schedule.

(2) The Institute shall within thirty days of the receipt of an application under subsection (1)—

(a) approve the application, if the applicant meets the requirements of the Act and these Regulations; or

(b) reject the application, if the applicant does not meet the requirements of the Act and these regulations.

(3) The Institute may request for further information in respect of an application in Form II set out in the First Schedule.

(4) The Institute shall, where it rejects an application, inform the applicant of the rejection in Form III set out in the First Schedule.

3. The qualifications and experience specified in the Second Schedule are recognised for the purposes of registration as an agricultural professional.

Title

Application for registration as agricultural professional

Qualification for registration

Certificate of registration

4. The Institute shall, where the Institute approves an application for registration of an agricultural professional, issue a certificate of registration in Form IV set out in the First Schedule.

Notice of change of particulars

5. A registered agricultural professional shall notify the Institute of any change in the registered agricultural professional's particulars in Form V set out in the First Schedule.

Application for practicing certificate

- 6. (1) A person shall apply to the Institute for a practicing certificate in Form VI set out in the First Schedule.
- (2) A practicing certificate shall be in Form VII set out in the First Schedule.
- Practising certificate non-transferrable
- 7. A practicing certificate shall not be transferred to a third party.

Suspension and cancellation of practising certificate

- 8. (1) The Institute shall cancel or suspend the practicing certificate of an agricultural professional if that agricultural professional—
  - (a) commits an offence under the Act;
  - (b) obtains the practicing certificate by fraud, misrepresentation or concealment of a material fact;
  - (c) is found guilty of professional misconduct;
  - (d) is declared to be mentally or physically incapable of practising;
  - (e) is an undischarged bankrupt; or
  - (f) is disqualified from practising as an agricultural professional.
- (2) The Institute shall, before cancelling a practising certificate inform the holder of the intention to cancel the practising certificate in Form VIII set out in the First Schedule.
- (3) A notice of the cancellation of the practising certificate shall be in Form IX set out in the First Schedule.

Duplicate certificate of registration or practising certificate

- 9. (1) A person whose certificate of registration or practising certificate is destroyed or lost may apply to the Institute for a duplicate certificate of registration or practising certificate in Form X set out in the First Schedule.
- (2) The Institute shall, within fourteen days of the receipt of an application under sub-regulation (1), issue a duplicate practising certificate to the applicant.

Register

- 10. (1) The Institute shall maintain a Register of agricultural professionals which shall specify—
  - (a) the names and addresses of the registered agricultural professionals;

- (b) the applications rejected and the reasons therefor;
- (c) the notices issued under these Regulations; and
- (d) any other information relevant for the purposes of the Act.
- (2) The Registrar may cause the alteration to be made to the Register in accordance with the purposes of the Act.
- 11. (1) The Institute shall remove an agricultural professional from the Register if—
  - (a) the agricultural professional is convicted of an offence under any law;
  - (b) the Institute has reasonable grounds to believe that the registration was obtained through concealment of any material fact;
  - (c) the certificate of registration or practising certificate of the agricultural professional is cancelled; and
  - (d) the agricultural professional is found guilty of professional misconduct under the Act.
- (2) An agricultural professional shall be restored to the Register on such grounds as the Board may determine on an application in the prescribed manner and form and payment of the fee set out in the Third Schedule.
- 12. (1) The Register shall be kept in the form of a looseleaf volume, one page of which shall be set aside for the entries relating to each registered person and any alteration in the registered particulars relating to that person shall be endorsed by the Registrar on the page so set aside.
- (2) Where the name of a person is erased from the Register, the Registrar shall, after endorsing on the page containing the entries relating to that person the circumstances in which and the date on which the erasure was made, remove the page from the Register and retain it in a separate file.
- 13. (1) The Institute shall consist of the following categories of membership:
  - (a) Agricultural professional scientist;
  - (b) Agricultural professional technician;
  - (c) Agricultural crafts technician; and
  - (d) Honourary and life.
- (2) Agricultural professional scientist membership is open to a person who is a—

Removal from register

Form of register

Categories and classes of membership

- (a) fellow;
- (b) professional member; or
- (c) graduate member.
- (3) Agricultural professional technician membership is open to a person who is a—
  - (a) certified technician;
  - (b) technician; or
  - (c) trainee technician.
- (4) Agricultural crafts technician membership is open to a person who is a-
  - (a) master craftsperson;
  - (b) craftsperson; or
  - (c) trainee craftsperson.

Membership certificate

14. The Institute shall issue a certificate to a person registered as a member of the Institute in Form XII set out in the First Schedule.

Annual subscription

- 15. (1) A member shall pay to the Institute an annual subscription applicable to the class of membership to which the member belongs, on or before the 1<sup>st</sup> February of each year.
- (2) The Institute shall not renew the membership of a member who fails to pay the annual subscription within the period specified under sub-regulation (1).

Appeals

16. A person aggrieved with the decision of the Institute may appeal to the Minister in Form XIII set out in the First Schedule.

Fees

17. The fees prescribed in the Third Schedule shall be payable in respect of the matters stated therein.

## FIRST SCHEDULE (*Regulation* 2, 3, 4,5,6,8,9,13,14 and 17)



Form I
(Regulation 2(1))
(To be completed in triplicate)

### REPUBLIC OF ZAMBIA

### The Agricultural Institute of Zambia Act, 2017

(Act No. 2 of 2017)

Plea	se complete in block letters	Shaded fields for official use only	Application No.	
Trease complete in block letters		official use only	Date and Time	
Info.	rmation Required	Information Provid	ed	1
		PART I PARTICULAR	s	
1.	(a) Surname (block capitals)			
	(b) Other names	landa and a		
2.	Sex (Tick (√) where applicable)	Male	Female	
3.	Date of birth (dd/mm/yyyy)			10
4.	Place of birth	Town	Country	
5.	Nationality			
6.	(a) National Registration Card No			
	(b) Place of issue			
	(c) Date of issue (dd/mm/yyyy)			
7.	Address			
	(a) Physical address			_
	(b) Postal address			
8.	Contact details			- 11
	(a) Telephone No.			- 12
	(b) Fax No.			- 10
	(c) Mobile phone No.			- 10
	(d) Email address			- 10
		UCATIONAL BACI	KGROUND	10
9.	School, Technical College or University attended (give dates)			
10.	Course of study			
10. 11.	Course of study  Professional examination passed (give dates)			-

13.	Present employment			
		EMPLOYMENT RECORD		
14.	(a) Name of Employer	+		
14.	(b) Position held			
14.	(c) Date of appointment			
14.	(d) Nature of work undertaken			
	Previous employment (whole career t	o date)		A
	Name of Employer	Date/Period Employed	Positions held	Nature of work undertaken
15.	Appendices			
10.	Certified copies of all certificates are	enclosed		
	Application fee enclosed			
	- Ppinemon 100 one in the			
	affect my registration as an agricultura	•		
	Name of applicant		Signatu	
	Date			
FOI	Date			re
FOI Rece App	Date  R OFFICIAL USE ONLY eived by:Officer (Name an	d Signature)	Signatus  Date	re  2
FOI Reco	Date  R OFFICIAL USE ONLY  eived by:  Officer (Name an incident of the Registrar:	d Signature)	Signatus  Date	re  2
FOI Reco	Date  R OFFICIAL USE ONLY eived by:Officer (Name an allication Fee Received:	d Signature) Ro	Signatus  Date	re
FOI Reco	Date  R OFFICIAL USE ONLY  eived by: Officer (Name an	d Signature) Ro	Signatus  Date	re
FOI App Date Date	Date  R OFFICIAL USE ONLY  eived by:	d Signature) Ro	Signatus  Date	re
FOI App Date Date Fee Reg	Date  R OFFICIAL USE ONLY eived by:	d Signature) Ro	Signatus  Date	re
App Date Dec: Date Fee Reg:	Date  R OFFICIAL USE ONLY eived by:	d Signature)	Date	re
App Date Dec: Date Fee Reg:	Date  R OFFICIAL USE ONLY eived by:	d Signature)	Date	re
App Date Dec: Date Fee Reg:	Date  R OFFICIAL USE ONLY eived by:	d Signature)	Date	re
	Date			

Form II (Regulation 2(3))



### REPUBLIC OF ZAMBIA

### The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

### The Agricultural Institute of Zambia (General) Regulations, 2018

### REQUEST FOR INFORMATION

(1) Here insert	<i>To</i> : (1)
full names of applicant	Address:
or applicant	
	Reference No.:
	You are requested to furnish the following information or documents in
	respect of your application for registration as an agricultural professional:
	(a)
	(b)
	(c)
	(d)
	within days of this notice. If you fail to furnish
	the requested information, your application will be treated as invalid and
	shall be rejected.
	Detail this
	Dated this day of, 20
	Registrar

Form III (Regulation 2(4))



### The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

### The Agricultural Institute of Zambia (General) Regulations, 2018

### NOTICE OF REJECTION OF APPLICATION

(1) Here insert the	<i>To</i> : (1)
full names	
address of applicant	REFERENCE NO. (2)
(2) Here insert the reference	You are notified that your application for (3) registration/renewal of registration as an agricultural professional has been rejected on the following grounds:
No. of the application	<i>(</i> )
(3) Here insert the type of application	<i>b</i>
or application	<i>6</i>
	Ø
	Dated this day of, 20
	Registrar

Form IV (Regulation 4)



### REPUBLIC OF ZAMBIA

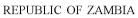
### The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

	REGISTRATION NO.:
CERTIFICATE OF REGISTRATIO	ON OFAGRICULTURAL PROFESSIONAL
Surname:	
First Name(s)	
Name of firm/business:	
Address	
Given on the day of	20
Date of expiry:	
This is to certify that the person named on section 19 of the Agricultural Institute of 2	this Certificate has complied with the provisions of Zambia Act, No. 2 of 2017.
Chairperson	Registrar
Date:	Date:

This Certificate is only valid if it bears the seal of the Agricultural Institute of Zambia.





### The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

### The Agricultural Institute of Zambia (General) Regulations, 2018

### NOTICE OF CHANGE OF PARTICULARS

(1) Here insert the	To: THE REGISTRAR	
registration No. (2) Here insert the full names of the holder (3) Here insert	of (3)	day of, 20, changed as follows:
physical and postal address		
of the applicant (4) Here specify	Previous Details	Current Details
the detail which has changed		
,	Dated this day of	, 20
		uture of Holder
	FOR OFFICIAL USE ONLY	
	Received by:	
		OFFICIAL STAMP
	Date:	, 20
	ENDORSEMENT OF REGIST This notice has, thisbeen entered in the Register.	<b>TRATION</b> day of, 20,

Registrar

Form VI  $(Regulation \underline{6}(1))$ 



### REPUBLIC OF ZAMBIA

### The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

	AFFLICATIO	V FOR FRACTISH	NG CERTIFICATE	
Plea	se complete in block letters	Shaded fields for official use only	Code  Date and Time	
Info	rmation Required	Information Provid	ded	V
		PART I PARTICULAR	s	
1.	(a) Surname			
	(b) Forename			
2.	Nationality			
	(a) National Registration Card No			
	(b) Place of issue			
	(c) Date of issue (dd/mm/yyyy)			
3.	Notification Address			
	(a) Physical address			
	(b) Postal address	) in the second		
	Contact details			
	(a) Telephone No.			
	(b) Fax No.			
	(c) Mobile phone No.			
	(d) Email address			
4.	Profession in respect of which application is made			
5.	Type of certificate held by			-
	applicant (State certificate No. and scope of profession)			
6.	Continuous professional development undertaken since			
	last registration			
7.	Name of Employer			
8.	Address of Employer			
9.	Certificates previously held by	Certificate No.	Location	
1.	the applicant under the	Comment 1.0.	Document	
	Agricultural Institute of Zambia			
	Act, 2017 or similar legislation			
	outside Zambia			
		A		
	(attach certified copies)			

10.		rrently held by	Certificate No. and Typ	e: Lo	ocation
	applicant in Za under the Agri of Zambia Act	cultural Institute			
11.	Have you ever under the Agri Zambia?  If yes, specify details: Nature of offence Date of convic Sentence: Have you ever	been convicted of cultural Institute of tion:	an offence involving fraud Zambia Act, 2017, or any	other law within o	or outside
	Act, 2017?	give details below:			
13.	Certificate applied for:	Location	Scope of Practice	Date of application	Status of application (Granted, rejected or pending)*
	410 11 11				
	*if application	was rejected, give	reasons for rejection:		
14.	Appendices		10		
	- Certit	ied copies of all ce cation fee	rtificates		
Rece	•	Officer (Name and	Signature)		Date
Date	presented to the	Registrar:			
Deci	sion:		\		
Date	applicant inform	ned of decision:			
Fee f	for registration re	ceived:			



CERTIFICATE No. .....



### REPUBLIC OF ZAMBIA

## The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

PRACTISING CERTIFICATE
Holder's name: Address: Agricultural Profession:
This Certificate is valid from the day of 20 to the 20
The conditions of the Certificate are as shown in the Annexures attached hereto.
Issued at day of
Registrar
ENDORSEMENT OF REGISTRATION
This Registration has this day of, 20
been entered in the Register.
Registrar





### REPUBLIC OF ZAMBIA

# The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

# NOTICE OF INTENTION TO SUSPEND OR CANCEL THE PRACTISING CERTIFICATE

<i>To</i> : (1)
IN THE MATTER OF (2) you are notified
that I intend to suspend/cancel your registration as an agricultural professional on the following grounds:  (a)
(b) (c) (d)
Accordingly, you are requested to appear before the Registrar on the
*Delete whichever is not applicable
ENDORSEMENT OF REGISTRATION This Notice has, this

Chair person

Form IX (Regulation 8(3))



## The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

## NOTICE OF SUSPENSION OR CANCELLATION

N THE M				you ai
notified that	t your registration	on as an agricul	tural profess	ional has been
suspended/c	ancelled on the	following grou	nds:	
(a)				
(b)				
(c)				
(d)				
				OFFICIAL STAMP
		Regist		
ENDORSE	MENT OF RE	GISTRATION	T	
				20

 $\begin{array}{c} \text{Form X} \\ (\textit{Regulation } 9(1)) \end{array}$ 



### REPUBLIC OF ZAMBIA

## The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

APPLICATION FOR DUPLICATE PRACTISING CERTIFICATE					
Shaded fields for Application No.  Please complete in block letters official use only					
			Date and Time		
Info	mation Required	Information Provided	1	1	
1.	(a) Surname				
	(b) Other names				
2.	Registration No.				
3.	Address				
177	(a) Physical address				
	(b) Postal address				
4.	Contact details				
	(a) Telephone No.				
	(b) Fax No.				
	(c) Mobile phone No.				
	(d) Email address				
5.	Appendix				
1.3	Affidavit of loss, destruction or				
	otherwise of original				
	registration				
Name of applicant (individual or authorised representative):  Signature :					
FOI	R OFFICIAL USE ONLY				
FOR	OFFICIAL USE ONLY				
Rece	eived by:				
	Officer (Name and Sig	gnature)	Date		
Amo	ount Received:				
Rece	eipt No.:				
File	No.:				
Rem	arks:		OFFICIAL		
			STAMP		

Form XI (Regulation 14)



### REPUBLIC OF ZAMBIA

### The Agricultural Institute of Zambia Act, 2017 (Act No. 2 of 2017)

	REGISTRATION NO.:			
CERTIFICATE OF MEMBERSHIP				
Surname:				
First Name(s)				
Name of firm/business:				
Address				
Given on the day of	20			
Date of expiry:				
This is to certify that the person named on section 19 of the Agricultural Institute of Z	this Certificate has complied with the provisions of ambia Act, No. 2 of 2017.			
Chairperson	Registrar			
Date:	Date:			
NOTE: This Certificate is only valid if it bears the	seal of the Agricultural Institute of Zambia.			

#### 0000 000



### 0000000 00 000000

#### 000 00000000000 00000000 00 000000 000**, 2017** (000 00. 2 00 2017)

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#### 000000 00 000000

(1) Here insert the Registration No. (2) Here insert the full names of the holder (3) Here insert residential address of the holder		
(4) Here insert the decision made		
	ппппп	0000 00 000000000
	0000 00 00000000 0000000	00000000

### SECOND SCHEDULE

 $(Regulation\,3)$ 

Class	Category	Academic	Years of Experience
		Qualification	
Agricultural	Fellow	Minimum Bachelor	10 years and above
Professional		Degree or its equivalent	
Scientist		1	
	Professional Member	Minimum Bachelor Degree or its equivalent	5 year and above
	Graduate Member	Minimum Bachelor Degree or its equivalent	0-5 years
Agricultural Professional Technicians	Certified Technician	Minimum Diploma or its equivalent	2 years and above
	Trainee Technician	Minimum Diploma or its equivalent	0-2 years
Cultural Crafts Technicians	Master Craftsperson	Minimum Certificate or its equivalent	10 years and above
	Craftsperson	Minimum Certificate or its equivalent	2 years and above
	Trainee Craftsperson	Minimum Certificate or its equivalent	0-2 years
Honorary and	Honorary member	-	-
Life			
	Life member	Minimum	-
		Certificate	

# **THIRD SCHEDULE** (Regulation 17)

### PRESCRIBED FEES

### ZAMBIANS

### A.

Class	Membership fees (paid once) (ZMW)	Annual Subscription Fee (ZMW	Annual Practising Fee (ZMW)
Agricultural Professional Scientist			
Fellow	1,000.00	500.00	500.00
Professional Member	750.00	400.00	400.00
Graduate Member	300.00	200.00	200.00
Agricultural Professional Technician Technologist			
Certified Technician	250.00	150.00	150.00
Technician	250.00	150.00	150.00
Agricultural Crafts Technician			
Master Craftsperson	150.00	100.00	100.00
Craftsperson	150.00	100.00	100.00

#### B. Non-Zambians

Class	Membership	Annual	Annual
	fees (paid	Subscription	Practising Fee
	once) (ZMW)	Fee (ZMW	(ZMW)
Agricultural Professional Scientist			
Fellow	3,000.00	2,000.00	2,000.00
Professional Member	2,500.00	1,500.00	1,500.00
Graduate Member	2,000.00	1,000.00	1,000.00

M. Katambo, Minister of Agriculture

Lusaka 5th July, 2018 [MOA.4/15/24]