

**REPUBLIC OF ZAMBIA**  
**ZAMBIA DEVELOPMENT AGENCY**

**ZDA ACT (ZDA Act No. 11 of 2006)**

**APPLICATION FOR CERTIFICATE OF REGISTRATION**

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**The Director General**  
**Zambia Development Agency**  
**P.O Box 30819**  
**Lusaka. Zambia.**

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**PART 1**

**1. PROJECT DETAILS.**

- (a) Full Name of Enterprise.....
- (b) PlotNo:.....Street/Road.....
- (c) Address.....
- (d) Province.....District.....
- (e) Telephone No:.....Fax No:.....
- (f) E-mail Address: .....
- (g) Date of Incorporation/Registration of the business name.....
- (h) Foreign Address of external investor (including Tel/Fax/E-mail):
- .....
- .....
- .....
- .....

## 2. OWNERSHIP STRUCTURE.

2.1 State whether your enterprise is: Mark “X” where applicable.

Sole Ownership	
Partnership	
Private Company	
Co-operative Society	
Public Company	
Parastatal	
Other	

## 2.2 Particulars of Shareholders/Directors

Name and Full Address	Sex	Nationality	National Identity Number	Equity(%)	Equity US\$	
					Local	Foreign

If necessary use a separate Sheet and attach with this form

## 3. OUTLINE OF BUSINESS PLAN.

### 3.1 Details of the Project

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(If more space is required, please attach sheet at the end)

### 3.2 Details of the product(s) and/or services(s) to be provided:

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**3.3 Please indicate the type of project.**

New	Expansion	Modernisation	Is a feasibility study/business plan available? If "YES" please attach.			
			YES		NO	

**3.4 Please provide details and attach to this application:**

- (a) Professional background and experience of each shareholder
- (b) Company background and experience.

**3.5 Names and addresses of TWO individuals or organisations who could support: -**

- (a) Each of your shareholders' professional background and experience.
- (b) Company background and experience.

Please include telephone and fax numbers and /or e-mail address for each reference.

**3.6 BANKERS: Please provide details of your banker(s) and enclose bankers' reference.**

- (a) For each shareholder
- (b) The Company

Each reference should include Postal Box address, Tel/Fax numbers and contact person name.

**PART II****4. FACILITIES NEEDED FOR PROJECT IMPLEMENTATION.**

What facilities are available/required for the project?

FACILITY	AVAILABLE		STATUS			
	YES	NO	Owned	Rented	Leased	Under negotiation
Land						
Buildings						
Plant & Machinery						
Others (Please specify)*						
Planned start date. *						

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- If (i) Under negotiations, please give details under separate sheet
- (ii) Owned, Rented or Leased, please provide proof.

## 5. MACHINERY AND EQUIPMENT SCHEDULE

(Detailed list may be attached.)

Description	Source/Country	Value in US Dollars	New(N)or Second Hand(SH)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTAL			

If necessary, use separate sheet and attach it with this form.

## 6. EMPLOYMENT AND TRAINING

### 6.1 Employment:

CATEGORY	NUMBER OF EMPLOYEES			
	ZAMBIAN		NON-ZAMBIAN	
	Existing	Additional	Existing	Additional
Management				
Technical				
Operatives				
Others (specify)*				
TOTAL				

\* .....

### 6.2 Type of training and its duration to be offered prior to operation and after start-up and where?

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## 7. TOTAL PROJECT COST AND FINANCING.

### 7.1 Project Cost (in US\$) Exchange Rate: 1US\$=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>						

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### 7.2 Source(s) of Finance (in US \$)

Source	Year 1		Year 2		Year 3	
	Local	Foreign	Local	Foreign	Local	Foreign
Equity capital						
Reserves						
Loans						
Suppliers' credit(Source*)						
Other (specify)*						
<b>TOTAL</b>						

\* .....

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Provide evidence for each source. Any financing gap must be addressed.

## 8. TARGET MARKET (LOCAL/FOREIGN) FOR YOUR PRODUCT OR SERVICE.

### 8.1 Please describe your market strategy and specifically highlight your key assumptions and expertise:

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**8.2 Give a forecast of your sales revenues, fixed costs and variable costs for the next three years at least, preferably 5 years.**

Year	Value of domestic sales in US \$	Value of export sales in US \$	Fixed cost	Variable cost
1				
2				
3				
4				
5				

**9. TECHNOLOGICAL AND MANAGEMENT AGREEMENTS**

Please give brief detail of technology transfer or management agreements.

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**10. JOINT VENTURE.**

- (a) 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.
- (b) 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

**PART III**

**11. AGRICULTURAL SECTOR.**

- Size of area proposed (HA).....
- Location of the project (District).....
- Has your company secured any of the following documents?

Document	YES	NO	Pending
(a) Letter from local authorities indicating approval of land			
(b) Lease Agreement (applicable where land is being leased)			
(c) Title Deed (applicable where land is owned)			

If ‘YES’, please attach document(s)

If “Pending”, please give details.....

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## 12. TOURISM SECTOR.

Has your company secured any of the following documents?

Document	YES	NO	Pending
(a) Application to the Zambia Tourist Board			
(b) Approval of ZAWA (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.....

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## PART IV

**13. Has your company or associate company submitted any previous application in respect of this or any other project?**

Yes.....

No:.....

If “YES”, please give details

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**14. Has any of the shareholders submitted any previous application in respect of the same project or any other projects?**

Yes.....

No.....

If “YES”, please give details

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**15. Does your company or associate company hold another Investment permit, Licence or Certificate?**

Yes..... No.....

If "YES ", please give details

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**16. Do any of your shareholders have interest in other companies that hold an Investment Permit, Licence or Certificate?**

If "YES", please give details.

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17. Applicants are reminded that any person who fraudulently gives false information or conceals any material/information in his/her application risks the revocation of such certificates as provided under the Act. Where any certificate, incentive or other benefit has been granted in consequence of such false statement or concealment, the ZDA Board may revoke or cancel any such certificate, incentive or benefit.

18. 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 respect of the same project.

Signed.....

Date:.....

Name: .....

Designation/Position: .....