



ZAMBIA DEVELOPMENT AGENCY

MICRO AND SMALL ENTERPRISES DIVISION

APPLICATION FOR REGISTRATION

Company name.....

Date of application.....

(see last page for application details)

A. ENTERPRISE INFORMATION

1. Full name of enterprise:
2. Date of business registration:
3. Postal Address: E-mail address:
4. Physical Address: Plot No Street
- Province Town Tel:
5. Premises: Owned Rented Home
6. Type of Business: Sole proprietorship Partnership Limited Company
- Others (specify)
7. Date when Business started:
8. Business Description (Existing or proposed activities the business will be involved in):

.....

.....

.....

.....

9. Main Products and services:
-
-
-

10. Sector: Sub sector:

11. Business Registration and Licenses
 - Certificate of registration - No
 - Certificate of Incorporation No.....
 - Tax Payers Identification No
 - VAT Registration Number
 - Business Licenses (specify):

12. Turnover per Annum: ZMK.....

13 Capital Invested

<i>Item</i>	<i>Value ZMK'</i>
Land and Building	
Machinery & Equipment	
Furniture and Fittings	
Motor Vehicles	
Stocks	
Debtors	
Cash	
LESS: Short term loan + Creditors	
Total Capital Invested	

14. **Brief Description of Assets:**

.....

.....

.....

15 Employment Levels

	<i>Current number of employees</i>		<i>Total</i>
	<i>Permanent</i>	<i>Temporal</i>	
Skilled			
Unskilled			
Total			

B. MANAGEMENT INFORMATION

1 Proprietor/ Partners/Shareholders Details

<i>Name</i>	<i>Sex</i>	<i>Nationality</i>
<i>Share %</i>		
1.
2.
3.
4.
5.

2 Key Personnel

<i>Name:</i>	<i>Position</i>	<i>Qualification</i>
(i)
(ii)
(iii)

C. OPERATIONS INFORMATION

1 Market Information

(i) Sales

<i>No</i>	<i>Main Product(s)</i>	<i>Quantity(per month)</i>	<i>Sales (per month) ZMK'</i>	<i>Sales(per year) ZMK'</i>
1				
2				
3				
	Total Sales (ALL products)			

(ii) Main Customers

<i>No</i>	<i>Description</i>	<i>Location</i>	<i>Share%</i>
1			

2			
3			

(iii) Main Competitors

No	Name / general description	Location
1		
2		
3		

2 Main Inputs

No	Main Raw material(s)	Quantity(per month)	Purchases (per month) ZMK'	Purchases (per year) ZMK'
1				
2				
3				
	Total Purchases (ALL inputs)			

3 Business Development Services (BDS) that you currently have access to

- Marketing and Sales Accounting & Book-keeping Customer management
 Technology development Market Research & Transfer Market Information
 Business linkage promotion Access to finance Legal services
 Business Linkage Information Business registration Facilitating Licenses
 Customer Management Business Plan Preparation Product design
 Consultancy (specify) Training

(specify).....

4 Financing Information (How your business is currently financed)

No	Description	Other currency (specify)	ZMK'
1	Loan Capital		
2	Equity		
	Total Capital		

D. INVESTMENT INFORMATION (If you are starting or want to expand your business)

1 Projected Sales (Expected future sales in quantity and value terms)

Main products	Year one		Year two		Year three	
	quantity	ZMK'	quantity	ZMK'	quantity	ZMK'

1.						
2.						
3.						
Total Sales (All Products)						

2 Projected employment levels

Year	Number of personnel		Total per year
	Permanent	Temporal	
Year 1			
Year 2			
Year 3			

3. Explain the type of assistance you require to develop your business (with the exception of finance):

.....

.....

.....

.....

.....

E DECLARATION

I (Full name of applicant) employed in the enterprise as declare that the information stated in this application is correct. Signature Date

Official stamp(optional)

ZAMBIA DEVELOPMENT AGENCY (ZDA)

INTRODUCTION

Please read this to know what ZDA offers and instructions on how to fill and submit the application form. .

ZDA was created by an Act of Parliament under the Ministry of Commerce, Trade and Industry with the responsibility of facilitating the development of Micro and Small business enterprises in the country through the creation of favorable environment for the attainment of that purpose and formulating, co-coordinating and implementing policies and programs for promoting and developing Micro and Small business enterprises in Zambia.

INCENTIVES TO REGISTERED MSEs

An enterprise registered under the ZDA act shall be entitled to the following incentives:

1. Support services

- Technology transfer and development.
- Provision of training, technical services and business management skills.
- Provision of marketing support services.
- Access to ZDA industrial and commercial estates.

2. Other incentives

- ✓ Exemption from paying income tax for 5 years for rural based enterprises.
- ✓ Exemption from paying income tax for 3 years for urban based enterprises.
- ✓ Exemption from obtaining a Manufacturing license for 5 years.

DEFINITIONS OF MICRO AND SMALL ENTERPRISES (MSEs)

Micro Enterprises

A Micro enterprise shall be any business enterprise registered with Registrar of Companies with the following characteristics.

Category	Micro Enterprise	Small Enterprise
Total Investment (equipment)	K1-K80 Thousand	K81-K200 Thousand
Annual Sales Turnover	K1-K150 Thousand	K151-300 Thousand
Workers	Up 10	11-50

Enterprises above these thresholds do not qualify for registration as MSEs. and those in Agriculture, and Financing

REGISTRATION REQUIREMENTS

An Application for a certificate of registration shall be accompanied by the following:

1. A non-refundable processing fee of K20. to be paid **on** submission of application form
2. Registration fee: Micro enterprise –k200 and Small Enterprise- K300. to be paid **after** the certificate has been issued,
3. Copy of Company Registration,
4. A copy of Passport or NRC of the owners of the company,
5. business plan, and
6. **All applications in specialized fields must be accompanied by relevant licenses of compliance.**

If you want more clarification on the registration process or on the Zambia Development Agency, please contact ZDA on 211-220177, 211-222858 or through the web site. www.zda.org.zm

LIVINGSTONE

Zambia Development Agency
Provincial Administration,
Office of the President,
Akapelwa Street,
P.O. box 60298,
Livingstone,
Zambia