



## NATIONAL CONSTRUCTION INDUSTRY COUNCIL

### PROCEDURES FOR REGISTRATION/UPGRADING OF CONTRACTORS IN CATEGORIES ABOVE K5.0 MILLION

<b>Steps in Procedure</b>
<b>Step 1</b> Submission of duly filled and signed application forms to the Council
<b>Step 2</b> Council assesses and verifies the information provided in the application forms and prepares schedules for Registration Committee's recommendation
<b>Step 3</b> Registration Committee makes recommendations for Board's Approval
<b>Step 4</b> Board makes decision
<b>Step 5</b> Council officially communicates Board's decision to applicants
<b>Step 6</b> Applicants make relevant payments for categories approved in and official payment receipts are issued
<b>Step 7</b> Council prepares and issues Certificates of registration to paid up applicants

<b>Key Requirements</b>
<p><b>1. Applicant's Particulars</b></p> <p>General particulars of the applicant including provision of Business Name certificate from the Registrar General as per requested on the application forms.</p>
<p><b>2. Technical Capacity</b></p> <p>Key technical personnel including provision of CVs and copies of certificate of qualification. At least a qualified professional be one of the personnel</p>
<p><b>3. Firms Previous Experience</b></p> <p>Relevant previous experience of the firm including provision of copies of award/offer letters and or completion certificates from Clients. At least 3 projects in previous category one of which should be at least 80% of the limit of the immediate lower category.</p>
<p><b>4. Equipment/Plant and Transport</b></p> <p>List of equipment/plant and transport backed by copies of blue books. If hiring attach approved hire list from hire companies/organizations.</p>
<p><b>5. Financial Capacity</b></p> <p>Attach current authenticated firm's audited accounts, financial statements and or bank statements</p>

All contractors are further reminded that deadline for submission of application forms is **14 days** before the week of meeting for Registration Committee. Any applications that are submitted after this deadline shall not be considered in the immediate set of meetings.

It is illegal to operate in the construction industry without being registered with NCIC. The Council further warns all those that practice in construction or involve contractors without current NCIC certificate of registration that once found, they will be prosecuted under the Laws of Malawi.