	Title: ENGINEERING REGISTRATION BOARD REGISTERED ENGINEERING ORGANISATION OR UNIT		EngRBF2
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	Prepared By: DR	Approved By: REGISTRAR	Valid From: July 2018
Sign:.....	Sign:.....	Revision No. 0	



Official Use

For

Accepted/Rejected.....

Date:.....
Field:
Registration No.

Application for Registration as a Registered Engineering Organisation or Engineering Unit
(R.Eng.O and R.Eng.U)
(Section 19, EIZ Act. No. 17 of 2010)


PART A - PARTICULARS OF ENGINEERING ORGANISATION OR ENGINEERING UNIT

1. We (Name of Organisation or Unit)Year of Incorporation:.....
Of (Address of Organisation or Unit) Registered Business Address
.....
.....
.....
E-mail: Tel: Cell:

Hereby apply for registration with the **Engineers' Registration Board (EngRB)** of the Engineering Institution of Zambia as a **Registered Engineering Organisation or Engineering Unit**. EIZ Membership Class:

2. Industrial activities of the organisation or unit related to Engineering
.....
.....
3. (a) List the engineering disciplines appropriate to the activities of your organisation or unit (Civil, Electrical, Mechanical Chemical Engineering)
.....
.....
- (b) How many engineering professionals does your organisation or unit employ? (**Provide details in form 2b**)
- (c) How many Districts Business Offices do you have, operate or have project sites in?
- (d) List two (2) organisation or unit employees who are registered to practice engineering in Zambia and are responsible for controlling the engineering activities of the organisation or unit listed above (**Ensure that employees sign in their own handwriting and attach their valid practicing licence**)

Name	EngRB Licence Number	NRC	Signature

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4. This form is completed by
 Designation..... Signature:..... Date:.....

PART B - DECLARATION


We, hereby certify and declare that the particulars given on this form are true to the best of our knowledge and belief and I further declare that we shall abide by the fundamental principles and can be enunciated in the Code of Ethics of the Engineering Registration Board.

Signature of Applicant: Date:

NOTES

1. The application form should be accompanied by organisation or Unit profile.
2. A non-refundable application and processing fee of K700 for local organisations and units and K2,250 for foreign organisations and units shall accompany applications.
3. Applicants will be required to pay an annual registration fees as determined by the Board depending on the number of business offices or number of engineering districts whichever is higher.
4. Class D is for foreign organisations and units coming to practice engineering in Zambia through projects, exchange programs, bilateral agreements etc.
5. "Engineering" means the application of mathematical, scientific and technological principles, with reference to economics, society and the environment, to develop solutions to technical problems, or create products, facilities and structures that improve the quality of life.
6. "Practice of Engineering" shall mean any service or creative work, the adequate performance of which requires engineering education, training and experience in the application of special knowledge of the mathematical, physical and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning, design and design coordination of engineering works and systems, planning the use of land and water, teaching of advanced engineering subjects, performing engineering surveys and studies, and the review of construction for purpose of monitoring compliance with drawings and specifications.

Any utilities, structures, buildings, machines, equipment, processes, work systems, projects and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic, chemical or thermal nature, insofar as they involve safeguarding life, health, or property.

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7. Classes of Registration


	Class of Registration	Fees/Year
Local Organisations and Units Processing Fees K700	A2	K38,900
	A2	K29,200
	A3	K23,400
	B1	K19,500
	B2	K15,600
	B3	K11,700
	C1	K6,000
	C2	K4,500
	C3	K1,500
Foreign Organisations and Units Processing Fees K2,250	D1	K67,300
	D2	K44,850
	D3	K22,450

8. Registration Requirements

- a) Fill in application form
- b) Company profile
- c) Certificate of Incorporation and certificate of share portfolio from PACRA
- d) Valid Tax clearance certificate from ZRA
- e) Two (2) valid EngRB Practicing licences of employees responsible for operations in the company who should sign against their names in the application form.

EIZ BANK DETAILS

Standard Chartered Bank Zambia	Zambia National Commercial Bank
Account name: Engineering Institution of Zambia	Account name: Engineering Institution of Zambia
Account Number : 0100140059600	Account Number: 0104882400155
Branch Name : Lusaka Main	Branch Name: Industrial Kitwe
Branch Code (6 digits): 060017	
Swift Code : SCBLZMLX	

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TECHNICAL PERSONNEL INFORMATION

Name of Organisation or Unit:.....

Year of Incorporation:.....

Technical Team

(Give details for Directors, Managers, Technologists, Technicians and engineering staff employed by the organisation or unit)

SN	Full Names	Qualifications & Date (BEng, 2003)	Nationality	Position
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Compiled By:..... Position:.....

Signature:..... Date:.....

NOTE

The organisation or unit **MUST** attach the profile of its track record and current undertakings. Any change in works and personnel must be communicated to the Board immediately.