	Title: ENGINEERING REGISTRATION BOARD REGISTERED ENGINEERING ORGANISATION OR UNIT		EngRBF2
			Page 1 of 4
Prepared By: DR	Approved By: REGISTRAR		Valid From: July 2018
Sign:.....	Sign:.....		Revision No. 0



For Official Use
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?
- (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

	Title: ENGINEERING REGISTRATION BOARD REGISTERED ENGINEERING ORGANISATION OR UNIT		EngRBF2
			Page 2 of 4
Prepared By: DR	Approved By: REGISTRAR		Valid From: July 2018
Sign:.....	Sign:.....		Revision No. 0

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 K590 for local organisations and units and K1,950 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.

	Title: ENGINEERING REGISTRATION BOARD REGISTERED ENGINEERING ORGANISATION OR UNIT		EngRBF2
			Page 3 of 4
	Prepared By: DR	Approved By: REGISTRAR	Valid From: July 2018
	Sign:.....	Sign:.....	Revision No. 0

7. Classes of Registration

	Classes of Registration	Fees/Year
Local Organisations and Units	A2	K33,800
	A2	K25,350
Processing Fees K590	A3	K20,280
	B1	K16,900
	B2	K13,520
	B3	K10,140
	C1	K5,200
	C2	K3,900
	C3	K1,300
Foreign Organisations and Units K1,950.00	D1	K58,500
	D2	K39,000
	D3	K19,500


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

- **Bank account name:** Engineering Institution of Zambia
- **Bank of Deposit :** Standard Chartered Bank Zambia
- **Branch Name:** Lusaka Main Branch
- **Bank Account :** 0100140059600
- **Branch Code (6 digits):** 060017

- **Account Name:** Engineering Institution of Zambia
- **Bank Name:** Zambia National Commercial Bank
- **Account Number:** 0104882400155
- **Branch:** Industrial Kitwe

	Title: ENGINEERING REGISTRATION BOARD REGISTERED ENGINEERING ORGANISATION OR UNIT		EngRBF2
			Page 4 of 4
	Prepared By: DR	Approved By: REGISTRAR	Valid From: July 2018
Sign:.....	Sign:.....	Revision No. 0	

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.