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## Application Manual for Investors

### Certificate of Registration and other Licenses

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A Supplement to  
“Zambia Investor Guide Handbook” (June 2011)  
and  
“Zambia: Africa’s New Frontier for Investments and Profits”  
(Fourth Edition, 2012)

## 1. GREETING FROM ZDA

*On behalf of the Government of the Republic of Zambia, I would like to express my sincere gratitude for your consideration of our country as a possible place for you to do business. The last four decades of our young nation's existence has proved that the country of Zambia is the best exemplar of national political stability in Southern Africa. Zambia has completed its 6<sup>th</sup> multi-party peaceful political transition, which include a Presidential bye-election with the September 2011 Elections bringing the Patriotic Front as a new government into power. While we, the new government of Zambia, will strive to bring new systems and approaches to the ways of government in our country in order to improve the lives of our people and bring greater efficiency to our institutions, at the same time we will also remain devoted to promoting economic development, nurturing of investment in Zambia and expanding Zambia's presence in the global trading platform. In order for our nation to continue its journey towards becoming a developed nation, we believe that you, the investor, and those like you play a crucial role in this journey and that we, the government, and you, the investor, must cooperate and support each other so that we may all grow together.*

*Zambia's mining industry has been a key resource for the world economy, attracting investment from across the globe. But it is not Zambia's only industry and there is a wide range of growing sectors that we are promoting to drive Zambia's economic diversification. Our areas of particular focus over the next few years will be in Agro-business, livestock, fisheries, tourism, manufacturing, energy and infrastructure. With your investment in Zambia, we hope that not only will our nation be able to gain in terms of new employment and technological advancement, but that you as well will gain with unparalleled returns on your investment and by attaining a foothold into the Southern African markets through which you may expand your business and investment. As travelers over centuries have come through Zambia, understand and connected with the nations and societies of this region, we hope that you to will find Zambia as a safe and stable starting point for your investment as you move into the Southern African region.*

*On behalf of the Zambian Development Agency (ZDA) whose mandate is to promote trade and investment in the Republic of Zambia, I am honored to provide you with this "User-friendly" Application Manual for Investors and with it the full support and customer- (investor) friendly assistance of the ZDA.*

*Zambia is "**Africa's New Frontier for Investment and Profits**". **Profits for you and the communities in which you will operate.** I hope that you will choose to invest in this great nation and that your presence will serve as a foundation for the mutual benefit and friendship between you and our nation in the near future.*

*Respectfully yours,*

**Andrew Chipwende, Director General of ZDA**

# **ZDA Client Charter**

## **OUR VISION**

To become a world class Agency for promotion and facilitation of trade and investment.

## **OUR MISSION**

To promote and facilitate investment, trade, competitiveness and development of micro, small and medium enterprises by providing comprehensive services in a transparent, innovative and efficient manner.

## **OUR CORE VALUES**

- Integrity
- Dynamism
- Professionalism.
- Passion
- Team Spirit
- Accountability

## **CHARTER REVIEW**

Striving for service excellence, ZDA will continually seek to obtain the views of our clients through comment channels, regular one-to-one meetings and annual investor events. This input, together with internal reviews, will be used to revise our client.

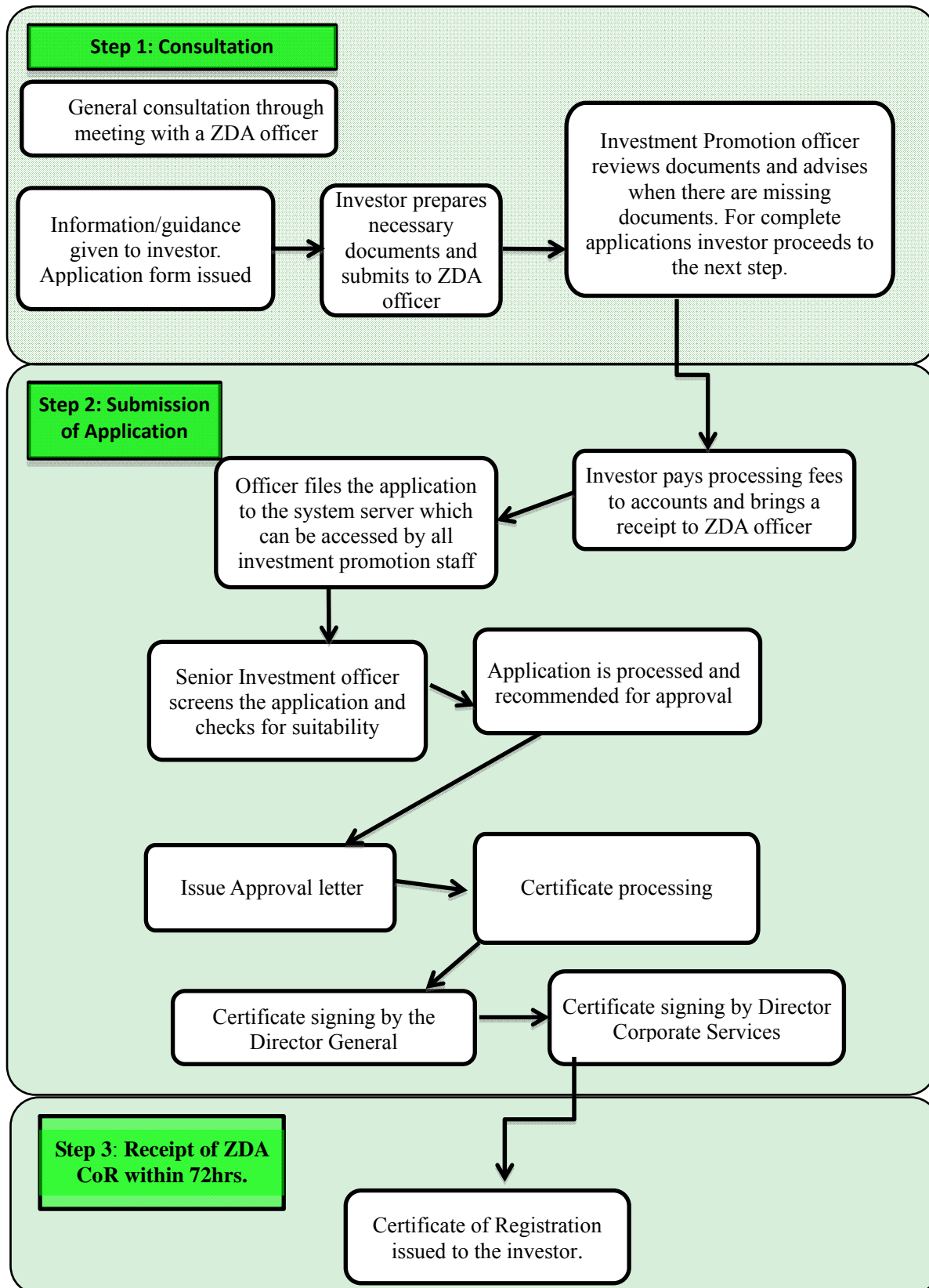
We are committed to continuous review and improvement of all service delivery and welcome client involvement through comments to the Manager of Communications and Public Relations:

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## Table of Contents

1. GREETING FROM ZDA .....	2
2. ZDA CLIENT CHARTER.....	3
3. FLOW CHART OF ZDA APPLICATION FOR CoR .....	5
4. PROCEDURES FOR APPLICATION FOR CoR.....	6
4.1 Overview .....	6
4.2 STEP 1: Consultation and Preparation of Documents.....	7
4.3 STEP 2: Submission of Application Forms.....	7
4.4 STEP 3: Receipt of Certificate of Registration.....	7
5. APPLICATION FOR INVESTMENT INCENTIVES.....	8
5.1 Overview .....	8
5.2 STEP 1: Consultation and Document Preparation.....	8
5.3 STEP 2: Receipt of Final Approved Schedule .....	8
5.4 STEP 3: Application for Corporate Tax Incentives.....	8
6. APPLICATION FOR IMMIGRATION PERMITS .....	9
6.1 Overview .....	9
6.2 STEP 1: Consultation and Document Preparation.....	9
6.3 STEP 2: Receipt of Permits.....	9
7. OTHER REQUIRED LICENSES / PERMISSIONS.....	9
7.1 Environmental Impact Assessment (EIA) .....	9
7.2 Telecommunications License .....	9
7.3 Tourism License .....	9
7.4 Financial and Non-Financial Institutions .....	10
7.5 Insurance Permit.....	10
7.6 Medical-related License .....	10
7.7 Stock Broker Registration .....	10
7.8 Manufacturing License.....	10
8. FREQUENTLY ASKED QUESTIONS (FAQ) .....	10
8.1 Acquisition of Certificate of Registration Process .....	10
8.2 Immigration Issues .....	11
8.3 Initial Funds and Financing.....	12
8.4 Investment Promotion and Protection Agreements (IPPA).....	12
8.5 Applying for Incentives.....	13
8.6 Investment Sectors, Priority Sectors, and Ownership .....	13
Annex 1 CoR Required Application Documents Checklist .....	15
Annex 2 List of Priority and MFEZ Priority Sectors.....	16
Annex 3 Application for CoR Form and Annexes.....	18
Annex 4 Application for Customs Duty Exemption.....	24
Annex 5 Application for Immigration Status .....	25
Annex 6 Immigration Requirements Checklist .....	26

### 3. FLOW CHART OF ZDA APPLICATION FOR CERTIFICATE OF REGISTRATION (CoR)



## 4. PROCEDURES FOR APPLICATION FOR A CERTIFICATE OF REGISTRATION

### 4.1 Overview

Every Investor, regardless of whether they are potential or established is welcome to visit the Zambia Development Agency (ZDA) and speak to any of the Investment Promotion Officers (IPO). The Investment Promotion Officers are in the office of the groundfloor of the ZDA building, and the office is open every day of the week from 08h00-13h00 and 14h00-17h00.

The IPO will discuss the various opportunities in Zambia, tax structure, investment policies, and immigration requirements. This consultation process is necessary for the investor to fully understand the investment procedure, steps to take and the expected outcomes. This process also helps you prepare for your application for a “**Certificate of Registration**” (CoR), customs duty exemptions and immigration permit applications.

There are no limits on the amount of investment required to be made, however, there are some minimum investment thresholds to qualify for certain benefits, specifically:

- No less than US\$500,000 in order to qualify for a Self Employment Permit (SEP); and,
- No less than US\$500,000 in order to qualify for special tax incentives for Priority Sectors or products (a list of such sectors and products can be found under Annex 2).

Once received, the CoR is valid for ten (10) years from the date of issue and you may apply for its renewal prior to the date of expiry.

When you make the decision to apply for the CoR, you will be guided by the (IPO), step by step should you need assistance. The following steps are undertaken in your application for CoR.

### **Box 1: Benefits of Holding a CoR**

#### ***Non-Fiscal Incentives***

Once you hold a CoR you will be entitled to the following non fiscal incentives:

- Investment guarantees and protection against state nationalization;
- Free facilitation in applying for immigration permits, secondary licenses, land acquisitions and utilities; and
- The ability to own land under the company’s name.

#### ***Fiscal Incentives***

If you invest \$500,000 or more in a priority sector, you will be able to receive:

- A corporate tax rate of 0% for an initial period of 5 years from the first year profits are made by your company. For years 6 to 8 thereafter your corporate tax rate will only be applied to 50% of your profits and then 75% of the profits in year 9 to 10;
- Dividends shall be exempted from tax for 5 years from the year of first declaration; and
- Improvement allowance of 100% Capital Expenditure on improvement or for the upgrading of infrastructure
- Suspended Customs Duty to zero for 5 years on machinery and equipment.

#### ***Other Incentives Applicable to CoR Holders***

As a CoR holder, you will also be entitled to the incentives of:

- Exemption from taxes on dividends declared by a company listed on the Lusaka Stock Exchange;
- Exemption from taxes on dividends declared by a company in the assembly of motor vehicles, motor cycles and bicycles industries for a period of five years from the date of first declaration;
- Duties on computer parts being reduced from 15% to zero percent;

- Duties on the following inputs for the textile and clothing manufacturing being reduced from 15% to zero percent:
  - Grey fabric;
  - Woven fabric;
  - Sewing threads; and
  - Sewing machine spare parts;
- Duties on selected machinery used in the textile and clothing manufacturing being reduced from 5% to zero percent;
- Duty on inputs used in the manufacturing of roofing sheets being reduced to zero percent for 5 years effective from 2006
- Duty on all machinery, fixtures, equipment, tools, motor vehicle parts, motorcycle parts and bicycle parts used in the manufacturing of motor vehicles, motor cycles and bicycles being reduced to zero percent for 5 years effective from 2006;
- Duty on materials used in the manufacturing and packaging of cement being reduced to zero percent for 5 years effective from 2006;
- Ability to externalization of 'After-Tax' income without restriction.

#### **4.2 STEP 1: CONSULTATION AND PREPARATION OF DOCUMENTS**

- (A) When you are ready to apply for the CoR, the IPO will provide general guidelines on how the application process, incentives, immigration, the minimum requirements you need to meet and the payment methods involved. You are then permitted to take your application form together with procedures and guidelines for completion of the form and preparation of all necessary attachments.

#### **4.3 STEP 2: SUBMISSION OF APPLICATION FORMS**

- (A) Once your application is complete and the IPO has analyzed it and is satisfied, you are then expected to pay K 1, 280, 000 to the accounts department as processing fee. You will be issued with 2 receipts, one being the original for your records and safe keeping and a duplicate that you resubmit to the IPO as proof of payment for your file.
- (B) Your application is then entered into the applications approval database and immediately forwarded to the Senior Investment Promotions Officer (SIPO) for further analysis.
- (C) Your application will then be subjected to internal analysis on several points such as viability of the project, economic impact, and job creation.
- (D) Due to the necessity to analyze the project by several officials, some delays may arise; however, the approval process takes 3-5 working days of the official submission.

#### **4.4 STEP 3 : Receipt of Certificate of Registration**

- (A) After your license has been approved, you are advised to pay the license fee of K 7, 670, 000 to the accounts department.
- (B) Your license will be accompanied by a letter from the Director General advising the section under which your license has been approved. If your license is approved under section 68 of the ZDA Act, then your project will not be eligible for Special Tax Benefits as provided for under the Act; however, if it is approved under Section 56, you are then advised to fill in the Customs Duty Application Form provided for by the IPO (Annex 3).

## **5. APPLICATION FOR INVESTMENT INCENTIVES**

### **5.1 Overview**

Once the investor has received the CoR and confirmation of the project being approved with special incentives, you will be eligible for customs duty exemptions on capital equipment and machinery, and corporate tax incentives from first year of profitability.

In order for you to fully receive the tax benefits, you will need to apply through the ZDA Investments Office (submit documents to your IPO), who then recommend to the Minister's office at the Ministry of Finance (MOF). The Minister then approves the recommendation and the approval is sent to the Zambia Revenue Authority (ZRA) for configuration into the system.

Once you receive confirmation of your approval from the ZDA, you may then commence with importation of your approved items. Kindly note that the ZDA will only recommend items that the IPO and SIPO confirm as capital equipment and machinery specific to your sector.

### **5.2 STEP 1 : Consultation and Document Preparation**

- (A) Once it is established that your license has been approved under Section 56 of the ZDA Act, your IPO will advise you to comprehensively fill in and submit the Customs duty exemption application table.
- (B) Your application should include capital equipment and machinery itemized, the intended use/purpose, HSS Codes & current applicable duty (supplied by the ZRA, Clearing Agents), and the estimated value in US\$.
- (C) Once this application is submitted, it is analyzed by your IPO, and sent to the MOF for further analysis and approval.
- (D) The Minister of Finance then approves your application, this is then sent to the ZRA- Commissioner General for entering into the system for ease of importation of items.

### **5.3 STEP 2 : Receipt of Final Approved Schedule**

- (A) After a period of about 1-2 weeks your IPO will inform you about the status of your customs application.
- (B) If approved, you are then advised to commence with the importation of your approved capital equipment and machinery through the Investments Office at the ZDA.
- (C) It is important to note that you will have to apply for a rebate on each approved item through the ZDA with the IPOs. The fee is K 70, 000 per invoice.
- (D) Your IPO will issue you with 2 rebate letters. One is for your records and reference and the other should be submitted to your clearing agent who will then proceed to work out the clearing for you at the ZRA port of entry.

### **5.4 STEP 3 : Application for Corporate Tax Incentives**

- (A) These incentives are valid or come into effect from the first year you begin to make profits. However, administrative procedures require that you apply directly to the ZRA- Commissioner Direct Taxes attaching documents that your IPO will provide.



## **6. APPLICATION FOR IMMIGRATION PERMITS**

### **6.1 Overview**

Any Individual or investor wishing to live and do business in Zambia is required to comply with the Immigration Act and apply for the relevant permits and Visa's. The Zambian Law requires that applicants for Employment Permits secure and apply for their permits whilst outside the country (for more information visit [www.zambiaimmigration.gov.zm](http://www.zambiaimmigration.gov.zm)).

Investors/Shareholders in a company are expected to apply for an Investor's Permit. This permit allows you as an investor to move freely in and out of the country and also permits you to import your personal items from your country of origin, duty free. These items also include 1 personal vehicle per shareholder. Investors who wish to apply for an Investor's Permit must show evidence of having transferred not less than US\$ 250,000.00 in either a Zambian Bank Account or in form of equipment and machinery by attaching customs forms CE20 from the ZRA or Bank transfer documents.

### **6.2 STEP 1: Consultation and Document Preparation**

- (A) Your IPO will provide you with relevant information to assist you to prepare adequately for the application of Immigration Permits, (Annex 5).
- (B) Once the operations of your company are mapped out and the human resource requirements fully outlined, you may then proceed to advertise for vacancies in your company.
- (C) Should you not find qualified personnel for these positions, you are then allowed to apply for 5 justifiable Work Permits through the IPO.
- (D) There are minimum requirements that a company needs to fulfill, this information will be availed to you by your IPO.
- (E) Your application for the permits will take a period of 2-4 weeks.

### **6.3 STEP 2: Receipt of Permits**

- (A) Once your permits are ready the responsible IPO will contact you to inform you of the procedure of acquiring the Permit books from the Immigration Department.

## **7. OTHER REQUIRED LINCENSES / PERMISSIONS**

Below are listed common licenses that may also be required in order to operate your business activities. Your IPO will assist you in obtaining these licenses from the relevant institutions.

### **7.1 Environmental Impact Assessment (EIA)**

All investment projects require either a project brief or a full Environmental Impact Assessment (EIA) that is done by the Environmental Environmental Management Authority (ZEMA).

### **7.2 Telecommunication License**

Projects in telecommunication such as mobile cellular companies, internet service providers (ISPs), etc require a telecommunication license obtained from the Zambia Information and Communication Technology Authority (ZIVTA).

### **7.3 Tourism License**

Hotels, Safaris hunting/walks, Tour Guides, Restaurants, Night clubs, projects operating in national parks and Game Management Areas (GMAs), etc. require licenses and permits from the Zambia Tourist Board (ZTB), Zambia Wildlife Authority (ZAWA) and Local Municipalities.

#### **7.4 Financial and Non-Financial Institutions**

Financial and non-financial Institutions such as Banks and Bureaus require approval from Bank of Zambia.

#### **7.5 Insurance Permit**

Insurance companies and insurance brokers require authority from the Pensions and Insurance Authority (PIA) or Securities Exchange Commission (SEC).

#### **7.6 Medical-related License**

Medical projects such as clinics, surgeries, dispensaries and drug companies require approval from the Pharmaceutical regulatory Authority (PRA).

#### **7.7 Stock Broker Registration**

Stock brokers have to be registered with the Securities and Exchange Commission (SEC).

#### **7.8 Manufacturing License**

Manufacturing projects require a manufacturer's license from local municipalities.

### **8. FREQUENTLY ASKED QUESTIONS (FAQ)**

#### **Q1. Why should I invest in Zambia**

**A1:** *There is a wide range of reasons why Zambia is the best location for your investment. Some of these include:*

- 1. Stable political system - no civil strife since 1964;*
- 2. A positive and investor friendly economic environment;*
- 3. Investment guarantees and securities;*
- 4. Attractive investment incentives;*
- 5. Progressive banking, legal and insurance services of international standards as well as a stock exchange;*
- 6. Abundant natural resources presenting excellent investment and trade opportunities;*
- 7. Duty-free access to regional, wider Africa, EU and USA markets;*
- 8. Thriving private sector;*
- 9. Repatriation of 100% of profits and no exchange controls; and*
- 10. Good place to work and live.*

#### **8.1 Acquisition of Certificate of Registration Process**

#### **Q2. What do I need in order to apply for an Certificate of Registration?**

**A2:** *Figuring out what you need to apply for your Certificate of Registration can be very confusing. For this reason we have provided a checklist for you to use when assembling your application packet. This checklist can be found as **Annex I** at the back of this document. Should you need any further information, please contact our office by phone or in person and IPO will assist you with your application documents.*

**Q3. What type of information should I include in my proposal?**

**A3:** According to Zambia Development Agency (ZDA) Act No. 11 of 2006, you should include in your proposal, a clear and concise statement on how your enterprise, if approved is likely to contribute to the country's economic growth and development.

**Q4. How much will I need to pay in order to apply and receive my investment certificate?**

**A4:** First, when submitting your application you will need to pay a non-refundable processing fee of K1,280,000. Once your application has been approved and your investment license issued, you will need to pay an additional fee of K7,670,000.00 to receive the license.

**Q5. How long will it take for me to receive my Investment Certificate?**

**A5:** Once you have submitted your completed application, and assuming that your proposal and details meet all the minimum requirements, the procedure should take 72 hours to complete.

**Q6. How many foreign workers is my company allowed to have working in Zambia?**

**A6:** There is no limit to the number of foreign workers that your company can bring in as long as the expertise of the workers can be justified. The ZDA Act provides for facilitation of an initial five (5) work permits.

**Q7. How long does it take to incorporate a company in Zambia?**

**A7:** It usually takes 1-3 days to incorporate a company in Zambia.

## **8.2 Immigration Issues**

**Q8. Do I need a visa to come to Zambia?**

**A8:** It depends on your country of origin, however most Commonwealth countries do not require visas as these are issued at the port of entry. Please refer to the Zambia immigration website for more information [www.zambiaimmigration.gov.zm](http://www.zambiaimmigration.gov.zm), however, ZDA facilitates visa application and is in a position to advise you on whether you will require a visa or not. Please contact or visit us for more information.

**Q9. Can a foreign shareholder in my company immigrate for business purposes to Zambia?**

**A9: Yes.** As a foreign shareholder of a Zambian company, your shareholder is entitled to an Investor's Permit. In order to do this the shareholder will need to submit the necessary forms and documents, which are listed below:

- One completed Application Form XXVII;
- One application letter from company on behalf of the candidate;
- The company's Certificate of Incorporation;
- One certificate of share capital;
- Proof of Finance (Bank Transfers, Customs Form CE 20)
- One photocopy of the shareholder's passport;
- Two passport sized photos
- Police clearance certificates from country of origin.

### **8.3 Initial Funds and Financing**

**Q10. Is there a minimum amount of investment required?**

**A10:** *No. There is no minimum investment requirement for you to invest in Zambia. However, if you wish to receive employment permits or SEPs, you will need to invest at least US\$250,000. Also, if you would like to qualify for special tax incentives, you will need to invest at least US\$500,000.*

**Q11. Do I have to transfer funds into a Zambian bank account for me to do business in Zambia?**

**A11:** *Yes. It is required that verifiable evidence of transferred finances be submitted to The Immigration Department upon submission of application for SEP. Please attach bank transfer documents from your local bank or in the case of equipment and machinery, ZRA Customs form CE 20 will suffice.*

**Q12. Are there any international banks in Zambia?**

**A12:** *Yes. We have a wide range of high quality international banks including Standard Chartered Bank, Stanbic Bank, Barclays Bank, Ecobank, Access bank, First National Bank and the United Bank for Africa (UBA).*

### **8.4 Investment Promotion and Protection Agreements (IPPA)**

**Q13. What is an Investment Promotion and Protection Agreement (IPPA)?**

**A13:** *It is primarily a tool used to promote investments, as well as guarantee protection of that investment. An IPPA is negotiated and signed in accordance with Section 17j of the ZDA Act No. 11 of 2006. The benefits of an IPPA are that:*

- *It guarantees the protection of the investments;*
- *It also guarantees that ZDA will facilitate the investment.*

**Q14. How do I apply for an IPPA and what is the process?**

**A14:** *When applying for an IPPA, you will need to make an application to the Director General, ZDA, indicating your desire to negotiate and sign an IPPA and a brief of what the project is, how much is being invested, and expected employment.*

- *The negotiations are in four parts. At the first meeting, a presentation is made outlining what the project is, at this point you can give as much detail of the project as you want so that the IPPA technical committee can understand and appreciate the project.*
- *Secondly, the legal subcommittee is convened to discuss and negotiate the legal document/agreement*
- *The third meeting is the local business development subcommittee, where the client outlines what the benefits to the community in which it will be located or operating in will be, as well as your corporate social responsibility commitments.*
- *The final meeting is the labor subcommittee meeting; here you outline your employment and training/technology transfer plans.*

## **8.5 Applying for Incentives**

### **Q15. What incentives can I receive as an investors in Zambia?**

**A15:** *As an investor located in Zambia, you will receive a number of fiscal incentives including income tax holidays, tax moratoriums on dividends for a set period, exemption from customs duties as well as other benefits. To see complete details on all of these sections, please look at **Box 1: Benefits of Holding a CoR** in Section 4 of this document. Please keep in mind that this requires an investment of no less than US\$500,000.*

### **Q16. How long are the incentives valid for?**

**A16:** *Your customs duty incentive is valid for 5 years. On the other hand, your income tax incentive is valid for 10 years starting from the first year your investment is profitable.*

### **Q17. What are the steps for applying for customs duty exemptions on my capital equipment and machinery?**

**A17:** *Fill in a customs application table that will be given to you either in hard or electronic form by your responsible IPO. The table can be found as **Annex 4** at the back of this document. Should you need any further information, please contact our office by phone or in person and IPO will assist you with your application documents.*

- *Fill the form in detail, item, intended use, HSS codes and current applicable duties.*
- *Submit in electronic or hard copy of customs application form to the responsible IPO.*

## **8.6 Investment Sectors, Priority Sectors, and Ownership**

### **Q18. What sectors can an investor invest in?**

**A18:** *As an investor located in Zambia, you can invest in any sector you wish. That said, there are a number of sectors deemed as Priority Sectors by the Zambian Government, and if you chose to invest in them you will receive additional investment incentives.*

### **Q19. What is a Priority Sector?**

**A19:** *A Priority sector is a sector that has high growth potential set forth in the Second Schedule of the ZDA Act. We have provided a summary list of the sectors in **Annex 2** at the back of this document.*

### **Q20. Are there any sectors that are restricted to Zambians only?**

**A20:** *No. All sectors of the Zambian economy are open to you. However, most sectors that require investment below US\$250,000 threshold such as trading (unless it is a franchise, dealership or under licence) would not be approved by the ZDA licensing desk..*

**Q21. Are there any requirements for a percentage of Zambian ownership?**

**A21:** *No. Basically, it is not necessary for you to have any Zambian shareholders according to our laws. However, certain licenses such as small scale mining licenses are given only to Zambians, and non-Zambians wishing to invest in the mining sector through a small scale mining license will have to partner with a local Zambian in order to do so and this requires at least 75% Zambian ownership in the company. Broadcasting license will only be issued to a company with 75% Zambian ownership.*

**Q22. What are the benefits of partnering with a Local?**

**A22:** *It's beneficial should you need to tapping into local resources for small scale mining, doing ground work and for obtaining local know-how.*

**Q23. What are the benefits of holding a Certificate of Registration?**

**A23:** *If you have a Certificate of Registration, you will receive an investment guarantee against the states nationalizing of your investment, support by our ZDA staff as you file for necessary permits and licences from other ministries, and be able to own land in Zambia under the name of your company.*

**Q24. What is the system of land tenure in Zambia?**

**A24:** *There are only two types of tenure in Zambia. These are leasehold and customary tenure. Zambia has no freehold system of tenure. The leasehold tenure runs for 99 years and is renewable for further 99 years. Further renewal is possible if there is no breach of the conditions in the existing agreement. Land in the customary area can be converted to leasehold – thus allowing it to be used as collateral. Under the 1995 Act, land now has a value and can be sold even without improvement on the land.*

**Q25. Are foreigners allowed to own land?**

**A25:** *A non-Zambian can acquire land under following conditions;*

- *He/She is a permanent resident in Zambia*
- *He/She is an investor within the meaning of the Zambia Development Agency Act or any other law permitting investment in Zambia*
- *In exceptional cases by Presidential consent in writing*
- *A person registers a company under the Companies Act, with no less than 75% Zambian shareholding. Title Deed will be issued in the name of the registered company.*
- *Under a short term tenancy of not more than 5 years*
- *If the person is granted concession or right – under the National Parks and Wildlife Act.*

**Q26. What are the steps to acquiring land as a foreigner in Zambia for investment?**

**A26:** *Investor is required to submit a letter of intent to Director General highlighting sector/area of interest and size of land required.*

- *Investor makes an application for a Certificate of Registration*
- *Investor must be willing to pay for all land acquisition pre-investment activities expenses/costs.*

## **Annex 1**

### **Certificate of Registration Required Application Documents Checklist**

1. Completed formal application form from the Zambia Development Agency;
2. Certified copy of certificate of Incorporation/Registration;
3. Certified copy of certificate of share capital;
4. Certified copy of a certificate of minimum share capital;
5. Certified copy of an official list of shareholders and/or directors;
6. Business plan and/or feasibility study;
7. Verifiable evidence of project finance;
8. Brief resumes/CVs for shareholders and/or directors;
9. Non-refundable application processing fee of K1,280,000;
10. Certificate fee of K7, 670,000 (payable only upon collection of certificate).

Please note that any promoter seeking approval to establish an enterprise, under the Zambia Development Agency (ZDA) Act No. 11 of 2006, should include in their proposal, a clear and concise statement on how the enterprise, if approved, is likely to contribute to the country's economic growth and development.

## Annex 2

### List of Priority and MFEZ Priority Sectors

#### Priority Sectors

Any investor investing \$500,000 or more into any of the priority sectors listed below shall be entitled to financial incentives.

- 1) **Floriculture:**  
Fresh flowers and dried flowers
- 2) **Horticulture:**  
Fresh and dried vegetables
- 3) **Processed foods:**  
Wheat flour  
Other processed foods
- 4) **Beverages and Stimulants:**  
Tea and tea products  
Coffee and coffee products
- 5) **Production and the processing of the following products in the textiles sector:**
  - Cotton
  - Cotton yarn
  - Fabric
  - Garments
- 6) **Manufacturing of the following engineering products:**
  - Copper products
  - Iron ore and steel
  - Cobalt
  - Other engineered products
- 7) **Beneficiation of phosphates and any other related material into fertilizer**
- 8) **Beneficiation of rock materials into cement**
- 9) **Production and processing of raw timber into wood products**
- 10) **Production and processing of the following products in the leather sector:**
  - cattle hides
  - crust leather
  - leather products
- 11) **Building of mini-hydro power stations**
- 12) **Education and skills training**



## **MFEZ Priority Sectors:**

MFEZ Priority Sectors are as follows:

- 1) **Information and Communication Technology (ICT)**
  - Development of computer software
  - Assembly/manufacture of ICT equipment
  
- 2) **Health**
  - Manufacture of pharmaceutical products;
  - Repair and maintenance of medical equipment;
  - Provision of laundry services to medical institutions;
  - Ambulance services;
  - Medical laboratory services;
  - Diagnostic services; and
  - Other medical services.
  
- 3) **Education and skills training**
  
- 4) **Manufacture of:**
  - Machinery & machinery components
  - Iron & steel products
  - Electrical and electronic products & components & parts thereof;
  - Chemicals & petrochemicals
  - Pharmaceutical & related products
  - Wood & wood products
  - Palm oil & their derivatives
  - Pulp, paper & paper board
  - Textile & textile products
  - Transport equipment, component & accessories
  - Clay-based, sand-based & other non-metallic mineral products;
  - Plastic products
  - Professional medical, scientific, & measuring devices/parts
  - Rubber products
  - Leather & leather products
  - Packaging & printing materials
  - Fertilizer
  - Cement
  
- 5) **Tourism**
  
- 6) **Processing of:**
  - agricultural products
  - forest products
  - non-ferrous metals & their products
  - gemstones
  
- 7) **Real Estate development**

# Annex 3 Application for Certificate of Registration

REPUBLIC OF ZAMBIA

ZAMBIA DEVELOPMENT AGENCY

ZAMBIA DEVELOPMENT AGENCY ACT (No: 11 of 2006)

APPLICATION FOR A CERTIFICATE OF REGISTRATION

The Director General  
Zambia Development Agency

Tel: +260-1-220177  
Fax: +260-1-225270

P.O Box 30819  
Lusaka, Zambia.

E-Mail: [info@zda.org.zm](mailto:info@zda.org.zm)  
Web Site: <http://www.zda.org.zm>

## 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.

<i>Sole Ownership</i>	
<i>Partnership</i>	
<i>Private Company</i>	
<i>Co-operative Society</i>	
<i>Public Company</i>	
<i>Parastatal</i>	
<i>Other</i>	

**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**

.....  
 .....  
 .....

(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:**

.....  
 .....  
 .....

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

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

**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 organizations 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
<i>Land</i>						
<i>Buildings</i>						
<i>Plant &amp; Machinery</i>						
<i>Others (Please specify)*</i>						
<i>Planned start date. *</i>						

\* .....

- 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 in the first year:

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

\* .....

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

.....  
 .....  
 .....

**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
<i>Land</i>						
<b>Site preparation and development</b>						
<i>Structures and civil works</i>						
<i>Plant machinery and equipment</i>						
Housing (Residential)						
<i>Office accommodation</i>						
<i>Other (Please specify)*</i>						
<i>Start up working capital</i>						
<b>TOTAL PROJECT COST</b>						

\* .....

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

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

\* .....

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:

.....  
 .....  
 .....

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.

.....  
 .....  
 .....

**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.....  
 .....

**12. TOURISM SECTOR.**

Has your company secured any of the following documents?

Document	YES	NO	Pending
(a) Application to the Zambia National Tourist Board			
(b) Approval of the National Parks and Wildlife Services (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.....  
 .....

**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

.....  
.....  
.....  
.....

**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

.....  
.....

**15. Does your company or associate company hold another Investment permit, license or certificate?**

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

If "YES", please give details

.....  
.....  
.....

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

If "YES", please give details.

.....  
.....

**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 Investment 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 Investment Centre 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: .....





## **Annex 5 Application for Immigration Status**

- 1. Regarding the application for an Employment Permit, please refer to a PDF File for Form XXIII (Regulation 27).**
- 2. Regarding the application for an Investor's Permit, please refer to a PDF File for Form XXIII (Regulation 31).**

## Annex 6 IMMIGRATION REQUIREMENTS CHECKLIST

Zambia Development Agency  
Investment Promotion Unit, Privatization House  
Nasser Road, P.O Box 30819, LUSAKA  
Tel: +260 211 220177  
Fax: +260 211 225270  
Email: [zda@zda.org.zm](mailto:zda@zda.org.zm)

### Investment Permit Application

- Completed application form 10 (issuance) or form 12 (renewal)
- Application letter from company on behalf of candidate
- Certificate of incorporation
- Certificate of share capital
- Investment certificate proof of finance (Bank Transfers, Customs form CE 20)
- Photocopy of Passport
- Two passport-size photos
- Police Clearance Certificates from country of origin

### Employment Permit application

- Completed application form 10 (issuance) or form 12 (renewal)
- Application letter from company on behalf of candidate
- Signed contract between candidate and company
- Professional and academic qualifications (certified copies and translated to English)
- Experience reference letters
- Certificate of incorporation
- Investment Certificate
- Photocopy of passport
- Two passport-size photos
- Police Clearance Certificates from country of origin

\* **All photocopied submission MUST be certified as true copies of the original.**

### FEES PAYABLE

#### Employment Permit

- Issuance - K 3,000,000
- Renewal - K 3,500,000
- Replacement - K 3,000,000
- Additional name to permit - K 500,000
- Variation - K 1,500,000

#### Temporary Permit

- Issuance - K 4,000,000
- Renewal - K 3,500,000
- Duplicate - K 3,000,000

#### Study Permit

- Issuance - K 1,500,000
- Duplicate - K 1,500,000
- Renewal - K 2,000,000

#### Investors Permit

- Issuance - K 2,000,000
- Renewal - K 2,500,000
- Replacement - K 2,500,000
- Variation - K 2,500,000
- Duplicate - K 2,000,000

#### Resident Permit

- Issuance - K 4,000,000
- Duplicate - K 4,000,000
- Variation - K 3,000,000

#### Visiting Permit

- Issuance - K 1,000,000
- Duplicate - K 1,000,000
- Renewal - K 1,500,000

**\*\* All payments must be made by Bank Certified Checks to the Director General of Immigration.**



## Contacts

### Zambia Development Agency

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Nasser Road  
P. O. Box 30819  
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