

# **ZAMBIA DEVELOPMENT AGENCY**



## **PROCEDURES & GUIDELINES FOR CERTIFICATE OF REGISTRATION/MFEZ PERMIT**

**@2018**

## 1.0 Application for Certificate of Registration

The Zambia Development Agency (ZDA) Act No. 11 of 2006 offers a wide range of incentives in the form of exemptions & concessions for companies investing in a priority sector or product as per ZDA Act. Anyone wishing to apply for Certificate of Registration must submit the following documents:

- Completed formal application form obtainable from the Zambia Development Agency offices; **Kindly note that application forms that are incorrectly filled, incomplete or altered will NOT be processed.**
- Copy of certificate of Incorporation;
- Copy of certificate of share capital;
- Copy of an official list of shareholders and/or directors;
- Business plan and/or feasibility study;
- Verifiable evidence of project finance; bank statements (in English), loans, credit facilities, verifiable invoices and bill of lading for equipment & machinery etc
- Brief resumes/CVs for shareholders and/or directors;
- Certified Identity cards of shareholders and/or directors
- Non-refundable application processing fee of **K1, 280.00 (Cash or Managers' Cheque).**
- License fee of **K7, 670.00 (Cash or Managers' Cheque).** This is payable on collection of the certificate of registration.

## 2.0 Qualifying Thresholds

The Act provides for investment thresholds that have to be met to qualify for fiscal and non-fiscal incentives. Projects that qualify may be new or existing ones undergoing expansion or modernization. These are the categories of investors who can be considered under the ZDA Act.

Investors who invest not less than **US\$500,000** are entitled to the following fiscal incentives:

### 2.1 MANUFACTURING

Manufacturing incentives only apply to activities located in a Multi-facility Economic Zone, an Industrial Park or a Rural area

#### **Incentives that apply:**

- (i) Accelerated depreciation on capital equipment and machinery (fixed assets)
- (ii) Zero percent import duty rate on capital equipment and machinery for five years.

### 2.2 PRIORITY SECTORS

Investors who invest not less than **US\$500,000** in a priority sector are entitled to the following fiscal incentive:

- (i) Zero percent import duty rate on capital equipment and machinery for five years

The priority sectors are listed below:

### 2.3 **CONSTRUCTION AND ESTABLISHMENT OF INFRASTRUCTURE, EXCLUDING RENOVATION, EXPANSION AND REFURBISHMENT**

- a) **Education:** Construction of education and skills training institutions
- b) **Health:** Construction of health centers' as defined under the Health Professions Act 2009.
- c) **Tourism:**
  - (i) Construction and establishment of hotels
  - (ii) Construction and establishment of convention centers
  - (iii) Construction and establishment of exhibition centers
  - (iv) Construction and establishment of museums
  - (v) Construction and establishment of Theme parks
  - (vi) Construction and establishment of art galleries
  - (vii) Construction and establishment of theatres;
  - (viii) Construction and establishment of a large retail complex containing a variety of ten or more stores, restaurants or other business

establishments housed in a series of connected or adjacent buildings or in a single large building.

**d) Housing:**

Development of fifty (50) or more houses erected or maintained under one management or control on land developed specifically for the citing of such houses in accordance with a comprehensive plan which provides for the laying out of roads and the furnishing and availability of services essential or ancillary to the use of such building as houses;

**e) Agriculture:** construction of crop and grain storage facilities and

**2.4 ENERGY AND WATER DEVELOPMENT**

**a) Power:** building, installation of power stations

**b) Fuel:**

- I. Building and installation of processing and refinery plants for bio-fuel;
- II. Construction of petroleum refineries
- III. Construction of pipelines
- IV. Construction of rural filling stations

**c) Water Supply**

- (i) Construction of Depots;
- (ii) Construction of Dams
- (iii) Construction of irrigation canals; and
- (iv) Construction of water and sewerage treatment plants

**Non- Fiscal incentives**

- (i) Investment guarantees and protection against state nationalization;
- (ii) Free facilitation for application of immigration permits, secondary licenses, land acquisition and utilities

1. Investors who invest an amount not less than US\$250,000 in any sector or product under the Act is entitled to non-fiscal incentives as follows;

- (i) Investment guarantees and protection against state nationalization;
- (ii) Free facilitation for application of immigration permits, secondary licenses, land acquisition and utilities

**The Certificate of Registration is valid for ten (10) years from the date of issue. The investor may apply for renewal of the Certificate of Registration before the date of its expiry.**

**4.0 Secondary Licenses**

Listed below are examples of secondary licenses that a company might require.

- Environmental Impact Assessment (EIA)
  - All investment projects require either a project brief or a full Environmental Impact Assessment (EIA) that is done by the Zambia Environmental Management Authority (ZEMA)
- Telecommunication License
  - Projects in telecommunication such as mobile cellular companies, internet service providers (ISPs), etc require a telecommunication license obtained from Zambia Information Communications and Technology Authority of Zambia (ZICTA)
- Tourism Licenses
  - Hotels, Safaris hunting/walks, Tour Guides, Casinos, Restaurants, Night clubs, projects operating in national parks and Game Management Areas (GMAs), etc require licenses and permits from Zambia National Tourist Board (ZNTB), Zambia Wildlife Authority (ZAWA) and Local Municipalities
- Financial and non financial Institutions such as Banks and Bureaus require approval from Bank of Zambia
- Insurance companies and insurance brokers require authority from the Pensions and Insurance Authority (PIA) or Securities Exchange Commission (SEC).
- Medical projects such as clinics, surgeries, dispensaries and drug companies require approval from the Pharmaceutical regulatory Authority (PRA)
- Stock brokers have to be registered with the Securities and Exchange Commission (SEC).
- Manufacturing projects require a manufacturer's license from local municipalities.

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