



ZIMBABWE BUILDING CONTRACTORS ASSOCIATION

ZBCA MEMBERSHIP JOINING REQUIREMENTS FOR CONTRACTORS

IMPORTANT NOTES

CHECKLIST: THE FOLLOWING DOCUMENTATION IS REQUIRED FOR REGISTRATION AS A MEMBER OF ZBCA AND MUST BE ATTACHED TO THE APPLICATION FORM;

NO.	Document	Importance	Attachment Please Tick (✓)	
			YES	NO
1.	CERTIFICATE OF INCORPORATION	Mandatory		
2.	NECCIZ CERTIFICATE/RECEIPT OF REGISTRATION	Mandatory		
3.	CR14	Mandatory		
4.	PROOF OF SHAREHOLDERSHIP	Mandatory		
5.	DIRECTORS' ID COPIES	Mandatory		
6.	NSSA REGISTRATION	Mandatory		
7.	ZIMRA REGISTRATION	Mandatory		
8.	PRAZ REGISTRATION	Mandatory		
9.	CURRENT BANK STATEMENT OR BANK ACCOUNT CONFIRMATION LETTER FROM THE BANK	Mandatory		
10.	MLG, PW & NH Registration (if registered) provide confirmation			
11.	DETAILED COMPANY PROFILE WITH THE COMPANY STRUCTURE (<i>ORGANOGRAM</i>), PROJECTS CARRIED OUT (<i>FINISHED AND CURRENT</i>) WITH DATES AND VALUES, CLIENT'S NAME, PHYSICAL ADDRESS, CONTACT CELLPHONE, LANDLINE AND EMAIL ADDRESS.	Mandatory		
12.	TRADE REFERENCES	Mandatory		

APPLICATION FEES

APPLICATION/JOINING FEES	>	USD\$50.00
SUBSCRIPTION/ANNUUM	>	+/-USD\$600.00 (depending on category)

APPLICATION PROCESS

- a) The applicant submits a duly completed form to ZBCA secretariat and pays a joining fee of USD\$50.00
- b) The duly completed membership application form goes to the Membership Committee for vetting and approval.
- c) Successful applicants are required to pay **annual** subscriptions within (14) fourteen days from date of approval amounting +/-USD\$600.00 depending on their category after which they are issued with a membership certificate.

Please contact Boniface Mahwere on +263 773 595 599

PLEASE NOTE THAT APPLICATION FEE IS NOT REFUNDABLE