

Form I (b)
(Regulations 3(1) and 6(1))
The Zambia Institute of Valuation Surveyors Act, 2023
(Act No. 9 of 2023)

The Zambia Institute of Valuation Surveyors (General) Regulations, 2023

APPLICATION FOR REGISTRATION/RE-REGISTRATION AS A CORPORATE MEMBER			
Registration <input type="checkbox"/>		Re-Registration <input type="checkbox"/>	
Local Firm <input type="checkbox"/>	Foreign Firm <input type="checkbox"/>	Valuation Surveying Entity in a Corporate Body <input type="checkbox"/>	
Please complete in BLOCK LETTERS	Shaded fields for official use only	Application No.:	
		Date/Time	
Information Required		Information Provided	
PART I PARTICULARS OF APPLICANT			
1.	(a) Company Registered Name (as per Incorporation/Registration Certificate):		
	(b) Trading Name (if different)		
2.	Incorporation/Registration Certificate No.		
3.	Date of Registration		
4.	Institution's status (Please Tick)	Limited Company <input type="checkbox"/>	Partnership <input type="checkbox"/>
		Sole Practice <input type="checkbox"/>	Listed Company <input type="checkbox"/>
		Government Dept <input type="checkbox"/>	Public Institution <input type="checkbox"/>
		Local Authority/Dept <input type="checkbox"/>	Financial Institution <input type="checkbox"/>
	<i>Attach Copy of Company Incorporation/Registration Certificate</i>		
5.	TPIN (Attach Tax registration and Valid Tax Clearance Certificates)		
6.	Primary Office address		
	(a) Physical address		
	(b) Postal address		
7.	Contact details		
	(a) Telephone No.		
	(b) Mobile phone No.		
	(c) Email address		
8.	Nature of work Provided (e.g Valuations, Property and Facilities Management, Land Management and Administration):		
9.	Will your firm/company provide valuation surveying services to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>		



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10.	If firm is a foreign firm; (a) Please indicate name of Local Registered firm (s) which is/are a partner(s) in the project		
	(b) Name of the Project(s)/Contract(s) being executed		
	(c) Duration of the Project		
	<i>Attach copies – Contract or letter of instructions or executed JV contract.</i>		
11.	Details of Branch Offices		
	11.1 Trading Name		
	(a) Physical Address		
	(b) Postal Address		
	(c) Phone Number		
	(d) Email Address		
	11.2 Trading Name		
	(a) Physical Address		
	(b) Postal Address		
	(c) Phone Number		
	(d) Email Address		
	11.3 Trading Name		
	(a) Physical Address		
	(b) Postal Address		
	(c) Phone Number		
	(d) Email Address		



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PART II (a)- Principal details

Please enter below the details of all ZIVS Member principals (partners or directors) – *applicable only* to firms/companies that are offering valuation surveying services to the public.

No.	Member Name	Membership Category	Job Title	Status in the Company/Partnership e.g Partner/Director	Telephone Number	Email Address

If you have more members to add please photocopy this sheet and use as many times as necessary (attach a stamped copy of PACRA Form 3).



PART II (b)- Employee details

Please enter below the details of all ZIVS Member Employee (employee or Consultants) – *applicable* to local firms/companies, foreign firms and valuation surveying entity within body corporates

[illegible]

If you have more members to add please photocopy this sheet and use as many times as necessary

PART III - DECLARATION

I declare that the information furnished in this application is true, correct and complete to the best of my knowledge.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my registration as a Member of the Zambia Institute of Valuation Surveyors.

Name: Signature:

Position: Date:

Corporate Body Stamp

FOR OFFICIAL USE ONLY

RECEIVED BY:
Officer (Name and Signature) Date

Application Fee Received: Receipt No.

Date presented to the Registrar:

Date applicant informed of decision:

Fee for registration received:

Registration number:

Remarks:

After submitting this application please keep the institute updated of any subsequent changes in the name of the company or physical addresses or Directors/Partners/employees in the company/firm.