

**STATUTORY INSTRUMENT NO. OF 2020**

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**Information and Communications Technology  
Association of Zambia Act  
(Act No. 7 of 2018)**

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**Information and Communications Technology  
Association of Zambia (General) Regulations, 2020**

**ARRANGEMENT OF REGULATIONS**

Regulation

1. Short title
2. Interpretation
3. Application for registration
4. Qualification for registration as information and communication technology professional
5. Certificate of registration
6. Registration of information and communication technology firms
7. Application for practicing certificate
8. Renewal of practicing certificate
9. Duplicate certificate
10. Suspension or cancellation of certificate
11. Right to be heard
12. Composition of Board
13. Fees



- (b) reject an application, inform the applicant in Form III set out in the First Schedule.

Qualification for registration as information and communication technology professional

4. (1) A person qualifies for registration as an information and communication technology professional if that person –

- (a) has obtained a minimum qualification of a certificate or its equivalent in information and communication technology from a recognised higher education institution; or
- (b) has been practicing in a foreign country and that person’s competence to practice as an information and communication technology profession is verified by the Board using the membership guidelines.

(2) Despite subregulation (1)(a), a person who obtains a qualification from a foreign higher education institution qualifies for registration if that person has been verified as having an information and communication technology qualification conferred in a foreign country and the qualifications are verified by the Zambia Qualification Authority.

Certificate of registration

5. The Board shall issue a successful applicant with certificate of registration in **Form III** set out in the First Schedule.

Registration of information and communication technology firms

6. (1) A person who intends to operate an information and communication technology firm shall apply to the Board in **Form IV** set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) The Board shall, within thirty days of receipt of an application under subregulation (1), grant or reject the application.

(3) The Board shall, where it grants the application, issue the applicant with a certificate of registration in **Form II** set out in the First Schedule.

(4) The Board shall, where it rejects the application under this regulation, inform the applicant, in writing, of the rejection and the reasons for the rejection.

Application for practicing certificate

7. (1) A registered information technology profession shall apply to the Board for a practicing certificate in **Form V** set out in the First Schedule on payment of a fee set out in the Second Schedule.

(2) A practicing certificate is in **Form VI** set out in the First Schedule.

(3) The Board shall, where it rejects an application for a practicing certificate, inform the applicant in **Form VII** set out in the First Schedule.

Renewal of practicing certificate

8. A registered information and communication technology profession shall apply for renewal of a practicing certificate in **Form VIII** set out in the First Schedule on payment of a fee set out in the Second Schedule.

Duplicate certificate

9. A person whose certificate of registration or practicing certificate is destroyed or lost, may apply to the Registrar for a duplicate certificate in **Form VIII** set out in the First Schedule on payment of a fee set out in the Second Schedule.

Suspension or  
cancellation of  
certificate

10. The Council shall, where the Council intends to suspend or cancel a certificate, notify the holder of the certificate in **Form IX** set out in the First Schedule.

Right to be  
heard

11. The Council shall before cancellation a certificate of registration or practicing certificate give the holder of the certificate of registration or practicing certificate the right to be heard.

Composition  
of Board

12. (1) The Board shall consist of the following members appointed by the Council-

- (a) a Chairperson;
- (b) a Vice-Chairperson;
- (c) one member from the Council; and
- (d) four information and communications technology professionals in practice for not less than ten years.

(2) The Chairperson of the Board shall be the Chairperson membership of the Council.

(3) The Vice-Chairperson shall be elected from among the members.

(4) A person shall not be appointed as a member of the Board if the person-

- (a) is an undischarged bankrupt;
- (b) is legally disqualified from performing the functions of a member;
- (c) has been convicted of an offence under this Act and sentenced therefor to imprisonment for a term of six months or more without the option of a fine;

- (d) has not been on the Register for at least five years preceding the appointment; or
- (e) has been guilty of professional misconduct.

Fees

13. The fees set out in the Second Schedule are the prescribed fees for the matters specified in the Schedule.

FIRST SCHEDULE

(Regulations 4, 6, 8, 9, 10, 11, 12 and 13)

Form I  
(Regulation 3(1))



Information Communication & Technology  
Association of Zambia

**The Information and Communications Technology Association of Zambia Act, 2018  
(Act No. 7 of 2018)**

**The Information and Communications Technology Association of Zambia  
(General) Regulations, 2020**

APPLICATION FOR CERTIFICATE OF REGISTRATION					
Please complete in block letters	Shaded fields for official use only	Application No.			
		Date			
Information Required	Information Provided			√	
PART I PERSONAL DETAILS					
1.	(a) Surname				
	(b) Other names				
2.	Sex (Tick (√) where applicable)	Male		Female	
3.	Date of birth (dd/mm/yyyy)				
4.	Nationality				
5.	NRC No./Passport No.				
6.	Address				
	(a) Physical address				
	(b) Postal address				
7.	Contact details				
	(a) Telephone No.				
	(b) Mobile phone No.				
	(c) Email address				
8.	(a) Have you ever applied for registration as an ICTAZ member under the Information and Communications Technology Act, 2018? If yes, give details.				
	Date of application		Status of application (pending, granted or rejected)		
	(b) If the application was rejected, state reasons for rejection or cancellation:				
	.....				
	.....				

9.	Category applying for: .....
	Date of application: .....

**PART II  
ACADEMIC AND PROFESSIONAL DETAILS**

10.	Name of last high school attended	
11.	Year of completion	
12.	District	

13.	Details of professional qualifications			
	TYPE OF QUALIFICATION	PROGRAM OF STUDY	INSTITUTION	YEAR OF COMPLETION
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	9.			
10.				

14.	<b>Appendices</b>
	Copies of Academic/Professional qualifications certified by a local commissioner of oath
	Detailed and recent Curriculum Vitae (CV)

**DECLARATION**

I hereby declare that the information furnished by me 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 an ICTAZ member.

..... Name of applicant	..... Signature
..... Date	

**FOR OFFICIAL USE ONLY**

Received by: .....	.....
Officer (Name and Signature)	Date

Amount Received: .....

Receipt No.: .....

Registration No.: .....

File No.: .....

Remarks: .....

.....

OFFICAL STAMP
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Information Communication & Technology  
Association of Zambia

**The Information and Communications Technology Association of Zambia Act, 2018  
(Act No. 7 of 2018)**

**The Information and Communications Technology Association of Zambia  
(General) Regulations, 2020**

**REGISTRATION NO.:** .....

**NOTICE OF GRANT OF INFORMATION AND COMMUNICATIONS  
TECHNOLOGY REGISTRATION**

Holder's name: .....

Address: .....

You are notified that your application for Information and Communications Technology Association of Zambia registration has been accepted on the following conditions:

- (a) This registration is not transferrable in any way.
- (b) There is adherence to the provisions in Information and Communications Technology Association of Zambia Act, No. 7 of 2018, the Code of Ethics and Conduct for the Information and Communications Technology Profession in the Republic and guidelines;
- (c) Failure to adhere to guidelines, the code of ethics and conduct, and the Information and Communications Technology Association of Zambia Act, 2018 and other regulations would lead to revocation of this certificate.
- (d) In the event that the registration certificate is revoked, you are expected to surrender the certificate of registration and the practicing certificate to the Association.

Issued at ..... this ..... day of ....., 20.....

.....  
Registrar



Information Communication & Technology  
Association of Zambia

**The Information and Communications Technology Association of Zambia Act, 2018  
(Act No. 7 of 2018)**

**The Information and Communications Technology Association of Zambia  
(General) Regulations, 2020**

**CERTIFICATE OF REGISTRATION**

**Information and Communication  
Technology Association  
Of Zambia**

**CERTIFICATE  
OF MEMBERSHIP**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Category: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman - Membership

ICTAZ Act No. 7 of 2018



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REGISTRATION OF INFORMATION COMMUNICATION TECHNOLOGY FIRMS						
PART I						
REGISTRATION OF CORPORATE FIRM						
1.	Name of business					
2.	TPIN NO.					
3.	Business address					
	(a) Physical address					
	(b) Postal address					
4.	Number of branches					
5.	Details of employees in each branch (continue on separate sheet if necessary)					
		Employees' full names	NRC/Passport No.	Date of birth (dd/mm/yyyy)	Job title	Contact No.
5.	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
5.	<b>Appendices</b>					

	A business/company profile	
	Certificate of incorporation and ZRA Tax Clearance form	

**DECLARATION**

I hereby declare that the information furnished by me 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 our registration as an ICT firm.

.....  
Name of applicant Signature

.....  
Date

**FOR OFFICIAL USE ONLY**

Received by: .....  
Officer (Name and Signature) Date

Amount Received: .....

Receipt No.: .....

Registration No.: .....

File No.: .....

Remarks: .....

.....

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**PRACTISING**

**RENEWAL**

<b>APPLICATION FOR PRACTISING CERTIFICATE</b>			
<b>Please complete in block letters</b>	Shaded fields for official use only	Application No. Date	
<i>Information Required</i>	<i>Information Provided</i>		√
1. (a) Surname			
(b) Other names			
2. Current Category and Registration No.			
3. Address			
(a) Physical address			
(b) Postal address			
4. Contact details			
(a) Telephone No.			
(b) Fax No.			
(c) Mobile phone No.			
(d) Email address			
5. State any particulars which have changed since your last registration			
	.....		
	.....		
	.....		

**DECLARATION**

I hereby declare that the information furnished by me 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 renewal of registration as an ICTAZ member.

.....  
Name of applicant

.....  
Signature

.....  
Date

**FOR OFFICIAL USE ONLY**

Received by: .....  
Officer (Name and Signature)

.....  
Date

Amount Received: .....

Receipt No.: .....

Registration No.: .....

File No.: .....

Remarks: .....  
.....

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Information Communication & Technology  
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**The Information and Communications Technology Association of Zambia Act, 2018  
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**The Information and Communications Technology Association of Zambia  
(General) Regulations, 2020**

PRACTICING CERTIFICATE

**Information and Communication  
Technology Association  
Of Zambia**

**PRACTICING LICENSE**

**This is to certify that** \_\_\_\_\_

Is licensed to practice as an ICT Professional under the  
ICTAZ Act No. 7 of 2018

Valid from: \_\_\_\_\_ To: \_\_\_\_\_

President Chairman - Membership

ICTAZ Act No. 7 of 2018



Information Communication & Technology  
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(General) Regulations, 2020**

**NOTICE OF REJECTION OF APPLICATION**

- (1) Here insert the full names and address of applicant TO: (1) .....
- (2) Here insert the reference No. of the application IN THE MATTER OF (2) ..... you are notified that your application for (3) registration /renewal of registration as a corporate member has been rejected on the following grounds:
- (3) Here insert type of application
- (a) .....
  - (b) .....
  - (c) .....
  - (d) .....

Dated this ..... day of ....., 20.....

.....  
Registrar





Information Communication & Technology  
Association of Zambia

**The Information and Communications Technology Association of Zambia Act, 2018  
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**The Information and Communications Technology Association of Zambia  
(General) Regulations, 2020**

<b>APPLICATION FOR DUPLICATE REGISTRATION</b>			
<b>Please complete in block letters</b>	Shaded fields for official use only	Application No. Date and Time	
<i>Information Required</i>	<i>Information Provided</i>		√
1. (a) Surname			
(b) Other names			
2. Registration No.			
3. Address			
(a) Physical address			
(b) Postal address			
4. Contact details			
(a) Telephone No.			
(b) Fax No.			
(c) Mobile phone No.			
(d) Email address			
5. <b>Appendix</b>			
Affidavit of loss, destruction or otherwise of original registration			
Name of applicant (individual or authorized representative):			
Signature : .....		Date: .....	
<b>FOR OFFICIAL USE ONLY</b>			
Received by: .....		Date: .....	
Officer (Name and Signature)		Date	
Amount Received: .....			
Receipt No.: .....			
File No.: .....			
Remarks: .....			
			<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> OFFICIAL STAMP </div>



Information Communication & Technology  
Association of Zambia

**The Information and Communications Technology Association of Zambia Act, 2018  
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**The Information and Communications Technology Association of Zambia  
(General) Regulations, 2020**

**NOTICE OF SUSPENSION OF PRACTICING CERTIFICATE**

- (1) Here insert the full names and address of the holder
- (2) Here insert the Registration No.

TO: (1) .....  
.....

IN THE MATTER OF (2) .....

you are hereby notified that your practicing certificate has been suspended for ..... days on the following grounds:

- (a) .....
- (b) .....
- (c) .....
- (d) .....

This notice shall take effect on the ..... day of ....., 20....., and is subject to the following terms and conditions:

- (a) .....
- (b) .....
- (c) .....
- (d) .....

Dated this ..... day of ....., 20.....

.....  
Registrar

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**ENDORSEMENT OF REGISTRATION**

This Notice has, this ..... day of ....., 20 ..... been entered in the Register.

.....  
Registrar

**SECOND SCHEDULE**

**(Regulation 13)**

**PRESCRIBED FEES**

<b>SN</b>	<b>Membership Category</b>	<b>Membership Fees</b>	<b>Practicing Fees</b>	<b>Processing Fees</b>	<b>Total Subscription Fees</b>
	<b>LOCAL</b>				
1.	Fellows	ZMW 1000	ZMW 300	ZMW 200	ZMW 1500
2.	Full Members	ZMW 500	ZMW 250	ZMW 100	ZMW 850
3.	Associates	ZMW 300	ZMW 200	ZMW 100	ZMW 600
4.	Licentiates	ZMW 200	ZMW 180	ZMW 70	ZMW 450
5.	Affiliates	ZMW 180	ZMW 150	ZMW 50	ZMW 380
6.	Corporate				
	C1 (1-5 members)				ZMW 1000
	C2 (6-10 members)				ZMW 2500
	C3 (10 and above members)				ZMW 4000
	C4 (ICT Vendors)				ZMW 6000
7.	Students	ZMW 130	-	ZMW 20	ZMW 150
8.	Learning Institutions	ZMW 2500	-	ZMW 500	ZMW 2500
	<b>FOREIGN</b>				
1.	Fellows				ZMW 3000
2.	Full Members				ZMW 1700
3.	Associates				ZMW 1200
4.	Licentiates				ZMW 900
5.	Affiliates				ZMW 380
6.	Corporate				
	FC1 (1-5 members)				ZMW 2000
	FC2 (6-10 members)				ZMW 5000
	FC3 (10 and above members)				ZMW 8000
	FC4 (ICT Vendors)				ZMW 12000
7.	Learning Institutions				ZMW 5000

- 1. Fellow**
- 2. Full Member**
  - Professional
  - Graduate
- 3. Associate**
  - Professional
  - Graduate
- 4. Licentiate**
  - Professional
  - Graduate

**5. Student**

**6. Affiliate**

Individual

Group

**7. Corporate**

C1 - 1-5 Members - K1000

C2 - 6-10 Members - K2500

C3 - Above 10 Members - K4000

C4 - ICT Vendors - K6000

C5 - Learning Institutions - K2500

**8. Foreign Corporate** (To apply when getting a work permit) (100% of the Local fees)

FC1 - 1-5 Members - K2000

FC2 - 6-10 Members - K5000

FC3 - Above 10 Members - K8000

FC4 - ICT Vendors - K12000

FC5 - Learning Institutions - K5000

**9. Foreign Consultant Professionals**

FCP1 - Consultant (To apply when getting a work permit) -

Fellow - K3000

Full Member - K1700

Associate - K1200

Licentiate - K900

Affiliate - K380

,  
Minister of Transport and Communication

LUSAKA

, 2020

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