



2025 Lusaka Telecom Solutions Limited Subcontractor Registration form

Thank you for your interest in becoming a registered subcontractor for Lusaka Telecom Solutions Ltd. Please complete this form and submit it with the required documents to our Procurement Department.

SECTION 1: COMPANY INFORMATION

1. **Company Name:**

2. **Business Registration Number:**

3. **Date of Registration:**

4. **Country of Registration:**

5. **Name of Director:**

6. **Physical Address:**

7. **Postal Address:**

8. **Telephone Number:**

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Maintenance & Optic Fibre Solutions
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9. **Email Address:**

10. **Website (if applicable):**

11. **Contact Person:**

- Name: _____
- Position: _____
- Phone: _____
- Email: _____
- _____

SECTION 2: BUSINESS DETAILS

1. **Type of Business (tick one):**

- Sole Proprietorship
- Partnership
- Private Limited Company
- Public Limited Company
- Other (specify): _____

2. **Nature of Business (tick all that apply):**

- Network Installation and Maintenance
- Fiber Optic Cable Laying and Splicing
- Tower Construction and Maintenance
- Civil Works and Site Preparation
- Electrical Installations and Power Systems
- IT and Telecommunications System Integration
- Logistics and Transport Services
- Health, Safety, and Environmental Services
- Other (specify): _____

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3. **Years of Experience in the Industry:**

4. **Geographical Coverage:**

- Local
- Regional
- International

2. **Are you a certified contractor for any other telecom company?**

- Yes (specify): _____
- No

SECTION 3: LEGAL AND FINANCIAL INFORMATION

1. **Tax Identification Number (TIN):**

2. **Tax Clearance Certificate (attach copy):**

- Attached

3. **VAT Registration Number (attach Copy):**

4. **Annual Turnover (last 3 years):**

- Year 1: _____
- Year 2: _____
- Year 3: _____

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5. Banking Details (attached Copy):

- Bank Name: _____
- Branch: _____
- Account Number: _____

SECTION 4: REFERENCES

Provide details of three recent projects or clients for whom you have provided subcontracting services.

1. Project/Client 1:

- Name: _____
- Contact Person: _____
- Phone: _____
- Email: _____
- Description of Work: _____

2. Project/Client 2:

- Name: _____
- Contact Person: _____
- Phone: _____
- Email: _____
- Description of Work: _____

3. Project/Client 3:

- Name: _____
- Contact Person: _____
- Phone: _____
- Email: _____
- Description of Work: _____

SECTION 5: HEALTH, SAFETY, AND ENVIRONMENTAL (HSE) INFORMATION

1. Do you have an HSE Policy?

- Yes (attach copy)
- No

2. Have you had any major incidents or accidents in the last 3 years?

- Yes (provide details): _____
- No

3. Do you provide safety training for your employees?

- Yes
- No

SECTION 6: REQUIRED DOCUMENTS

Attach the following documents to complete your registration:

- Certificate of Incorporation.
- Company Profile
- Complete Registration Form.
- Attach Valid Shareholders Data (2025 PACRA) [(Yes) (No)].
- VAT registration certificate [(Yes) (No)].
- Attach EIZ Certificate [(Yes) (No)].
- Attach Valid TAX Clearance [(Yes) (No)].
- Attach Valid NAPSA Certificate [(Yes) (No)].
- Attach Valid NCC Certificate [(Yes) (No)].
- Attach Quality Assurance Certificates if Applicable [(Yes) (No)].
- Attach HSE policy and records (if applicable) [(Yes) (No)].
- Attach Owned Tools and Expertise's
- Attach Other Relevant certifications/licenses [(Yes) (No)].
- Attach References for Past Projects (e.g., contracts, purchase orders) [(Yes) (No)].
- Bank account Details.
- Attach Financial Statement for Past 2 Years [(Yes) (No)].
- Attach Bank Statement for last 6 Months [(Yes) (No)].

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DECLARATION

I hereby certify that the information provided in this form is accurate and complete.

I understand that submission of this form does not guarantee approval as a subcontractor for Lusaka Telecom Solutions Ltd.

Name: _____

Position: _____

Signature: _____

Date: _____

SUBMISSION INSTRUCTIONS

Submit the completed form and all required documents via email to procurement@lusaka-telecom.com

or deliver to:

The Procurement Department,

Lusaka Telecom Solutions Ltd,

Plot 9, Mwaimwena Rd Off Beit Rd, Rhodespark, Lusaka, Zambia

For inquiries, contact us at +260960261624, +260969911313 or procurement@lusaka-telecom.com .

Lusaka Telecom