

COMPANY COMPLIANCE CHECKLIST

REPUBLIC OF ZAMBIA

PATRICK CHULU LEGAL PRACTITIONERS

Company Name: _____

Company Registration No.: _____

Date of Incorporation: _____

Registered Office Address: _____

1. CORPORATE REGISTRATION COMPLIANCE

- ☐ Certificate of Incorporation obtained from PACRA
- ☐ Constitution (Articles of Association) filed and compliant with Companies Act No. 10 of 2017
- ☐ Annual returns submitted to PACRA (last filed on: _____)
- ☐ Notice of Directors filed (Form 10)
- ☐ Notice of Secretary filed (Form 11)
- ☐ Shareholding structure updated and filed (Form 7)
- ☐ Beneficial Ownership Disclosure submitted
- ☐ Company is up-to-date with all statutory filings

2. LICENSING AND PERMITS

- ☐ Valid Business Levy (Local Council)
- ☐ Sector-Specific Licence (if applicable): _____
- ☐ Zambia Revenue Authority (ZRA) Tax Clearance Certificate
- ☐ TPIN obtained and displayed
- ☐ National Pension Scheme Authority (NAPSA) registration
- ☐ Workers Compensation registration
- ☐ Any other regulatory licenses: _____

3. CORPORATE GOVERNANCE & EMPLOYMENT COMPLIANCE

- ☐ Registered Board of Directors and record of meetings maintained
- ☐ Shareholder resolutions filed where applicable
- ☐ Employment contracts in compliance with Employment Code Act No. 3 of 2019
- ☐ Code of conduct and HR policy available and acknowledged by staff
- ☐ Valid contracts for all employees with clear terms of service
- ☐ NAPSA and Workers Compensation contributions up to date
- ☐ Staff income tax (PAYE) correctly deducted and remitted

4. FINANCIAL RECORDS AND TAX COMPLIANCE

- ☐ Annual financial statements prepared and maintained
- ☐ Bank account held in the name of the company
- ☐ Corporate tax returns submitted annually to ZRA
- ☐ VAT registration (if turnover threshold is met)
- ☐ Withholding tax compliance (where applicable)
- ☐ ZRA receipts for last 12 months filed and reconciled

5. REAL ESTATE AND PROPERTY COMPLIANCE

- ☐ Office lease agreement or title deed available
- ☐ Land and Deeds registration completed for owned property
- ☐ Property rates and ground rent paid up to date
- ☐ No land encroachments or ongoing land disputes

6. NGO OR SOCIETY-SPECIFIC COMPLIANCE *(If applicable)*

- ☐ Registration under NGO Act No. 16 of 2009 or Societies Act, Cap. 119
- ☐ Annual returns filed with the Registrar of Societies or NGO Registration Board
- ☐ Valid fundraising and operational licenses from Ministry of Community Development
- ☐ Adherence to charitable objectives and donor reporting obligations

7. COMPLIANCE RECORDS AND DOCUMENT STORAGE

- ☐ Compliance files and statutory registers maintained
- ☐ Company seal, certificate, and resolutions securely stored
- ☐ Internal compliance officer or contact person appointed
- ☐ Disaster recovery plan and backups for essential corporate data

8. DECLARATION

I, the undersigned, confirm that the above information has been reviewed and verified for the purposes of assessing corporate legal compliance under the laws of Zambia.

Name: _____

Position: _____

Signature: _____

Date: _____

For Official Use – Patrick Chulu Legal Practitioners

Verified by: _____

Date: _____

Stamp: _____