

LICENCE & PERMIT TRACKER TEMPLATE

REPUBLIC OF ZAMBIA

Business Name: _____

PACRA Registration Number: _____

TPIN: _____

Industry Sector: _____

Compliance Officer: _____

WHEREAS, it is a legal requirement under various Zambian statutes that companies and organisations maintain valid licences and permits as prescribed by relevant regulatory authorities;

NOW THEREFORE, this tracker is issued to assist the client in monitoring the status, renewal dates, and regulatory obligations of all licences and permits necessary for legal operation.

PURPOSE

To ensure the business entity maintains up-to-date and legally compliant registration, licensing, and permits, in accordance with statutory and sectoral obligations.

SECTION 1: GENERAL LICENSING INFORMATION

1. Business Licence Name: _____

Issuing Authority: _____

Licence Number: _____

Issue Date: _____

Expiry Date: _____

Renewal Reminder Date: _____

Notes: _____

2. Business Licence Name: _____

Issuing Authority: _____

Licence Number: _____

Issue Date: _____

Expiry Date: _____

Renewal Reminder Date: _____

Notes: _____

3. Business Licence Name: _____

Issuing Authority: _____

Licence Number: _____

Issue Date: _____

Expiry Date: _____

Renewal Reminder Date: _____

Notes: _____

(Add more rows as necessary)

SECTION 2: SECTOR-SPECIFIC REGULATORY APPROVALS

☐ PACRA Registration (Companies Act No. 10 of 2017)

- ☐ ZRA TPIN & VAT Compliance
 - ☐ Local Authority Business Licence
 - ☐ ZEMA Approval (if applicable)
 - ☐ ZABS Certification (if applicable)
 - ☐ Ministry-Specific Licences (e.g., Ministry of Health, Agriculture, Energy, etc.)
 - ☐ Labour Compliance (Employment Code Act No. 3 of 2019)
 - ☐ Trade Permit or Export Licence (if applicable)
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SECTION 3: DECLARATION & RECORD CONFIRMATION

I, the undersigned, confirm that the above information is correct and that I undertake to maintain and renew all listed licences and permits in accordance with applicable Zambian law.

Name: _____

Title: _____

Date: _____

Stamp: _____