

## DRIVING INSTRUCTOR'S LICENCE

A Driving instructors licence enables one to be able to teach new road users on how to operate a motor vehicle.

### **Requirements**

For New Applicants

- *Must be above the age of 25*
- *Must be a Zambian citizen*
- *Must be a holder of a valid Zambian driving license endorsed with a PSV class*
- *Must have undertaken Defensive Driving lessons*
- *Must show ability to read and write*
- *Must show proof of having the ability to administer First Aid*
- *Application Forms (DSR 1)*
- *Copy of NRC*
- *Copy of Driving License*
- *Medical Certificate*
- *K72,000=00 Fee for Test of Competence*
- *K86,400=00 License Fee*

*Total Amount – K 158,400*

For Renewals

- *Submit Fresh Application Forms*
- *Copy of current Instructor's License*
- *Copy of Driving License*
- *Medical Certificate*

*Total Amount – K 86,400*

## **REQUIREMENTS FOR INTERNATIONAL DRIVING PERMIT**

1. copy of a valid driving licence
2. copy of a valid passport
3. two passport size photos
4. Total K 72

### **DEALERS LICENCE**

This licence is ideal for applicants that trade in the selling and buying of Motor Vehicles

#### **Requirements**

- *Trading licence from the local authority*
- *ZRA Tax clearance*
- *Certificate of incorporation of the company*
- *Application form*
- *K1,667.00 for the dealer licence*
- *K 250.00 for each token*

### **ROAD SERVICE LICENSE (PUBLIC SERVICE VEHICLES)**

It is required by law that any vehicle operating on public roads should have a License for serving as a public service vehicle. The Road Service License is obtainable as follows:

#### **Requirements**

- *Registration certificate*
- *ZRA clearance certificate*
- *All vehicles certificate of fitness*
- *Insurance cover notes*
- *Copies of PSV driving licenses*
- *Identity of the owner*
- *Speed limiter fitment certificate*

- *Latest bank statements*

### Procedure

- Obtain application forms at a charge of K43, 200.00, fill them in and submit them to the licensing officers who will put your application on the waiting list.
- A public sitting will be convened in your presence where you will be required to produce originals of the documents listed above
- [A payment in the sum of](#) K238, 140.00 is made for a three months [certificate and the certificate](#) is issued.

### **LONG TERM SERVICE LICENCE**

Road service License	K94, 140.00 per operator
Authority	K43, 200.00 per Vehicle
Identity	K100, 800.00 per vehicle
Total	K238, 140.00 for the first vehicle and K144, 000.00 for each proceeding vehicle

### **SHORT TERM SERVICE LICENSE**

Road Service License	K94, 140.00 per vehicle
Authority	K43, 200.00 per vehicle
Identity	K100, 800.00 per vehicle
Total	K238, 140.00 for all the vehicles

### **DRIVERS LICENCE**

It is a requirement by law that everyone who drives a motor vehicle must be a holder of a valid driving licence which would have the appropriate class for the motor vehicle they are in charge of.

## *Procedure*

### *Step 1 Provisional Driving Licence*

Every person who wishes to learn how to drive must first obtain a provisional licence. In order to obtain a provisional licence, the applicant must undergo a theory test at no fee.

## *Requirements*

- *Candidate Must Be the Age Of 16 Years Old To Apply For A Motor Cycle Provisional Driving License Or 18 Years For Motor Vehicle Drivers' License,*
- *Take a Theory test and Pass it,*

- [Medical Report from Government Hospital,](#)
- [Proof of Identification \(](#) National Registration Card, Diplomat Passport, Zambian Passport or Refugee ID),

*A person issued with a provisional driving licence shall whilst driving a motor vehicle at all times be under the supervision of a person who is in possession of a valid licence, further the “L” plates must be displayed on such a motor vehicle. This licence is only valid for 3 months.*

*Total Amount K - 69*

## *Step 2*

### *Driving Test*

*After acquiring the skill of handling a motor vehicle the applicant can book for a driving test provided the Provisional licence is within the 3 months validity period from day of issue.*

*Total Amount K – 52*

## *Final Step 3*

### *Temporal Drivers Licence*

Upon successful completion of the driver test, the candidate will be issued with the Pass Certificate.

an applicant may pay and upon payment a temporal driving licence is issued pending the printing of the driving licence card.

*Total Amount – K 89*

## **PUBLIC SERVICE VEHICLE DRIVING LICENCE (PSV)**

It is a requirement by law that any person in charge of a motor vehicle used for the purpose of hire or reward must be in possession of a valid driving licence with the right category of such a motor vehicle they intend to operate/drive. Such categories may be Passengers/Goods or Passengers and Goods.

### Requirements

- *The applicant must be 25 years and older*
- *Must have a valid driving licence*
- *The applicant must have at least a minimum of two years driving experience*
- *Medical Report from Government Hospital,*

### *Procedure*

#### *Provisional Driving Licence*

The provisional driver licence will be issued upon successful completion of the theory test specific for public service vehicle (PSV) category

Total Amount – K 69

#### *Driving Test*

The applicant can book for a driving test. Once a learner driver has passed a driving test, he/she is issued with a Pass Certificate.

Total Amount – K 52

#### *Temporal Drivers Licence*

Upon successful completion of the driver test, the candidate will be issued with the Pass Certificate.

An applicant may pay and upon payment a temporal driving licence is issued pending the printing of the driving licence card.

*Total Amount – K 86*

### **DRIVING LICENCE (RENEWAL)**

A driving licence has a validity period of 5 years after which it must be renewed;

#### Requirements

- [Copy of old Drivers licence](#)
- Copy of Identification

*Total Amount - K186.00 (were the image has to be recaptured)*

*Total Amount - K160.00 (were recapturing of image is not required)*

### **PSV DRIVING LICENCE (RENEWAL)**

A public service vehicle driving licence has a validity period of 1 year after which it must be renewed.

#### *Requirements*

- Medical certificate from a recognized medical institution
- Copy of expired PSV drivers licence
- Copy of NRC

*Total Amount – K 160*

### **INTERNATIONAL DRIVING PERMIT**

An international driving permit is issued to a person with a valid Zambian driving licence requiring to the use of the international driving permit in foreign countries where the Zambian driving licence may not be accepted.

#### *Requirements*

- *Copy of Valid Zambian Drivers Licence*
- *Copy of valid Zambian Passport(valid for a minimum of 12 months)*

- *Passport size photos*

*Total Amount – K 48*

## **DRIVING SCHOOL LICENCE**

### *Requirements*

- *Ownership must be seventy-five per Centrum owned by Zambians.*
- *[If owned by Non-Zambians](#), owner must be holder of investment [License from ZDA](#).*
- *Must operate from authorized business premises*
- *At least one classroom with floor area not less than nine square meters*
- *Classroom must meet minimum Safety/Health standards*
- *Acceptable convenient rooms*
- *Motor Vehicles*
  - *Fully insured*
  - *Roadworthy*
  - *Fitted with First Aid Box/ Fire Extinguisher*
  - *Fitted with fourth pedal (Foot brake for the Instructor)*
  - *Vehicle registration marks must be painted in red color*
  - *Must be inscribed on the left fender the details and address of the owner.*
- *Show proof of driving circuit for practical driving lessons.*
- *Must have qualified driving instructors*

### *Procedure*

- *Fill in the Application Form (DSR4) – ROOM 5 RIDGEWAY OFFICE*
- *Provide Copy of Certificate of Incorporation*
- *Produce Copies of Insurance Certificates of Registration( White Books)*



- *Provide Copies of drivers instructors licenses*
- *Driving school must be instructed*

*Total Amount – K*

## **DRIVING SCHOOL LICENCE (RENEWAL)**

### *Requirements*

- *Submit return indicating*
  - *Number of students trained per month*
  - *Number of instructors employed during the period under view*
  - *Number of vehicles owned during the period under review*
- *Resubmit application form (DSR4)*
- *[Driving School to be re-inspector](#)*

*Total Amount – K 216*

## **MOTOR VEHICLE REGISTRATION**

Registration is the process of recording of a vehicle onto the Motor Vehicle Register and the subsequent issuing of permanent registration number plates.

In Zambia, there are two types of registration processes

A) Temporary registration for all second hand vehicles manufactured and imported from other countries.

B) Permanent registration for permanent registration of all motor vehicles in Zambia

Temporary registration has an expiry of 14 days from the date of importation of a second hand vehicle. It is a requirement by law that a second hand vehicle must be permanently registered within the validity of the temporary registration.

#### General requirements for M/Vehicle registration

For all second hand vehicles with the exception of those bonded and those held under the motor vehicle dealership licence, permanent registration will only be effected by a registration officer upon submission of proof of having paid for temporary registration

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#### Temporary registration

The following documents will be required to temporary register a motor vehicle at the border entry point.

- the ZRA Customs Clearance Certificate
- Receipts and invoices including the bills of lading as proof of purchase of the motor vehicle landing
- [Personal identification](#) documents of the person undertaking [temporary registration](#)
- A fitness check list duly signed a RTSA officer signifying the vehicle is roadworthy to be on the Zambian roads.

The temporary registration can be extended at a charge of K76, 000.00 and if one fails to extend a penalty charge of K260, 000.00 is charged for each month that passes.

#### Permanent registration

There are currently only three permanent centres in Zambia. These are Livingstone, Lusaka and Ndola. All second hand vehicles entering Zambia permanently must get permanent registration from any of the three nearest stations. In accordance with the road traffic act no. 11 of 2002, the following documents are a requirement to permanent motor vehicle registration:

1. customs clearance certificate from ZRA at the border
2. temporary registration papers from the RTSA issued at the border on entry by RTSA
3. Interpol clearance certificate issued by Interpol at Police Service Head Q. Physical examination form duly signed by a RTSA officer to issue certificate of fitness.

## COPIES OF DOCUMENTS REQUIRED FOR MOTOR VEHICLE REGISTRATION

- Customs clearance form certificate
- Bill of entry or manifest form
- Bill of lading
- Physical inspection
- [photocopy of identity](#)
- [receipt of payment](#) from ZRA
- Invoice
- Form ce 20 (customs and exercise duty

Declaration)

## REGISTRATION OF A NEW IMPORTED MOTOR VEHICLE

### *Requirements*

- *Physical Inspection*
- *Interpol Submission*
- *Physical Inspection*
- *Bill of Lading,*
- *ZRA Clearance*
- *Invoice,*
- *Interpol Clearance*

### *Procedure*

Motor Vehicle Registration



## TOLL FEES

### *Procedure*

### SADC TRUCKS

$0.1 \times \text{Kilometers to be covered} \times 2 \text{ (return)} = \text{Amount in Dollars}$

NB: Small vehicles with GVM below 16000 kgs, its 20 Dollars

## TANZANIAN VEHICLES

$0.1627 \times \text{kilometers to be covered}$

## MOZAMBIQUE

All vehicles from Mozambique pay 300 Dollars

## PENALTIES FOR USING A WRONG ROUTE

Heavy goods vehicles and light trucks – K 900

Small vehicles – K 300

## **VANITY REGISTRATION MARK**

### *Requirements*

- *All vanity plates must start with at least two letters.*
- *Vanity plates may contain a maximum of six characters (letters and numbers).*

- Numbers cannot be used in the middle of a plate; they must come at the end.

☐ For example; AAA222 would be an acceptable vanity plate; AAA22A would not be acceptable.

- The letters “I”, “O”, “Q”, “S” and “U” cannot be used at the end but [may be used in between](#) other acceptable letters. PUP22 would be acceptable.
- No spaces are allowed between letters or between numbers, for example A A A or 2 2 2 but should read AAA or 222.
- Letter and/or number combinations that convey an offensive message or appear to duplicate an existing registration plate are not permitted.
- The first number used cannot be zero “0”.

#### Procedure

- The Director of the Road Transport and Safety Agency will not knowingly issue a requested vanity registration mark containing a group of letters or combination of numbers and letters if the plate is either offensive or duplicative of an existing registration. Specifically, the Director will not issue a requested combination of letters and numbers of letters alone if:
  - Such combination is vulgar in that it is in poor taste or is degrading or is considered a profanity, including a swearing or curse word, not usually displayed in the community for general viewing.
  - Such combination is derogatory in that it disparages or belittles someone or something.
  - Such combination is obscene in that it refers to a sexual body part, a term for or most closely associated with a sex act, or the availability of sex.
  - Such combination is an expression of contempt, ridicule, or superiority of a race, religion, deity, ethnic heritage, gender, sexual orientation, or political affiliation.
  - Such combination is an expression of “fighting words” designed to inflame passions and possibly lead to a violent confrontation.
  - Such combination would appear to duplicate a registration already issued.
  - The Director may reject a requested combination for other reasons if he reasonably determines that issuance of the requested combination would be inappropriate.
  - The Director reserves the right to recall a vanity registration mark that has been issued. If the Director becomes aware that a group of letters or a combination of numbers and letters appear to be [offensive in nature, or that](#) numbers and letters appear to duplicate [an existing registration](#) mark, it will be sufficient cause for recall.

## **CHANGE OF OWNERSHIP FOR SECOND HAND MOTOR VEHICLE**

### **Requirements**

- Letter of sale
- ZRA tax clearance
- Identity for both the buyer and the seller –NRC copy
- White book of the vehicle
- Insurance cover-expires
- Certificate of fitness
- Road Tax
- Identity for public service vehicles-expires

### **Procedure**

- Physical Inspection for the vehicle charged at K
- Police report obtainable at central police room D22 at a charge of
- Change of ownership at Lumumba offices at a charge of
- Registration book charged at the charge of
- The total charge