

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 54 OF 2018

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

**The Agricultural Institute of Zambia (General)
Regulations, 2018**

IN EXERCISE of the powers contained sections 16, 18 and 53 of the Agricultural Institute of Zambia Act, 2017, the following Regulations are made:

- | | |
|--|---|
| 1. These Regulations may be cited as the Agricultural Institute of Zambia (General) Regulations, 2018. | Title |
| 2. (1) A person shall apply to the Institute for registration as an agricultural professional in Form I set out in the First Schedule. | Application for registration as agricultural professional |
| (2) The Institute shall within thirty days of the receipt of an application under subsection (1)— | |
| (a) approve the application, if the applicant meets the requirements of the Act and these Regulations; or | |
| (b) reject the application, if the applicant does not meet the requirements of the Act and these regulations. | |
| (3) The Institute may request for further information in respect of an application in Form II set out in the First Schedule. | |
| (4) The Institute shall, where it rejects an application, inform the applicant of the rejection in Form III set out in the First Schedule. | |
| 3. The qualifications and experience specified in the Second Schedule are recognised for the purposes of registration as an agricultural professional. | Qualification for registration |

*Copies of this Statutory Instrument can be obtained from the Government Printer,
P.O. Box 30136, 10101 Lusaka. Price K40.00 each.*

Certificate of registration	4. The Institute shall, where the Institute approves an application for registration of an agricultural professional, issue a certificate of registration in Form IV set out in the First Schedule.
Notice of change of particulars	5. A registered agricultural professional shall notify the Institute of any change in the registered agricultural professional's particulars in Form V set out in the First Schedule.
Application for practicing certificate	6. (1) A person shall apply to the Institute for a practicing certificate in Form VI set out in the First Schedule. (2) A practicing certificate shall be in Form VII set out in the First Schedule.
Practising certificate non-transferrable	7. A practicing certificate shall not be transferred to a third party.
Suspension and cancellation of practising certificate	8. (1) The Institute shall cancel or suspend the practicing certificate of an agricultural professional if that agricultural professional— (a) commits an offence under the Act; (b) obtains the practicing certificate by fraud, misrepresentation or concealment of a material fact; (c) is found guilty of professional misconduct; (d) is declared to be mentally or physically incapable of practising; (e) is an undischarged bankrupt; or (f) is disqualified from practising as an agricultural professional. (2) The Institute shall, before cancelling a practising certificate inform the holder of the intention to cancel the practising certificate in Form VIII set out in the First Schedule. (3) A notice of the cancellation of the practising certificate shall be in Form IX set out in the First Schedule.
Duplicate certificate of registration or practising certificate	9. (1) A person whose certificate of registration or practising certificate is destroyed or lost may apply to the Institute for a duplicate certificate of registration or practising certificate in Form X set out in the First Schedule. (2) The Institute shall, within fourteen days of the receipt of an application under sub-regulation (1), issue a duplicate practising certificate to the applicant.
Register	10. (1) The Institute shall maintain a Register of agricultural professionals which shall specify— (a) the names and addresses of the registered agricultural professionals;

- (b) the applications rejected and the reasons therefor;
- (c) the notices issued under these Regulations; and
- (d) any other information relevant for the purposes of the Act.

(2) The Registrar may cause the alteration to be made to the Register in accordance with the purposes of the Act.

11. (1) The Institute shall remove an agricultural professional from the Register if—

Removal
from register

- (a) the agricultural professional is convicted of an offence under any law;
- (b) the Institute has reasonable grounds to believe that the registration was obtained through concealment of any material fact;
- (c) the certificate of registration or practising certificate of the agricultural professional is cancelled; and
- (d) the agricultural professional is found guilty of professional misconduct under the Act.

(2) An agricultural professional shall be restored to the Register on such grounds as the Board may determine on an application in the prescribed manner and form and payment of the fee set out in the Third Schedule.

12. (1) The Register shall be kept in the form of a looseleaf volume, one page of which shall be set aside for the entries relating to each registered person and any alteration in the registered particulars relating to that person shall be endorsed by the Registrar on the page so set aside.

Form of
register

(2) Where the name of a person is erased from the Register, the Registrar shall, after endorsing on the page containing the entries relating to that person the circumstances in which and the date on which the erasure was made, remove the page from the Register and retain it in a separate file.

13. (1) The Institute shall consist of the following categories of membership:

Categories
and classes
of
membership

- (a) Agricultural professional scientist;
- (b) Agricultural professional technician;
- (c) Agricultural crafts technician; and
- (d) Honourary and life.

(2) Agricultural professional scientist membership is open to a person who is a—

	<p>(a) fellow;</p> <p>(b) professional member; or</p> <p>(c) graduate member.</p> <p>(3) Agricultural professional technician membership is open to a person who is a—</p> <p>(a) certified technician;</p> <p>(b) technician; or</p> <p>(c) trainee technician.</p> <p>(4) Agricultural crafts technician membership is open to a person who is a—</p> <p>(a) master craftsperson;</p> <p>(b) craftsperson; or</p> <p>(c) trainee craftsperson.</p>
Membership certificate	14. The Institute shall issue a certificate to a person registered as a member of the Institute in Form XII set out in the First Schedule.
Annual subscription	15. (1) A member shall pay to the Institute an annual subscription applicable to the class of membership to which the member belongs, on or before the 1 st February of each year. (2) The Institute shall not renew the membership of a member who fails to pay the annual subscription within the period specified under sub-regulation (1).
Appeals	16. A person aggrieved with the decision of the Institute may appeal to the Minister in Form XIII set out in the First Schedule.
Fees	17. The fees prescribed in the Third Schedule shall be payable in respect of the matters stated therein.

FIRST SCHEDULE
(Regulation 2, 3, 4, 5, 6, 8, 9, 13, 14 and 17)



REPUBLIC OF ZAMBIA

Form I
(Regulation 2(1))
(To be completed in triplicate)

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

APPLICATION FOR REGISTRATION AS AGRICULTURAL PROFESSIONAL			
Please complete in block letters	Shaded fields for official use only	Application No.	
		Date and Time	
<i>Information Required</i>	<i>Information Provided</i>		√
PART I PARTICULARS			
1.	(a) Surname (block capitals)		
	(b) Other names		
2.	Sex (Tick (✓) where applicable)	Male	Female
3.	Date of birth (dd/mm/yyyy)		
4.	Place of birth	Town	Country
5.	Nationality		
6.	(a) National Registration Card No		
	(b) Place of issue		
	(c) Date of issue (dd/mm/yyyy)		
7.	Address		
	(a) Physical address		
	(b) Postal address		
8.	Contact details		
	(a) Telephone No.		
	(b) Fax No.		
	(c) Mobile phone No.		
	(d) Email address		
EDUCATIONAL BACKGROUND			
9.	School, Technical College or University attended (give dates)		
10.	Course of study		
11.	Professional examination passed (give dates)		
12.	Classes and category of membership		

PART II EMPLOYMENT RECORD				
13.	Present employment			
	(a) Name of Employer			
	(b) Position held			
	(c) Date of appointment			
	(d) Nature of work undertaken			
14.	Previous employment (whole career to date)			
	Name of Employer	Date/Period Employed	Positions held	Nature of work undertaken
15.	Appendices			
	Certified copies of all certificates are enclosed			
	Application fee enclosed			
<p>DECLARATION</p> <p>I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge.</p> <p>I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my registration as an agricultural professional.</p> <p>.....</p> <p style="text-align: center;"><i>Name of applicant</i> <i>Signature</i></p> <p>.....</p> <p style="text-align: center;"><i>Date</i></p>				
FOR OFFICIAL USE ONLY				
Received by:				
<i>Officer (Name and Signature)</i>			<i>Date</i>	
Application Fee Received: Receipt No.:				
Date presented to the Registrar:				
Decision:				
Date applicant informed of decision:				
Fee for registration received:				
Registration number:				
Remarks:				
<div style="border: 1px solid black; padding: 5px; display: inline-block;">OFFICIAL STAMP</div>				

Form II
(Regulation 2(3))



REPUBLIC OF ZAMBIA

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

REQUEST FOR INFORMATION

(1) Here insert
full names
of applicant

To: (1)

Address:

.....

Reference No.:

You are requested to furnish the following information or documents in respect of your application for registration as an agricultural professional:

(a).....

(b).....

(c).....

(d).....

within days of this notice. If you fail to furnish the requested information, your application will be treated as invalid and shall be rejected.

Dated this day of, 20.....

.....
Registrar

Form III
(Regulation 2(4))



REPUBLIC OF ZAMBIA

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

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

REFERENCE NO. (2)

(3) Here insert the type of application

You are notified that your application for (3) registration/renewal of registration as an agricultural professional has been rejected on the following grounds:

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

Dated this day of, 20.....

.....
Registrar

Form IV
(Regulation 4)



REPUBLIC OF ZAMBIA

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

REGISTRATION NO.:

CERTIFICATE OF REGISTRATION OF AGRICULTURAL PROFESSIONAL

Surname:.....

First Name(s)

Name of firm/business:

Address.....

Given on the day of 20

Date of expiry:

This is to certify that the person named on this Certificate has complied with the provisions of section 19 of the Agricultural Institute of Zambia Act, No. 2 of 2017.

.....
Chairperson

.....
Registrar

Date:

Date:

NOTE:

This Certificate is only valid if it bears the seal of the Agricultural Institute of Zambia.

Form VI
(Regulation 6(1))

REPUBLIC OF ZAMBIA

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

APPLICATION FOR PRACTISING CERTIFICATE			
Please complete in block letters	Shaded fields for official use only	Code	
		Date and Time	
Information Required	Information Provided		√
PART I PARTICULARS			
1.	(a) Surname		
	(b) Forename		
2.	Nationality		
	(a) National Registration Card No		
	(b) Place of issue		
	(c) Date of issue (dd/mm/yyyy)		
3.	Notification Address		
	(a) Physical address		
	(b) Postal address		
	Contact details		
	(a) Telephone No.		
	(b) Fax No.		
	(c) Mobile phone No.		
	(d) Email address		
4.	Profession in respect of which application is made		
5.	Type of certificate held by applicant (<i>State certificate No. and scope of profession</i>)		
6.	Continuous professional development undertaken since last registration		
7.	Name of Employer		
8.	Address of Employer		
9.	Certificates previously held by the applicant under the Agricultural Institute of Zambia Act, 2017 or similar legislation outside Zambia (attach certified copies)	Certificate No.	Location

10.	Certificates currently held by applicant in Zambia, if any, under the Agricultural Institute of Zambia Act, 2017	Certificate No. and Type:	Location		
11.		Have you ever been convicted of an offence involving fraud or dishonesty or of any offence under the Agricultural Institute of Zambia Act, 2017, or any other law within or outside Zambia? If yes, specify details:..... Nature of offence..... Date of conviction:..... Sentence:.....			
12.		Have you ever applied for a certificate of registration under the Agricultural Institute of Zambia Act, 2017? If yes, please give details below:			
13.	Certificate applied for:	Location	Scope of Practice	Date of application	Status of application (Granted, rejected or pending)*
*if application was rejected, give reasons for rejection:					
14. Appendices - Certified copies of all certificates - Application fee					
<p>FOR OFFICIAL USE ONLY</p> Received by: <i>Officer (Name and Signature)</i> <i>Date</i> Application Fee Received: Receipt No.: Date presented to the Registrar: Decision: Date applicant informed of decision: Fee for registration received: Registration number: Remarks: <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">OFFICIAL STAMP</div>					



Form VII
(Regulation 6(2))

REPUBLIC OF ZAMBIA

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

CERTIFICATE No.

PRACTISING CERTIFICATE

Holder's name:
Address:.....
Agricultural Profession:.....

This Certificate is valid from theday of 20..... to
the..... day of 20.....

The conditions of the Certificate are as shown in the Annexures attached hereto.

Issued at this day of 20.....

.....
Registrar

ENDORSEMENT OF REGISTRATION

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

.....
Registrar



Form VIII
(Regulation 8(2))

REPUBLIC OF ZAMBIA

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

**NOTICE OF INTENTION TO SUSPEND OR CANCEL THE
PRACTISING CERTIFICATE**

- (1) Here insert the full names and address of the holder *To: (1)*.....
 (2) Here insert the Registration No. *(a)*
 (3) Here state address of the Registrar of Agricultural Professionals *(b)*
(c)
(d)
 (4) Here insert the number of days Accordingly, you are requested to appear before the Registrar on the day of, 20, at (3) to address the matters set out in paragraphs (above) within (4) days of receiving this notice. Your failure to appear before the Registrar shall result in suspension of your practising certificate.

Dated thisday of, 20.....

.....
Registrar

*Delete whichever is not applicable

ENDORSEMENT OF REGISTRATION

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

.....
Chairperson

Form IX
(Regulation 8(3))



REPUBLIC OF ZAMBIA

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

NOTICE OF SUSPENSION OR CANCELLATION

To: (1)
.....
.....

IN THE MATTER OF (2) you are notified that your registration as an agricultural professional has been suspended/cancelled on the following grounds:

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

Dated this day of, 20.....

OFFICIAL
STAMP

.....
Registrar

ENDORSEMENT OF REGISTRATION

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

.....
Chairperson



Form XI
(Regulation 14)

REPUBLIC OF ZAMBIA

The Agricultural Institute of Zambia Act, 2017
(Act No. 2 of 2017)

The Agricultural Institute of Zambia (General) Regulations, 2018

REGISTRATION NO.:

CERTIFICATE OF MEMBERSHIP

Surname:

First Name(s)

Name of firm/business:

Address

Given on the day of 20

Date of expiry:

This is to certify that the person named on this Certificate has complied with the provisions of section 19 of the Agricultural Institute of Zambia Act, No. 2 of 2017.

.....
Chairperson

.....
Registrar

Date:

Date:

NOTE:

This Certificate is only valid if it bears the seal of the Agricultural Institute of Zambia.



Guyana
(Section 16)

Guyana

Registration of Land (Amendment) Act, 2017
(Chapter 88:02)

Registration of Land (Amendment) Act, 2018

Section 16

- (1) Here insert the Registration No.
- (2) Here insert the full names of the holder
- (3) Here insert residential address of the holder
- (4) Here insert the decision made

16: Guyana
 (1)
 (2) (3)

 20
 (4)

 ()
 ()
 ()
 ()

....., 20.....

Registration of Land (Amendment) Act, 2018

Section 16

Registration of Land (Amendment) Act, 2018
 Chapter 88:02, Section 16
 Registration of Land (Amendment) Act, 2018

.....
 Registration of Land (Amendment) Act, 2018

 Registration of Land (Amendment) Act, 2018

SECOND SCHEDULE*(Regulation 3)*

<i>Class</i>	<i>Category</i>	<i>Academic Qualification</i>	<i>Years of Experience</i>
Agricultural Professional Scientist	Fellow	Minimum Bachelor Degree or its equivalent	10 years and above
	Professional Member	Minimum Bachelor Degree or its equivalent	5 year and above
	Graduate Member	Minimum Bachelor Degree or its equivalent	0-5 years
Agricultural Professional Technicians	Certified Technician	Minimum Diploma or its equivalent	2 years and above
	Trainee Technician	Minimum Diploma or its equivalent	0-2 years
Cultural Crafts Technicians	Master Craftsperson	Minimum Certificate or its equivalent	10 years and above
	Craftsperson	Minimum Certificate or its equivalent	2 years and above
	Trainee Craftsperson	Minimum Certificate or its equivalent	0-2 years
Honorary and Life	Honorary member	-	-
	Life member	Minimum Certificate	-

THIRD SCHEDULE
(Regulation 17)

PRESCRIBED FEES

ZAMBIANS

A.

Class	Membership fees (paid once) (ZMW)	Annual Subscription Fee (ZMW)	Annual Practising Fee (ZMW)
Agricultural Professional Scientist			
Fellow	1,000.00	500.00	500.00
Professional Member	750.00	400.00	400.00
Graduate Member	300.00	200.00	200.00
Agricultural Professional Technician Technologist			
Certified Technician	250.00	150.00	150.00
Technician	250.00	150.00	150.00
Agricultural Crafts Technician			
Master Craftsperson	150.00	100.00	100.00
Craftsperson	150.00	100.00	100.00

B.

Non-Zambians

Class	Membership fees (paid once) (ZMW)	Annual Subscription Fee (ZMW)	Annual Practising Fee (ZMW)
Agricultural Professional Scientist			
Fellow	3,000.00	2,000.00	2,000.00
Professional Member	2,500.00	1,500.00	1,500.00
Graduate Member	2,000.00	1,000.00	1,000.00

M. KATAMBO,
Minister of Agriculture

LUSAKA
5th July, 2018
[MOA.4/15/24]