



**ASSOCIATION OF PROFESSIONAL IMMIGRATION CONSULTANTS  
CHARGE OUT RATES**

AS APPROVED BY THE ACTING DIRECTOR-GENERAL OF IMMIGRATION ON 26<sup>th</sup> JUNE, 2016

| #  | Assignment   | Full Cost (K) | Down/Up- Front Payment | Last Installment |
|----|--|---------------|------------------------|------------------|
| 1  | <b>Consultation Minimum</b>  | 500           | 250                    | 250              |
| 2  | <b>Employment Permit and Refugee Employment Permit</b>                 |               |                        |                  |
|    | Issuance   | 2,500         | 1,250                  | 1,250            |
|    | Renewal  | 2,500         | 1,250                  | 1,250            |
| 3  | <b>Investors Permit</b>  |               |                        |                  |
|    | Issuance   | 2,500         | 1,250                  | 1,250            |
|    | Renewal  | 2,500         | 1,250                  | 1,250            |
| 4  | <b>Residence Permit</b>  |               |                        |                  |
|    | Issuance   | 2,500         | 1,250                  | 1,250            |
|    | Variation  | 2,500         | 1,250                  | 1,250            |
| 5  | <b>Temporay Permit</b>   |               |                        |                  |
|    | Issuance   | 2,500         | 1,250                  | 1,250            |
|    | Renewal  | 2,500         | 1,250                  | 1,250            |
| 6  | <b>Visiting Permit</b>   |               |                        |                  |
|    | Issuance   | 2,500         | 1,250                  | 1,250            |
|    | Renewal  | 2,500         | 1,250                  | 1,250            |
| 7  | <b>Study Permit</b>  |               |                        |                  |
|    | Issuance   | 2,500         | 1,250                  | 1,250            |
|    | Renewal  | 2,500         | 1,250                  | 1,250            |
| 8  | <b>Visas/Facilitation Letter</b>                                       |               |                        |                  |
|    | Issuance   | 500           | -                      | -                |
| 9  | <b>Appeals/Minister of Home Affairs</b><br>All cases                   | 3,500         | 1,750                  | 1,750            |
| 10 | <b>Appeals to the Director General of Immigration to Review Matter</b> | 2,500         | 1,250                  | 1,250            |
| 11 | <b>Court Related and Referrals</b><br>Facilitation                     | -             | -                      | -                |
| 12 | <b>National registration Card</b><br>Issuance                          | 500           |                        |                  |
| 13 | <b>Passport</b><br>Issuance  | 500           |                        |                  |
| 14 | <b>Citizenship</b><br>Issuance   | 5,000         | 2,500                  | 2,500            |
| 15 | <b>Adoption</b>  | 3,759.00      | 1,875                  | 1,875            |
| 16 | <b>Company Registration/Drawing articles for Association</b>           |               |                        |                  |

|           |  |              |              |              |
|-----------|--|--------------|--------------|--------------|
|           | Issuance of Certificate of Incorporation   | <b>2,500</b> | <b>1,250</b> | <b>1,250</b> |
|           | Articles of Association  | <b>2,500</b> | <b>1,250</b> | <b>1,250</b> |
| <b>17</b> | <b>Investment License</b><br>Facilitation  | <b>3,750</b> | <b>1,875</b> | <b>1,875</b> |
| <b>18</b> | <b>Duplicate Certificate of Status</b><br>issuance   | <b>1,250</b> | <b>625</b>   | <b>625</b>   |
| <b>19</b> | <b>Report order</b><br>Issuance /Renewal   | -            | -            | -            |
| <b>20</b> | <b>Birth Certificate</b><br>Issuance   | <b>250</b>   | -            | -            |
| <b>21</b> | <b>Police Clearance</b><br>Clearance for Employment  | <b>750</b>   | <b>375</b>   | <b>375</b>   |
| <b>22</b> | <b>Employment Contract</b><br>Drawing of employment contract   | <b>1,250</b> | <b>625</b>   | <b>625</b>   |
| <b>23</b> | <b>Inspection Reports</b><br>Facilitation/Arranging<br>inspection(ordinary employment<br>permit holder)                      | <b>750</b>   | <b>375</b>   | <b>375</b>   |
| <b>24</b> | <b>Engineering Institution Of<br/>Zambia/Engineers Registration<br/>Board Membership</b><br>Facilitation of Statutory Bodies | <b>1,750</b> | <b>875</b>   | <b>875</b>   |

These fees are exclusive of VAT@16%, STATUTORY FEES and other Incidentals. Fees on respect of any research work will be determined by the concerned consultant dependent on the amount of time spent on the assignment.

**CONTACT APIC SECRETARIAT ON ANY CONCERNS**