



REQUIREMENTS FOR RENEWAL/ AMENDMENT OF INVESTMENT LICENCE

REQUIREMENTS TO BE SUBMITTED	
1.	<p>Application letter addressed to the Chief Executive Officer stating the approval sought (amendment or renewal) and the following, if applicable:</p> <ul style="list-style-type: none"> • Change of company name • Change of Address • Change of financing • Change of shareholding (attach CR2 and Capital Gains Tax Certificate in support of company shareholding structure)
2.	<p>Detailed Progress report (stating actual location of project, actual activity being undertaken, actual investment made to date against initial projection, actual jobs created, opportunities/future plans, challenges faced/ being faced in implementing project. The following should be attached in support of submission:</p> <ul style="list-style-type: none"> • Proof of investment in form of bank statement/ letter from bank/ ZIMRA declaration form in case of forex injection; bills of entry/ ZIMRA stamped invoices in case of capital equipment from abroad • Three Months Company Bank Statement • Employees list on company letterhead or bearing company stamp (showing name, ID number, date of engagement and position) • Financial statements for the past 2 years of operation and projections for the next 2 years
3.	Completed ZIDA Monitoring Form
4.	<p>Statutory Obligations Compliance</p> <ul style="list-style-type: none"> • Current Tax Clearance Certificate • NSSA Clearance Letter • Factory Licence from Local Authority where applicable • Sector permit where applicable • EIA certificate where applicable
5.	<p>Additional requirements for amendment</p> <ul style="list-style-type: none"> • Board Resolution on change being sought • Letter of confirmation of resignation from outgoing shareholders addressed to the ZIDA CEO • Proof of funds/ investment for incoming shareholder • Certified Passport Copy of shareholder • Police Clearance from country of Origin/ Residence • Notarised copies of qualifications where applicable for individuals • Notarised Copy of Certificate of Incorporation, Directors in case of a company • Company registration documents and profile in case of a company <p>Any other relevant documents may be requested on a case by case basis</p>
6.	US\$3 000 Renewal Fee to be paid upon approval of application.