

The CGCSO Quarterly NEWSLETTER

Issue 2, 2026

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MESSAGE FROM OUR GENERAL MANAGER



Dear Valued Clients and Readers,

We are delighted to welcome you to the Corpus Globe Corporate Solutions (CGCSO) Q2 Newsletter. Following the successful launch of our inaugural edition, this second issue marks another exciting step in our journey to share our story, highlight our services, and keep you informed about the developments shaping our future.

At CGCSO, excellence remains at the heart of everything we do. Through this newsletter, we aim to give you a closer look at our work, the innovations we are embracing, and the partnerships we are building. Each edition will showcase our services, feature key projects, and share updates on how we continue to serve you better.

We believe that strong communication is the foundation of lasting relationships. This platform is designed to keep you engaged and connected with our vision, while reflecting the trust and support you have placed in us.

Thank you for being part of this journey. Together, we look forward to building a future defined by growth, impact, and shared success.

**Warm regards,
Kondwani Lungu
General Manager, CGCSO**

Mission

To be a global market leader in the provision of professional corporate solutions and services in a client-centric manner with integrity and passion.

Vision

"A world-class organization that prides itself in being a one-stop-shop provider of unmatched professional corporate solutions".

Our Core Values

- Passion
- Professionalism
- Integrity
- Client Centricity
- Teamwork





CGCSO Takes Off: Corporate Solutions Made Accessible at the Airport

We have an Office and are open for business at Kenneth Kaunda International Airport (KKIA), Terminal 2 at Departures!

Corpus Globe Corporate Solutions has made corporate and immigration solutions more accessible than ever. Whether you are setting up a business in Zambia, handling registrations, licensing, permits or seeking immigration consultancy, our KKIA Office is here to serve you on the go.

Stop by before and after your flight and let us help you travel with confidence.

Visit us today at KKIA Terminal 2, Departures, or call +260 211 296 011 / 12 / 13 | +260 960 628 385 | +260 770 628 385 to book your consultation now.

WEBINAR

ULTIMATE BENEFICIAL OWNERSHIP (UBO)

Disclosing Who Really Owns and Controls Companies: Advancing Beneficial Ownership Transparency in Private Limited Companies

Thursday | 2 July 2026 | 14:30 – 15:30 PM

Our Speakers:



Prisca Chisha
Legal Assistant, CGCSO
Moderator



Adrian Makowa
Compliance and Governance Officer, CGCSO
Presenter



Emely Kafupi - Kusinza
Legal Assistant, CGCSO
Presenter

Q2 Webinar Recap: The Importance of UBO Compliance for Private Limited Companies

On 2 July 2026, CGCSO hosted a 60-minute webinar exploring the critical subject of Ultimate Beneficial Ownership (UBO) compliance for private limited companies. Moderated by **Prisca Chisha**, with presentations from **Adrian Makowa** (Compliance and Governance Officer) and **Emely Kafupi** (Legal Assistant), the session provided practical insights into ownership structures, disclosure requirements, and governance implications.

The discussion addressed three key questions:

- Who really owns and controls a company
- What practical steps companies can take to achieve effective compliance
- How UBO compliance strengthens governance

Key highlights included:

- Clarification of what constitutes a private company limited by shares and how ownership rights are exercised.
- The role of shareholders, directors, and company secretaries in company operations.
- Practical examples of complex ownership structures such as circular and fragmented shareholding.
- Zambia's legal and regulatory framework, including the Companies Act No. 10 of 2017, its amendments, and supporting institutions such as PACRA, the Financial Intelligence Centre, and the Bank of Zambia.
- Practical compliance steps: maintaining accurate registers, timely disclosures, and ongoing reviews of ownership structures.
- How UBO compliance reinforces transparency, accountability, and effective oversight, the pillars of strong corporate governance.

CGCSO emphasized that UBO compliance is not just a legal requirement but a cornerstone of responsible business practice, helping to build trust, prevent misconduct, and strengthen institutional accountability.



Celebrating Loyalty and Commitment: CGCSO Labour Day Awards

Corpus Globe Corporate Solutions (CGCSO) reaffirmed its belief that people are the true foundation of its success during the recent Labour Day Awards held on 12 May 2026. The company proudly recognized and celebrated staff members who have dedicated 10 years of loyalty and commitment to the organization.

Management emphasized that this milestone is not only about years of service, but also about the trust, passion, and teamwork that continue to define CGCSO's culture.

Heartfelt appreciation was extended to the long-serving employees, with a message of gratitude for their remarkable contributions.

The Labour Day Awards highlighted CGCSO's ongoing commitment to valuing its people and building a future together. The company expressed confidence that with such dedication, even greater milestones lie ahead.



Warmth, Dignity, and Hope: CGCSo Reaches Out to Young Inmates at Mwembeshi

On Friday, 3 July, our team joined hands with **Undikumbukire Project Zambia (UPZ)** for a heartfelt outreach at the Mwembeshi Remand Correctional Facility, donating winter clothing and sharing a meal with juvenile immigrants facing the cold season in detention.

This visit was about more than providing warm clothes. It was about restoring dignity and reminding these young people that they are seen, valued, and not forgotten.

The joy on their faces said it all. In that moment, compassion became tangible, a reminder that even in the most challenging circumstances, kindness, solidarity and human connection can light the way forward.

We are ever encouraged by UPZ for their unwavering commitment to supporting state institutions and ensuring that children in conflict with the law are treated with the care and dignity they deserve. Their work stands as a powerful example of what meaningful community impact looks like.

Our partnership with UPZ is an ongoing one, built on a shared belief that where there is genuine need, there is an opportunity to make a difference. At CGCSo, we believe in putting our resources where they matter most. We love to help, we work to help, and we are privileged to play our part in helping restore hope and strengthen communities.

Together with partners like UPZ, we remain committed to creating impact, one act of compassion at a time.



Unlocking Zambia's Mineral Trade Opportunities: Import & Export Permits Made Simple

By Jimmy Shimoono, Legal Clerk at Corpus Globe Corporate Solutions (CGCSO)

Zambia's mineral sector continues to attract global interest, and with that comes the need for businesses to navigate regulatory frameworks effectively. One critical requirement for companies engaged in cross-border mineral trade is the Import and Export Permit, issued under Division 7, Sections 47 and 48 of the Mines and Minerals Development Act No. 11 of 2015.

These permits authorize individuals or companies to legally import or export mineral products into or out of Zambia. Understanding who qualifies, what documentation is required, and how to manage compliance is essential for smooth operations.

Who Can Apply?

Permits are not open to everyone; they are reserved for licensed operators in the mineral value chain.

Eligible applicants include:

- Holders of a Mining Licence (large scale, small scale, or artisanal)
- Holders of a Mineral Processing Licence
- Holders of a Mineral Trading Permit (MTP)
- This ensures that only regulated entities participate in Zambia's mineral trade, safeguarding transparency and accountability.

Import Permit Essentials

Applicants intending to import minerals, ores, or mineral products must apply to the Director of Mines (DOM).

Key requirements include:

- Completed application forms
- Valid tax clearance certificate
- Supply contract documents
- Mineral analysis report
- Company registration details
- Proof of purchase and clearance from the

exporting country

Validity & Fees:

Permit valid for 3 months, non-renewable

Fee: ZMW 1,400.00

Export Permit Essentials

Applicants intending to export minerals must also apply to the DOM, with additional verification steps.

Key requirements include:

- Mineral analysis certificate/valuation report from the Director of Geological Survey
- Verification of mineral royalty payment from ZRA
- Security clearance from the Zambia Police Service
- Certified production returns from the permit holder
- Mining right or permit number

Validity & Fees:

Permit valid for 3 months, non-renewable

Fee: ZMW 1,400.00, split between valuation, analysis, and issuance

Important Note:

Applications for base metals and precious minerals are submitted electronically via MOSES (Mineral Output Statistical Evaluation System).

Applications for industrial minerals and gemstones are submitted manually to the Geological Survey Department and Mines Development Department.

Timelines

Processing typically takes 10 working days once all documentation is submitted.

How Corpus Globe Corporate Solutions Helps

Navigating Zambia's mineral permit system can be time-consuming and complex, but it doesn't have to be. At Corpus Globe Corporate Solutions, we provide end-to-end support to ensure your applications are not only compliant but strategically managed.

Here's how we add value:

Eligibility Assessment – We confirm whether your company qualifies before submission, saving time and avoiding rejections.

Documentation Support – We help prepare, review, and compile all required documents to meet regulatory standards.

Process Management – We liaise with the Ministry of Mines and Mineral Development, Geological Survey Department, and ZRA to streamline approvals.

Compliance Assurance – We ensure royalty payments, security clearances, and statutory obligations are aligned with your permit application.

Strategic Advisory – Beyond permits, we advise on how to integrate compliance into your broader operational and trade strategy.

Conclusion

Mineral Import and Export Permits are more than just paperwork; they are gateways to opportunity in Zambia's thriving mineral sector. With the right partner, businesses can turn regulatory requirements into a competitive advantage.

At Corpus Globe Corporate Solutions, we don't just process applications, we position your business for growth, compliance, and credibility in Zambia's mineral trade.



Zambia's Business Visa Reform: What It Really Means for Businesses

By Marian Chembeya, Immigration Specialist at Corpus Globe Corporate Solutions (CGCSO)

Zambia has taken a progressive step in its immigration framework by extending the allowable stay for business visitors from 30 days to 90 days within a rolling 12-month period. This reform signals the country's commitment to boosting investor confidence and making it easier to do business.

Why It Matters

At first glance, the change looks administrative. In reality, it has far-reaching implications:

- Longer business engagements without immediate permit transitions
- Reduced administrative burdens
- Greater attractiveness to foreign investors and technical experts
- Improved project continuity and efficiency

Navigating Opportunity with Strategic Compliance

While the extension of Zambia's business visa stay creates new opportunities, it also demands careful navigation. Businesses must still respect the scope of permissible

activities, distinguish clearly between business visits and employment, and plan ahead for transitions to permits when necessary. Without structured management, misclassification or poor planning can quickly lead to delays, penalties, or reputational risk.

Strategic Application

To benefit fully, organisations should:

Define the purpose and scope of each visit clearly
Align activities with immigration regulations
Plan early for transitions to employment or investor permits
The 90-day window is not a substitute for permits, it is a strategic opportunity that must be managed carefully.

Why the Right Partner Matters

At Corpus Globe Corporate Solutions, we help businesses turn policy changes into strategic advantage by:

- Providing real-time regulatory intelligence
- Interpreting policy shifts for practical application
- Managing seamless transitions from visas to permits

- Aligning immigration with corporate and statutory compliance
- Proactively mitigating risks before they arise
- Offering end-to-end support across the immigration lifecycle

The Bigger Picture

This reform enhances Zambia's global competitiveness and positions the country as a more attractive destination for investment. But opportunity without structure can quickly become risk. Businesses that succeed will be those that understand the intent behind the policy, apply it strategically, and partner with experts who can navigate both the legal and practical dimensions.

Conclusion

The extension of business visa validity is more than added time, it is a gateway to opportunity. Immigration compliance in Zambia is no longer just administrative; it's strategic positioning. At Corpus Globe Corporate Solutions, we guide businesses through change, ensuring compliance and enabling growth.



Immigration Compliance in Zambia: Turning Regulation into Strategy

By Marian Chembeya, Immigration Specialist at Corpus Globe Corporate Solutions (CGCSO)

In today's global economy, immigration compliance is no longer just paperwork, it is a strategic pillar for businesses. In Zambia, where regulatory frameworks are becoming more structured and enforcement more rigorous, companies must treat immigration as part of their corporate strategy.

Beyond Documentation

Immigration processes are tied to multiple regulators, PACRA, EIZ, ZICA, HPCZ, and others. Handling immigration separately from corporate registrations and tax compliance often leads to delays, penalties, and regulatory risks. A strong application reflects not only eligibility but overall corporate compliance.

The Risks of a Reactive Approach

Businesses that treat immigration as a checklist face:

- Delays in approvals

- Increased scrutiny from authorities
- Penalties from missed renewals or filings
- Operational disruptions when expatriate status lapses

Embedding Immigration into Strategy

A proactive approach integrates immigration into governance and workforce planning. Key elements include:

- Aligning immigration with business setup and statutory registrations
- Planning expatriate roles and skills transfer objectives
- Maintaining auditable documentation
- Tracking permit lifecycles and renewals
- Staying ahead of policy changes

Why Partnering Matters

At Corpus Globe Corporate Solutions, we embed immigration into broader compliance. Our strengths include:

- **Integrated Approach:** Linking immigration with corporate and tax obligations
- **Institutional Knowledge:** Deep familiarity with regulators and processes
- **Risk Management:** Anticipating challenges before they arise
- **Tailored Advisory:** Custom strategies aligned to each client's needs
- **End-to-End Support:** From applications to renewals and monitoring
- **Capacity Building:** Equipping clients to sustain compliance internally

The Bottom Line

Immigration compliance in Zambia is not just regulatory; it is strategic positioning. Businesses that integrate immigration into their governance gain credibility, continuity, and confidence. With the right partner, compliance becomes a competitive advantage.



Seamless Payroll Solutions for Your Business

Managing payroll can be complex, time-consuming, and stressful, but it does not have to be. At **Corpus Globe Operations Limited**, our **Business Services & Outsourcing unit** provides timely, accurate, and worry-free payroll services designed to give you peace of mind while ensuring compliance with all statutory requirements.

Our comprehensive payroll solutions include:

- **Monthly payroll reports** – preparation and generation tailored to your workforce
- **Statutory payroll returns** – filing and payment uploads via Smart Pay
- **Legislation updates** – timely alerts on changes in payroll laws and regulation
- **Workers' Compensation** – registration and annual return filing
- **Employee records management** – maintaining accurate and confidential staff information
- **Compliance support** – guidance to keep your business aligned with evolving regulatory standards

By partnering with us, you gain more than just payroll processing, you gain a trusted advisor who ensures accuracy, confidentiality, and compliance at every step. Our team is committed to helping you reduce administrative burdens, avoid costly errors, and free up valuable time to focus on strategic growth.

Whether you are a small enterprise or a large corporation, our tailored solutions adapt to your needs, ensuring that your employees are paid correctly and on time, every time.

Let us take the stress out of payroll so you can concentrate on driving performance and achieving your business goals.

Contact us today for all your payroll needs.



Comprehensive Company Secretarial & Compliance Services

At **Corpus Globe Corporate Solutions (CGCSO)**, we understand that compliance is the backbone of sustainable business success. As experienced company secretaries, we provide comprehensive compliance services to help your company meet all regulatory requirements under the **Companies Act** and beyond.

Our dedicated team ensures that your business remains compliant, efficient, and well-governed by offering:

- **Statutory filings** – preparation and submission of annual returns, share transfers, and other mandatory filings
- **Board and shareholder support** – organizing meetings, drafting resolutions, and maintaining accurate records
- **Corporate governance advisory** – guidance on best practices to strengthen accountability and transparency
- **Regulatory updates** – proactive alerts on changes in legislation that may affect your business
- **Compliance audits** – reviews to ensure your company's processes align with statutory requirements

By entrusting us with your compliance needs, you gain peace of mind knowing that your company is operating responsibly and in full alignment with the law. Our role is not just to keep you compliant, but to empower you with the confidence to focus on growth, innovation, and long-term success.

At CGCSO, we believe that strong governance builds strong businesses. Let us partner with you to safeguard your compliance journey and support your vision for sustainable growth.

Contact us today to learn more about how our company secretarial services can support your business.

Firm Announcements/Updates



Celebrating Excellence: Mwenzi Tembo-Zulu's Achievement at ZIALE

CGCSo proudly celebrated the achievement of Legal Assistant Mwenzi Tembo-Zulu, who successfully passed the Legal Practitioners Qualifying Examination at the Zambia Institute of Advanced Legal Education (ZIALE).

Management described this as a remarkable milestone, highlighting it as a testament to Mwenzi's dedication, perseverance, and commitment to the legal profession. The company expressed delight in marking this success and emphasized its confidence in her continued growth and excellence in her legal journey.

CGCSo noted that the accomplishment reflects not only individual determination but also the organization's commitment to nurturing talent and supporting professional development. The team extended heartfelt congratulations, stating that they are proud of her success and look forward to witnessing her contributions in this exciting new chapter.



Farewell to Emely Kafupi: Celebrating 8 Years of Dedication

CGCSo recently bid farewell to Emely Kafupi, who has left the company after an inspiring journey of eight years of service. Emely's career with CGCSo began as an intern, progressed to the role of clerk, and culminated in her position as Legal Assistant.

Management expressed deep appreciation for her loyalty, professionalism, and commitment throughout the years. Emely's growth within the organization was highlighted as a testament to her perseverance and the value CGCSo places on nurturing talent.

Her colleagues described her departure as bittersweet, while her presence will be greatly missed, her contributions have left a lasting impact on the team and the company's culture.

CGCSo extended heartfelt gratitude to Emely for her years of service and wished her every success in the next chapter of her professional journey. The farewell underscored the company's belief that its people remain the cornerstone of its success, and Emely's story is a shining example of that truth.

Contact Us

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