



MOPANI
An IRH Managed Company

Mopani Copper Mines PLC
Instructions for the online compliance
submission process

Welcome to the Mopani Portal

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Announcements

Public Tender Announcements.

Categorization

Categorization of Goods & Services in order of specialization priority.

Compliance

Annual Compliance of statutory documents

Registration

Application and uploading of relevant documentation. The compliance document is mandatory to be signed and uploaded in pdf format

Find the file at [Download file](#)

[Instructional video on how to register](#)

For any information please contact us

Phone : +260 212 247110 / Email : vendor.registration@mopani.com.zm



Click log in (Use initial registration log in credentials).

After Logging, click on the "compliance" tab.

Mopani Portal

Supplier Documents Compliance

Compliance Documents

Download the instructions for the Compliance from [Download file](#)

Company

Test Company-TEST01-ZMW



Select your company type
(Local – Zambian Registered)
(Foreign – Registered outside Zambia)

Requirements

Annual statutory documents for 2025

Procedures, Terms and Conditions for Local Supplier

Local Supplier

-  Certified PACRA PrintOut/ CISPRO document - 
-  NAPSA (National Pension Scheme) - 
-  Tax clearance certificate - 
-  Workers Compensation compliance certificate - 

Based on your company type, there is a list of the required statutory documents to be uploaded.

For Local companies, these are the Zambian statutory documents.

Requirements

Annual statutory documents for 2025

Procedures, Terms and Conditions for Foreign Supplier

Foreign Supplier

-  Registration Certificate e.g. COR14.3 (Company and Intellectual Property Commission) - 
-  Proof of being a Registered Employer. i.e Compliance Certificate or Letter of Confirmation from National/State Pension Authority and/or Labour Department/Employee Compensation Department - 
-  Tax Compliance Status e.g. SARS / Value Added Tax –Notice of Registration - 
-  Workers Compensation compliance certificate - 

Based on your company type, there is a list of the required statutory documents to be uploaded.

For foreign companies, these are the equivalent statutory documents

Attach your Files

Supported file types (pdf,jpg,png,jpeg,pjpeg,pjp,svg and webp)

Maximum file size 10 mb

Attachment Type

Certified PACRA PrintOut/ CISPRO document

1

Expiry Date

12/31/2025

2

File

3

Choose File authentication email.pdf

Upload

4

Note the same attachment file cannot be attached twice

1. Use dropdown to select the document you want to upload e.g., Tax or Workers Compensation.

2. Insert expiry date of the statutory document.

3. Click 'choose file' to pick the specific document from your computer.

4. Click to upload the document.

Requirements

Annual statutory documents for 2025

Procedures, Terms and Conditions for Local Supplier

Local Supplier

-  Certified PACRA PrintOut/ CISPRO document -  
-  NAPSA (National Pension Scheme) - 
-  Tax clearance certificate -  
-  Workers Compensation compliance certificate - 

After successfully uploading the document, the pending sign (green arrow) turns into a tick (red arrow).

Attachments List

authentication email.pdf

12/31/2025

1



2



3

A green rectangular button with a white document icon on the left and the text 'Save Attachments' in green.

A blue rectangular button with a white document icon on the left and the text 'Submit Attachments' in blue.

4

1. Uploaded files can be downloaded.

2. In case of errors/mistakes, files can be deleted.

3. Click 'save attachments' to save.

4. Click 'submit attachments' to submit and finalize the compliance exercise.

Submission History

Date Submitted	Supplier Code	Status	Action
No records to display.			



Details of
past
submissions
made.

Thank you for submitting your annual statutory documents to Mopani Copper Mines PLC.
Below is the summary of what you have submitted.

Document Name	Expiry Date
TAX CLEARANCE up to June 2025.pdf	12/31/2025
Workers Certificate 2025.pdf	12/31/2025
PACRA DOC UPTO 2026.pdf	12/31/2025
NAPSA Certificate up to July 2025.pdf	12/31/2025



Following the successful submission of the statutory documents, this is the email notification that you will receive.



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