



**ZiCA**

Competence, Integrity and Virtue

**Zambia Institute of Chartered Accountants**

**Comments on the Zambia  
Institute Institute of  
Secretaries Bill N.A.B No. 18 of  
2022**

**ZiCA**

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## **1.0 Introduction**

The Zambia Institute of Chartered Accountants (ZICA) is a professional membership body whose function, among others, is to advise Government on matters of national and economic development. The Institute is also mandated to develop, promote and enforce internationally comparable practice standards in Zambia as well as protect and assist the public in all matters relating to the practice of accountancy. With this mandate in mind, our Comments on the Zambia Institute of Secretaries Bill N.A.B No. 18 of 2022 have been made with full cognizance of our obligations as promulgated in the Accountant Act as well as our professional resolve to act in the public interest.

**1.1** We are privileged to be invited to make oral and written submissions to the Committee on Cabinet Affairs on the consideration of the Zambia Institute of Secretaries Bill No. 18 of 2022.

## **2.0 Objectives of the Bill**

The objectives of this Bill are to —

- a) Continue the existence of the Professional Secretaries Association of Zambia and re-name it as Zambia Institute of Secretaries and redefine
- b) Provide for the registration of professional secretaries;
- c) Regulate professional secretaries' conduct;
- d) Constitute the Council of the Institute and provide for its functions; and
- e) Provide for matters connected with or incidental to the foregoing.

### ***Comment***

We are in support of various provisions that have been included in the Zambia Institute of Secretaries Bill No.18 of 2022 and recognize that the Zambia Institute of Secretaries has proposed revisions to the Bill, which are very progressive, and therefore support the same. Some of these issues are summarized as follows:

- a) Continuation and renaming of Professional Secretaries Association of Zambia
- b) Functions of Institute
- c) Council of Institute and its functions
- d) Application for registration as member
- e) Determination of application for registration as professional secretary
- f) Suspension and cancellation of registration
- g) Prohibition of practicing as professional secretary without practicing certificate
- h) Suspension and cancellation of practicing certificate

- i) Initiation of disciplinary action
- j) Functions of Disciplinary Committee

The Zambia Institute of Secretaries bill No. 18 of 2022 has enabling provisions that will allow the regulations and growth of the institution.

***Conclusion:***

The Zambia Institute of Secretaries Act is an important part of the framework within which Secretaries will operate. It is important to continuously review and take into account the dynamics of business and modern economic reforms. The organisation has the opportunity to grow even more given the right environment and regulation.