

All correspondence should be addressed to  
The Permanent Secretary.  
Telephone: +260 211 222 617  
+260 211 228 467



In reply please quote:

No:.....

**DL/101/6/1136**

**REPUBLIC OF ZAMBIA**

# **MINISTRY OF LABOUR AND SOCIAL SECURITY**

OFFICE OF THE LABOUR COMMISSIONER  
DEPARTMENT OF LABOUR  
NEW GOVERNMENT COMPLEX  
INDEPENDENCE AVENUE  
KAMWALA  
P.O. BOX 32186  
LUSAKA

10<sup>th</sup> March, 2022

The Head Human Resources  
First Capital Bank LTD  
**LUSAKA.**

The General Secretary  
Zambia Union of Financial Institutions  
& Allied Workers (ZUFIAW)  
**LUSAKA.**

**REF: APPROVAL OF COLLECTIVE AGREEMENT BETWEEN FIRST CAPITAL BANK LIMITED AND ZAMBIA UNION OF FINANCIAL INSTITUTIONS AND ALLIED WORKERS (ZUFIAW)**

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I am pleased to inform you that the Ministry has approved your application for registration of your Collective Agreement. This is in accordance with section 71 of the Industrial and Labour Relations Act CAP 269 of the Laws of Zambia.

Find enclosed signed copies of the said document for your record and adoption.

The parties are hereby guided accordingly.

A handwritten signature in red ink, appearing to read 'Chomba Chibende'.

Chomba Chibende  
**Senior Labour Officer (IR)**  
**FOR/LABOUR COMMISSIONER**



**COLLECTIVE AGREEMENT ON SALARIES AND CONDITIONS OF  
SERVICE BETWEEN**

**FIRST CAPITAL BANK LIMITED**

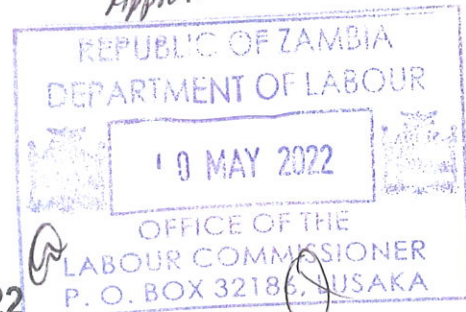
**AND**

**THE ZAMBIA UNION OF FINANCIAL INSTITUTIONS AND ALLIED  
WORKERS**



**ZUFIAW**

Zambia Union of Financial  
Institutions and Allied  
Workers



**APRIL 2022**

*1 [Signature] [Signature] [Signature]*

**AMENDMENT TO THE COLLECTIVE AGREEMENT  
CLAUSES (I) ON PAGE 3 (SALARY INCREMENT FOR 2022/2023)  
AND 2.13 (I) (LEAVE ALLOWANCE)**

**BETWEEN**

**First Capital Bank Limited**  
(Hereinafter referred to as the "Bank")

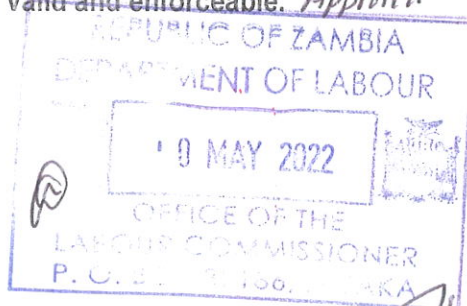
AND

**The Zambia Union of Financial Institutions and Allied Workers**  
(Hereinafter referred to as the "Union")

**BY THIS AGREEMENT made this 19<sup>th</sup> Day of April 2022 between the  
Bank of the first part and the Union of the other part  
IT IS AGREED as follows:**

- i). Item (i), page 3 to read that All Unionised employees have been offered a salary increment, for the period 1 May 2022 to 30 April 2023, of K1,200.00 Across the Board and a Performance Related Pay (PRP) of 9% for Excellent Performance, 7% Very Strong, 6% Strong, 4% Good, and 0% Needs Improvement / Below Average, effective 1 May 2022. In accordance with Appendix 1 below.
- ii). Clause 2.13 to read that Annual Leave Allowance, to have the allowance paid to all Unionised employees from the date of employment, provided that the employee is confirmed and will be paid on a pro-rata basis"

All other terms and conditions of service of the **Collective Agreement dated 1<sup>st</sup> April 2021 remain unchanged and fully valid and enforceable.** *Approved*

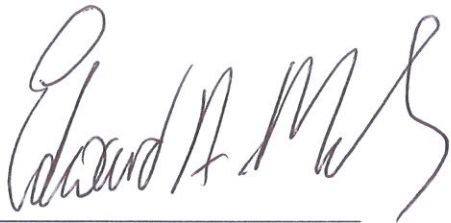


*Wm*  
*KEL*  
*Em*

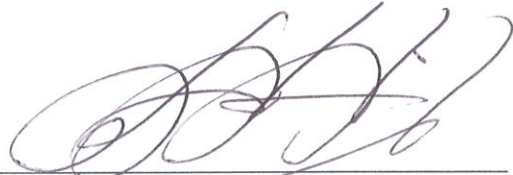
IN WITNESS whereof we have hereunder set our hands this 19<sup>th</sup> Day of April Two Thousand and Twenty-Two.

FOR AND ON BEHALF OF  
FIRST CAPITAL BANK LIMITED

FOR AND ON BEHALF OF ZAMBIA UNION OF FINANCIAL  
INSTITUTIONS AND ALLIED WORKERS (ZUFIAW)



MANAGING DIRECTOR



GENERAL SECRETARY



HEAD HUMAN RESOURCES



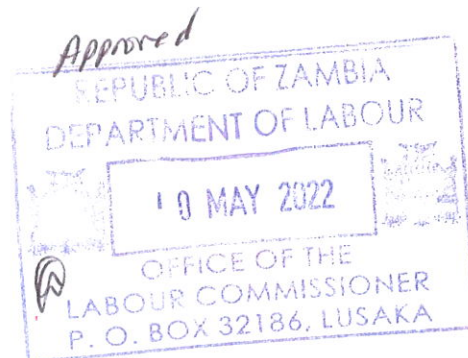
UNION DELEGATION LEADER



CHAIRPERSON BARGAINING TEAM



ZUFIAW (FCB) BRANCH CHAIRPERSON



**APPENDIX 1**

**A. SALARY INCREMENT STRUCTURE FOR UNIONIZED EMPLOYEES 2022-2023 – K1,200.00  
ACROSS THE BOARD.**

GRADE	ENTRY POINT	MID-POINT	MAXIMUM	ENTRY POINT	MID-POINT	MAXIMUM
	Gross Pay Monthly			Gross Pay Annual		
1	7,400.00	7,850.00	9,000.00	88,800.00	94,200.00	108,000.00
2	8,350.00	9,450.00	10,550.00	100,200.00	113,400.00	126,600.00
3	10,600.00	12,450.00	17,000.00	127,200.00	149,400.00	204,000.00

**B. PERFORMANCE RELATED PAY INCREMENT (PRP).**

S/N	RATING	INCREMENT
1	Exceptional	9%
2	Very Strong	7%
3	Strong	6%
4	Good	4%
5	Needs Improv/Below Average	0%



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*Len*

*Q*

*Ru*

*KPL EAM*