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# PETER CHEWE CHILUFYA

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Curriculum Vitae

JANUARY 31, 2022  
LUSAKA, ZAMBIA

## **Personal Details**

**Name:** Peter Chewe Chilufya.

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**Languages:** English, Bemba, Nyanja (in order of proficiency).

### **Academic/professional qualifications**

Master of Laws (Commercial law) degree - University of Zambia.

Master in Intellectual Property (MIP) degree - Africa University, Mutare, Zimbabwe.

Bachelor's degree in Law, LLB (Hons) - University of London.

Legal Practitioners Qualifying Examinations (LPQE) Certificate - Zambia Institute of Advanced Legal Education, ZIALE.

Associate of the Chartered Institute of Arbitrators – United Kingdom

Ordinary level School Certificate - Hillcrest Technical Secondary School.

## Employment History

### **Acting Deputy Registrar – Commercial Patents and Companies Registration Agency (PACRA) From 3<sup>rd</sup> January 2022 to date**

#### **Duties**

1. Monitor and effectively supervise the registration of Companies and Business Names and other attendant matters to enhance orderly trade.
2. Undertake timely signing of all the certificates under the Companies and the Registration of Business Names Acts.
3. Provide quality and timely advice to clients to enhance lawful and orderly business operations.
4. Effectively ensure physical inspections on registered Companies and Business Names to ensure compliance with statutory provisions.
5. Effectively ensure the dissemination of information to educate the public on the operations of the department.
6. Periodically coordinate the monitoring and evaluation of the implementation of the programs of the Department to facilitate appropriate intervention measures.
7. Effectively coordinate preparation of briefs on appeals and contentious issues concerning commercial property applications to facilitate the process of adjudication.
8. Timely ensure the formulation and review of policies to provide guidelines on commercial property.
9. Attend timely to all correspondence on matters relating to the registration and Regional Offices to contribute to the overall objectives of the Agency.
10. Accurately coordinate gazette notices on matters relating to liquidations, receiverships and business registration struck offs to comply with the provisions of the law.
11. Coordinate all compliance and awareness activities.
12. Manage liaison between the Agency and other regulatory bodies, Commissions and departments of the Government of the Republic of Zambia such as the Anti-Corruption Commission, Financial Intelligence Centre and the Bank of Zambia.
13. Manage effectively human, financial, and other resources to ensure the attainment of the department's objectives.

### **Senior Inspector of Companies [Substantive position] Patents and Companies Registration Agency (PACRA) From June 2020 to date**

#### **Duties**

1. Ensure timely incorporation of companies, registration of business names and other subsidiary registrations to facilitate quick issuance of certificates.
2. Coordinate timely, the inspection and verification of all documents lodged with PACRA to ensure that they are in conformity with the legal provisions.
3. Approve timely names for registration of companies and business names to facilitate registration.
4. Effectively supervise the compilation of statistics on all registrations of businesses to provide data to stakeholders.
5. Prepare adequately gazette notices on matters relating to liquidations, receiverships and struck offs to comply with the provisions of the law.

6. Effectively coordinate the dissemination of information to educate the public on the operations of PACRA.
7. Regularly attend court as witness to give evidence on behalf of the State on matters relating to Companies and Business Names; and
8. Supervise effectively human, financial, and other resources to ensure the attainment of PACRA's objectives.

**Compliance and Awareness Manager  
Patents and Companies Registration Agency (PACRA)  
From January 2020 to June 2020**

**Duties**

1. Formulate timely inspections and awareness programmes to ensure compliance with statutory obligations.
2. Undertake timely field inspections of companies and business names to enforce compliance with statutory provisions.
3. Undertake timely preparation of field inspection reports to monitor the level of compliance thereby facilitate decision making.
4. Prepare accurately briefs on appeals and contentious issues on companies and business names matters to facilitate adjudication.
5. Oversee compilation of statistics on defaulting Companies and Business Names to forward the same to Debt Management to effect debt recovery.
6. Give statements to law enforcement agencies and attend court to give evidence as a state witness on matters relating to companies and business names and
7. Approve names proposed for Registration of Companies and Business Names upon availability of a search report in order that no more than one such entities is registered in confusingly similar names.

**Examiner – Patents, Trademarks and Industrial designs  
Patents and Companies Registration Agency (PACRA)  
From January 2015 to January 2020**

**Duties**

1. Verification of search reports on patent applications to facilitate examination.
2. Formal examinations of patent applications to determine their suitability for acceptance.
3. Examination and renewal of trademarks.
4. Classification of patent applications to comply with World Intellectual Property Organisation (WIPO) standards on patent classification.
5. Renewal of patents to guarantee owners their rights.
6. Compilation of accurate statistical information on patents and submission to WIPO.
7. Preparation of technical reports to provide information on patents, industrial designs, and trademarks.
8. Maintenance of accurate records of various users of IP rights to keep an up-to-date record.
9. Preparation of briefs on appeals and contentious issues concerning patent applications to facilitate the process of adjudication.
10. Timely preparation of input into the monthly patent journal to comply with industrial property laws and
11. Compliance with post registration requirements for patents, trademarks, and industrial designs.

**Learner Legal Practitioner**  
**Simeza, Sangwa and Associates.**  
**October 2017 to August 2018**

1. Duties included drafting and filing of court documents, preparing legal opinions, company secretarial work, legal research, preparation of submissions and court process and client advisory.

**Assistant Examiner - Industrial Property**  
**Patents and Companies Registration Agency (PACRA)**  
**2009 to 2015**

**Duties**

1. Conducting accurate searches on new trademark, designs, and patent applications to facilitate examination.
2. Regular inspection of successful patent and trademark applications to ensure compliance with the registration procedure.
3. Maintenance of an accurate register of trademarks and patents to provide information to both internal and external clients.
4. Recording accurately all details of the patents and trademark journal and statutes onto the Patent and Trademark registers and folders.
5. Preparation of input for the indexing of patent and trademark registrations on the cardex to facilitate easy retrieval for the users; and
6. Sending reminder notices to owners of Trademarks that are due for renewal.

**Part Time Lecturer**  
**University of Lusaka (UNILUS) - Schools of Law/ Graduate Studies**  
**Part time lecturer of Company law at undergraduate level and Creativity and Wealth Creation to Executive Master of Business Administration Students.**

**Duties**

1. Lecturing students.
2. Preparation of study materials.
3. Marking of scripts and preparation of examinations and tests.
4. Supervision of student research projects and
5. Marking of students' research projects.

**Part time lecturer of Protection of Traditional Knowledge and Folklore in the LLM programme of the School of Graduate Studies**

**Duties**

1. Lecturing students.
2. Preparation of study materials.
3. Marking of scripts and preparation of examinations and tests and
4. Supervision of student research projects.

**Facilitator – Competition and Consumer Protection Commission (CCPC) training programme  
University of Lusaka  
2017**

Facilitated the training of CCPC members of staff in the law of Contract, Intellectual Property and Competition law at the University of Lusaka.

**External Examiner for Affiliate Colleges of the University of Zambia School of Education  
University of Zambia  
2017**

Was engaged as External Examiner for the Secondary Teacher's Diploma programme in Business Law for Solwezi Trades Training Institute and Company Law at the Zambia Institute of Business Studies and Industrial Practice (ZIBSIP).

**Duties:**

- Moderate course work for students to ensure that it is correctly assessed and marks correctly computed.
- Moderate examination question papers to ensure that they are correctly prepared and are of the required standard.
- Moderate examination papers to ensure that they are correctly prepared and are of the required standard.
- Provide appropriate professional advice to the internal Examiners based at the affiliate Colleges and
- Perform any other responsibilities assigned by the Dean.

**Part Time News Caster  
5FM Radio Station Limited  
2005 to 2015**

Worked as Part time Presenter and Newscaster at Zambia's adult contemporary radio station.

**Part Time News Caster  
Radio Phoenix Limited  
2017 - 2018**

Worked as Part time Newscaster at Radio Phoenix

## **Hobbies**

Exercising, reading and organising and promoting music events.

## **References**

Hon. Mr Justice Kazimbe Chenda  
High Court Judge – Commercial Division  
The Judiciary of Zambia  
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