

CANDIDACY REGISTRATION / EXEMPTION FORM

CR FORM

FORM NO.1

Form Fee Shs.20,000/=

(NBAA)

THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA

For Official Use Only

Candidacy No. _____

Date of Registration _____

Mhasibu House
Bibi Titi Mohamed Street
P.O. Box 5128, DAR ES SALAAM

Tel. +255 22 11890-9 Mobile 0737-218031 Fax 2151746 Email: info@nbaa.go.tz

APPLICATION FOR CANDIDACY REGISTRATION AND EXEMPTIONS

Before filling this form, please study carefully the Examination Procedures and Regulations as contained in the "Syllabus" and "Examination & Training By-laws".

SECTION A: CANDIDACY REGISTRATION

1. PERSONAL DETAILS

_____/_____/_____
SURNAME FIRST NAME OTHER NAMES
(Initials)

2. SEX (TICK [√]) M: F:

3. CURRENT ADDRESS: _____

Tel. No. _____ Fax No. _____ Email: _____

N.B Make sure that the address is adequate, as it will be used for posting your learning materials.

4. DATE OF BIRTH ____/____/____ PLACE OF BIRTH _____ NATIONALITY _____
Day Month Year

5. CLOSING DATE OF RECEIVING APPLICATIONS

Mode of payment	For May Examinations	For November Examinations
Payment without payment	2 nd January -15 th February	1 st July -15 th August
Payment with 50% penalty	16 th February – 28 th February	16 th August-30 th August
Payment with 100% penalty	1 st March -15 th March	1 st September -15 th September

6. PENALTY FEES FOR LATE APPLICATIONS

A penalty fee will be charged for applications submitted late at intended examination session, as per the schedule shown above.

NB: The Candidacy Registration application forms and examinations forms shall be received altogether. However, a candidate may decide to submit them separately within the registration period.

7. EDUCATION/PROFESSIONAL QUALIFICATIONS

(a) Secondary: "O" Level

School	Division	Points	Year

(b) Secondary: "A" Level

School	Combination	Division	Year

(c) Professional Qualification/University Degree/Diploma awarded

Institution	Qualification	Speciality	Duration	Year completed	Full/Part Time

8. I desire to undertake for the Board's Accountancy Examination and I am currently preparing for:

Technician Level I/II	
Foundation Level (knowledge and Skills Level)	
Intermediate Level (Skills and Analysis in Context Level)	
Final level (Professional Analysis, Application and Evaluation Level)	

9. SECTION B: EXEMPTION

I hereby apply for Exemption from the following examination(s) paper(s):
Place a CROSS (X) in the appropriate box(es) on the paper(s) you are requesting exemption.

TECHNICIAN Level I		CROSS (X)
T.01	Book-keeping and Accounts	
T.02	Elements of Business Mathematics and Statistics	
T.03	Introduction to Information and Communication Technology	
T.04	Business Communication Skills	

Level II		
T.05	Principles of Accounting and Auditing	
T.06	Principles of Cost Accounting and Procurement	
T.07	Elements of Commercial Knowledge and Taxation	
T.08	Accounting for Public Sector and Cooperatives	

FOUNDATION LEVEL (Knowledge and Skills Level)

A1	Quantitative Techniques	
A2	Business and Management	
A3	Accounting	
A4	Business information	
A5	Business Law	

INTERMEDIATE LEVEL (Skills and Analysis Level)

B1	Financial Management	
B2	Financial Accounting	
B3	Auditing Principles and Practice	
B4	Public Finance and Taxation I	
B5	Performance Management	
B6	Management , Governance and Ethics	

FINAL LEVEL (Professional Analysis, Application and Evaluation Level)

C1	Corporate Reporting	
C2	Auditing and Assurance Services	
C3	Business and Corporate Finance	
C4	Public Finance and Taxation II	

State reason(s) why you request for such exemption and attach relevant certificates and/or transcripts to support your application for exemption:

Signature _____

Date _____ 20 _____

10. DECLARATION OF PAYMENT:

(a) I have paid required fees in the form of Cheque/or mobile Transfer Ref. No.....

dated

OR

(b) Bank Direct Deposit (attach pay slip). Shs.....

Dated

N.B

a.) Do not post Cash

b.) Cheque should be crossed A/C Payee on

11. DECLARATION BY THE APPLICANT:

I have read and agreed to abide by the Examination Regulations and by laws of the Board and accept that any false information supplied by me invalidate my application.

Signature of Candidate _____

Date _____

SECTION C:

NOTES FOR GUIDANCE

1. An applicant is required to download and fill the application form. The duly filled application form should be submitted with the following attachments:
 - (a) Educational and professional certificates including transcripts duly certified by a Magistrate or Notary Public (*This applies only to candidates who cannot come in person*).

However, if the form is delivered in person, certification can be done by NBAA officials in the Education and Training Services Department.

In this case, original Certificates and Transcripts including the photocopies should be submitted for certification purposes
 - (b) Three coloured identical passport size photographs (recently taken) with your name written and signed on the back of each photograph.
 - (c) Registration -Non-refundable registration fee (*See Fee Structure Form page 8*). If application is to be posted, payment should be made by either Cheque/Postal Order/Money Order or through direct bank deposit and the mode of payment used *should* be indicated. **DO NOT POST CASH.**
 - (d) Non-Citizen shall be charged double the rate applicable
 - (e) Payment of Candidacy Registration and/or examination fees can be made through bank deposits at any **CRDB BRANCH** to **NBAA COLLECTION ACCOUNT NO.01J 100 555 3500 – CRDB BANK, VIJANA BRANCH, MOROGORO ROAD, DSM**. The Pay-in-slip should be attached with the Candidacy Registration Form/Examination entry form and submitted to NBAA .**A photocopied pay-in slip is not acceptable.**
2. In filling the form, use **BLOCK LETTERS**. It is important to write your full name starting with your LAST NAME.
Please note that our records will be maintained on the basis of your last name and the order of names given on your Candidacy Registration forms. Therefore, your names will appear on Certificate(s) to be awarded to you by the Board in that order.
 - (a) *Names that you use are those which appear on the certificate(s) attached with your application forms for registration with the Board.*
 - (b) *The Board shall not accept any request for change of name once an application for Candidacy Registration and/or Examination Entry has been lodged.*
3. **Mailing Address**
The address indicated under para (3) on the first page will be the official contact address between you and the Board. Should you desire to have a different address, kindly advise the Board accordingly.
4. **Exemption Request**
For the candidates who wish to be exempted from any of the Board's examinations, they are advised to make sure that:
 - (a) Section B of this form is duly completed.
 - (b) Relevant certificates and transcripts are attached.
 - (c) The postal and email address(es) of the college/university/professional body where you studied are indicated on a separate sheet of paper, to enable the Board contact the institution(s) for verification of the qualification obtained
 - (d) A detailed course content /syllabus, which shows the depth and coverage of the subject(s) in which exemption is sought is attached.
 - (e) Holder of qualifications obtained from Universities/Technical Institutions outside the country required to submit together with their application forms a recognition letter from either Tanzania Commission for Universities (TCU) or National Council for Technical Education (NACTE)
5. **Incomplete Form**
If you do not complete this form correctly and enclose all required documents as instructed, or submit insufficient amount of fees, your application shall be rejected.
6. **Closing Dates**
Candidacy Registration forms should be submitted to our offices duly paid on or before the closing date indicated on page I of this form. For late applications, kindly ensure that the additional penalty fee is payable on submission
All your enquiries in connection with the Board's Examinations should be directed to Education and Training Services Department, Mhasibu House, Dar es Salaam.

APPLICABLE REGISTRATION FEE AT EACH EXAMINATION LEVEL

S/N	Exam Level	Applicable Fee
1.	A TEC I	FORM FEE - Shs.20,000 REG. FEE - Shs.25,000 SASF - Shs.35,000 Total - Shs.80,000
2.	A TEC II	FORM FEE - Shs.20,000 REG. FEE - Shs.25,000 EXEMP. - Shs.45,000 SASF - Shs.35,000 Total - Shs125,000
3.	FOUNDATION STAGE	FORM FEE - Shs.20,000 REG. FEE - Shs.50,000 EXEMP. - Shs105,000 SASF - Shs.70,000 Total - Shs.245,000
4.	INTERMEDIATE STAGE	FORM FEE - Shs.20,000 REG. FEE - Shs.50,000 EXEMP. - Shs.205,000 SASF - Shs.70,000 Total - Shs.345,000
5.	NON CITIZENS	To be charged double (the rate pegged in US \$)

SASF = Student Annual Subscription fee, which is payable upon registration and thereafter every January of each year.

- NB:**
- Ensure that you also fill and submit the examination entry form for the respective examination when you are ready to sit for examinations. You may submit both Candidacy Registration form and an Examination Entry Forms altogether or separately (if you are new candidate)
 - An application submitted after closing dates will be charged penalty regardless of the time payments were made.
 - Exemption at Foundation level is charged Tsh 30,000/ per subject exempted.