

# APPLICATION FOR MID-EXAMINATIONS

EXAM FORM<sup>3</sup>

Form Fee – Shs.20,000/=

(NBAA)  
**THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS**  
**TANZANIA**

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## EXAMINATION ENTRY FORM FOR FOREIGN QUALIFICATIONS

Before filling in this form, please study carefully the examination procedures and regulations as stipulated in the “Syllabus” and “Examination & Training Bylaws 2014”.

1. CANDIDACY REGISTRATION NUMBER (if any)

2. NAME

<input type="text"/>	<input type="text"/>	<input type="text"/>
SURNAME (LAST NAME)	FIRST NAME	OTHER NAMES (INITIAL(s))

3. ADDRESS FOR POSTING EXAMINATION ADMISSION LETTER/RESULTS LETTER

Postal Address:	Email (Write your email legibly)
	Phone No:

4. I wish to sit for the Examinations to be held in

MONTH

YEAR

5. I hereby apply to sit for the following subject(s) (Tick the appropriate subject(s))

EXAM CODE	SUBJECT	TICK (✓)
A5	Business Law	
B4	Public Finance and Taxation I	
C4	Public Finance and Taxation II	

6. (i) Certification by Institution:

I..... certify that the applicant is attending review classes at this center and is adequately prepared to sit for the examination paper(s) applied for.

Duration of Training: from.....to.....

Date:.....

(ii) Declaration by the Review Class Coordinator

I ..... declare that the above information is correct.

Signature of the Co-coordinator

Official stamp

7. **CLOSING DATE:**

<b>FEBRUARY EXAMINATION SESSION</b>	<b>AUGUST EXAMINATIONS EXAMINATION SESSION</b>
<b>15<sup>TH</sup> FEBRUARY</b>	<b>15<sup>TH</sup> AUGUST</b>

**N.B NO APPLICATION** for examination entry shall be accepted after **16<sup>th</sup> February/August**.

8. Enclosed is Shs:..... in payment of the examination fee in the form of  
**\*Postal Order/Cheque No./ Express Money Order No.**..... dated .....  
**Direct Bank Deposit**, Amount transferred: ..... (*Attach Original Bank Pay in Slip*)  
**Do Not** post cash.

**NB:** Cheques should be crossed A/C payee only.

9. **Declaration by Applicant**

I ..... have read and agree to abide by the Examination and Training By-laws of the Board and accept that any false information provided by me shall invalidate my application.

Signature of Applicant ..... Date .....

10. **EXAMINATION FEES PAYABLE**

<b>SUBJECT CODE</b>	<b>NAME OF SUBJECT</b>	<b>FEE PAYABLES (Tshs)</b>
A5	Business Law	400,000.00
B4	Public Finance and Taxation I	450,000.00
C4	Public Finance and Taxation II	500,000.00

**Signature:** .....

**Date:**.....

**FOR OFFICIAL USE ONLY**

Examination fee shs. .... Receipt No:.....date:.....

Candidacy registration fee shs. .... Receipt No: .....date: .....

**ENTRY APPROVED/NOT APPROVED** on the following grounds:

.....

Executive Director:.....

Stamp:.....

Date:.....

\*Delete as appropriate

This application is **NOT VALID** without Executive Director's stamp and Signature.

## NOTES FOR GUIDANCE

1. Current Examination Centre(s):  
*Dar es Salaam*
2. Incomplete forms or those which have not been accompanied by the sufficient examination entry fees shall not be processed.
3. Examination entry application forms by candidates whose annual subscription fees are in arrears will not be processed.
4. Postponement/withdrawal from the examinations should be made on or before the closing date whereby full fees will be transferred to the immediate next examination session.
5. Any cheque which is dishonoured due to lack of funds or for any other reason will result into the candidate being withdrawn from the Board's examinations.
6. Candidates are strongly encouraged to pay their examination fees early to avoid queues and uncalled for inconveniences on the last day.
7. Payment of examination entry form can be made through bank deposits at any **CRDB BRANCH to NBAA COLLECTION ACCOUNT NO.01J1005553500 – CRDB BANK, VIJANA BRANCH, MOROGORO ROAD, DSM.**  
*The original Pay-in-slip should be attached with the Examination entry form and submitted to NBAA. A photocopied pay-in-slip is not acceptable.*
8. In filling the form, use **CAPITAL LETTERS**. It is important to write your three names in full starting with your **LAST NAME**.
9. Please note that our records will be maintained on the basis of your last name and the order of names given in 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.*

### 10. Mailing Address

*The address indicated under para (3) on the first page of this form shall be the official contact address between you and the Board. Should you desire to have a different address, kindly notify the Board accordingly.*

11. Any form submitted to NBAA without the Bank Pay-in-slip and/or Postal Order/Cheque will not be processed.
12. Applications to examination entry should be made on NBAA printed forms only and that photocopied/faxed shall not be accepted for purposes of registration.