



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

**PROCEDURES FOR REGISTRATION TO THE BOARD'S EXAMINATIONS**

There are two main categories of candidates who register for the Board's examinations:

**Category 1:** Those aspirants whose qualifications match directly to entry qualification of the Board's examinations. For instance a student/graduate who majored in accounting in his/her bachelor degree, this goes directly that such a graduate will start Board's examinations at Intermediate Level.

Therefore, any person whose educational qualification matches with the stated entry requirements (*entry requirements are available in the Examination Brochure in the website*) to the Board's examinations at respective levels he/she has to do the following when he/she wants to register for the Board's examinations for the first time:

**Step i:** Download the Candidacy Registration Form from the Board's website i.e. [www.nbaa-tz.org](http://www.nbaa-tz.org)

**Step ii:** Fill the downloaded form, the required information

**Step iii:** Apply for exemption for the appropriate papers you are requesting for exemption (*section B of the Candidacy Registration Form*)

**Step iv:** Pay the required amount of fees through **NBAA COLLECTION ACCOUNT NO.01J 100 555 3500 – CRDB BANK**. The amount of fees to pay is available in the website. See a document written '*Fee Structure for Board's Examinations*'.

**Step v:** Submit the form to the Board with all necessary documents (relevant certificates and transcripts) attach also with the original bank pay in slip. Do not post the original certificates rather post the certified copies of the originals. You may submit the registration documents physically or post to the Executive Director, National Board of Accountants and Auditors, NBAA, P. O. Box 5128, Dar es Salaam.

**Step vi:** Registration documents are received by the Board and registration process starts. The applicant will be notified about his/her registration status.

NB: Important things to consider when registering for the Board's examinations:-

- i. Make sure that your mobile number and email address are written clearly for ease communication
- ii. All documents are attached all together. Do not post registration documents separately
- iii. For more details you may call through NBAA mobile number 0737-218031

**Category 2:** Those aspirants whose educational qualifications are not directly stated in the Board's entry qualifications. This category includes those who have pursued non-accounting diplomas/bachelor degrees, foreign qualifications, previous Board's examination candidates and others. This category does not fall directly in the Board's direct entry requirements. In this case all those who fall under this category cannot know directly which subjects they deserve to be exempted and therefore they won't be sure of the amount of fees to pay. This category of aspirants are required to do the following:

**Step i:** Download the Candidacy Registration Form from the Board's website i.e. [www.nbaa-tz.org](http://www.nbaa-tz.org)

**Step ii:** Fill the downloaded form, the required information

**Step iii:** Apply for exemption for the appropriate papers you are requesting for exemption (*section B of the Candidacy Registration Form*)

**Step iv:** Submit the form to the Board with all necessary documents (relevant certificates and transcripts). Do not post the original certificates rather post the certified copies of the originals. You may submit the registration documents physically or post to the Executive Director, National Board of Accountants and Auditors, NBAA, P. O. Box 5128, Dar es Salaam.

**Step v:** Registration documents are received by the Board and registration process starts. The applicant will be notified about his/her registration status and the amount of fees to pay.

**Step vi:** The applicant after getting feedback from NBAA he/she will be required to pay the required fee and submit/post it to NBAA with a covering letter showing that his/her application forms have already been submitted to the Board. Pay the required amount of fees through **NBAA COLLECTION ACCOUNT NO.01J 100 555 3500 – CRDB BANK.**

**NB:** Important things to consider when registering for the Board's examinations:-

- i. Make sure that your mobile number and email address are written clearly for ease communication
- ii. All documents are attached all together. Do not post registration documents separately
- iii. For more details you may call through NBAA mobile number 0737-218031