

APPEAL FORM

CANDIDATE'S NAME		INDEX/REG. NUMBER	
*NAME OF SUBJECT(S)		SUBJECT CODE (S)	
*EXAM SESSION		*EXAM CENTER	
MODE OF PAYMENT		RECEIPT/CONTROL NO.	
TYPE OF APPEAL			

Instructions:-

- Submit the form to the Executive Director with the following information: candidate name, candidate index number, name of subject(s), subject code(s), exam session, exam center, mode of payment and receipt/cheque number depending on the type of appeal.
- All appeals against the examination results shall be made in writing to the Board within seven working days from the release of results
- Such appeal shall accompanied by an administrative fee Tshs. 180,000.00 per paper
- No appeal will be accepted for re-grading of a paper in which the candidate has passed
- Candidates will have no access to their answer scripts
- Only one appeal per examination is allowed. No re-appeals are permitted

Provide reasons for appeal in the space provided below:

[illegible]

(You may add a separate sheet if the space provided is not sufficient)

I certify that the above written information is correct regarding my application for appeal.

Candidate's Signature: _____

NB: An application submitted for appeal after the prescribed time shall not be attended.

FOR OFFICIAL USE ONLY

Received by:

NBAA official:

Received on:

Signature:

Date:

PROCEDURES FOR MAKING PAYMENTS

Step 1: Enter into NBAA Payment Portal i.e. <http://portal.nbaa.go.tz>

Step 2: Click on 'sign up' menu for registration

Step 3: You will receive an email that will enable you to put a pass word

Step 4: After completion of registration, your details shall be accessed by NBAA and you will receive an email for verification

Step 5: Open your payment account

Step 6: Click on 'payments' and then click on 'Request Bill'

Step 7: Select the type of payment then click on 'General Bill'

Step 8: Click on 'My Payments' for you to see your Control Number for making payments

Step 9: Verify you Control Number and follow the procedures

For the payments that are not streamlined such as accumulated subscription fees please contact us through mets@nbaa.go.tz or call 0736 – 21 80 31

How to make payments after getting control number

Step 1: Use your control number to make your payments through CRDB or NMB bank. You have to submit your Receipt together with Registration Forms to NBAA **OR**

Step 2: You can make payments through mobile phones (M-Pesa, Tigo-Pesa or Airtel Money)

- From your phone call *150*00#, *150*01# or *160*60# respectively.
- Select 'Pay Bills
- Enter your Control Number
- Enter the amount of money
- Enter your Pass Word
- Save your message for future reference

NB: You have to print a copy of your receipt and submit to NBAA or send through postal address below:

Executive Director,
National Board of Accountants and Auditors,
National Audit Office "Audit House"
8th Floor, 4 UKAGUZI ROAD,
P. O. BOX 1271,
41104 TAMBUKARELI,
DODOMA, TANZANIA

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