

Annexure 1:

STEPS TO FOLLOW WHEN APPLYING FOR ACPA/ACPA-PP MEMBERSHIP IN MEMS:

After successful login into MEMS do the following steps to ensure you successfully file your application:

1. *Registration* – Make sure you fill in all areas in this field with your current and correct information i.e., Make updates of your *Personal Information* by going to ‘*EDIT DETAILS*’ thereafter upload your passport size picture with correct features as per the instructions provided therein.
2. Go to the remaining areas in the Registration item which are; ‘*Academic Qualifications*’, ‘*Professional Qualifications*’, and ‘*Working Experience*’ and fill in with correct required information and upload the appropriate required attachments.
3. *My Referees* – Go back to ‘*Personal Details*’ (Found in Registration area) to find this button (‘*My Referees*’) which will allow you to add your referees. Click ‘*Add Referee*’ then select your referee category to proceed to add your referees. To successfully add your employer as your referee, make sure you have filled in the ‘*Working Experience*’ area in the Registration item.
4. *Practical Experience* – After you have completed filling in the Registration area, you can now go to this area where you will find the following items:
 - a. *Placement* – This will allow you to add your Employer and Mentor.
 - i. To add name of the Employer, click ‘*Select Employer*’ then select the employer whom you are gaining practical experience at. You MUST attach the respective employer declaration that you are/had worked with them and from which period, the declaration should be in the company’s letter head and the name, position endorsing it should be shown.
 - ii. To add a Mentor, click ‘*Select Mentor*’ then select the mentor by adding mentor’s membership number or name which will then appear from the list of members. Make sure you specify the period that this mentor has been with you. Only the current mentor will be able to proceed reviewing your logbooks and comment as required. Make sure you have communicated with your mentor so that when you select him/her as your mentor he/she should visit his MEMS account to either accept or reject your request.
 - b. *Logbooks* – After you have successfully added your mentor and has been accepted, you will then proceed to this area which will allow you to fill in the practical experience you have had in various areas of competencies. In here you will find the following:
 - i. *Area of Practice* – Select the appropriate area which you have had practical experience at i.e. For those in Commerce, Industry and Public sector the correct option is *Accounting* while for those in Public Sector

(working as external Auditors in Audit firms registered with the Board or with National Audit Office Tanzania) their correct option is *Auditing*.

- ii. *Logbook year* – select the practical year which you intend to submit its practice report i.e., is it year 1 or year 2 or year 3. For each practical period it should not be a period less than one year. Also, for those that completed CPA and were gaining accounting or external auditing experience over 3 years now, logbooks start and end dates can be as follows: Year 1 can be 1st January, 2018 and end date 30th December, 2018, year 2 can be dated as: 1st January, 2019 end date 30th December 2019 and year 3 can be dated as start date: 1st January, 2020 end date 30th December, 2020. After the mentor has filled all areas of the logbook, proceed to download employer form, you may also click “print logbook” to attain a copy of the duly filled part of the logbook and share both documents with your employer. Make sure that your employer fills the employer part of the logbook (employer form) and then upload it by going to the 'submit employer recommendation' icon. Make sure you can view the uploaded document at the 'employer recommendation' icon. Inform your mentor to review and thereafter provide his general comment to complete submitting the complete logbook to the Board.

- *Note: only after the Board has reviewed and approved the completed submitted logbook will you be able to proceed with the following year's logbook.*

- *Mentor and/or the Board may return the logbooks for resubmitting by providing comments on items or areas that one needs to work on. After it is returned, the Mentee will need to work on the items advised by clicking EDIT, then save changes to re-submit it to his/her mentor. Mentor will also add review, add general comments and then save changes to complete re-submitting it to the Board.*

- iii. *Mentorship Start and end date* – Make sure you specify the period which has to be not less than 1 year.

- After you have selected fields that correspond to your acquired area of practice, you will be able to view the summary in the logbook area and then get the option of *Activity logs*.

- *Activity logs will allow you to view the various activities and details as to what is to be expected out of your practical experience. You will therefore explain in summary form, how you were involved in performance of a given activity as detailed in the logbook.

- When adding the notes of how you were involved in a given activity you may make an attachment of any report/document to validate the practical experience you have explained.

- c. *Mentorship* – This is where mentors will be able to view requests of mentorship from their mentees. How mentors accept/reject mentorship requests. A mentor should visit his/her MEMS account and after login, he should go to Placement, then mentorship then Mentorship Requests where

he/she will be able to view the mentorship request. He/she will be required to either *ACCEPT OR REJECT*.

5. *MY APPLICATIONS*: - After you have completed in all the above areas, you will then proceed to this area and select Membership Applications and then click 'Apply now'. Membership type will depend entirely on the practical experience you have had for the period of not less than three years you have filed in the logbooks. You will attach your CV and CPD for previous years before proceeding to declaration and finally Submit Application.
- This will prompt a bill which upon settlement you will have successfully filled in your application with the Board.
 - Make sure your referees, mentor and employer are fully aware of your application so that they can perform their role in required time to avoid long-standing application.
 - Note that, all these areas are important to be filled carefully and with correct information to avoid any repercussions which may include rejection of your application.

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