

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



NOTICE TO ALL MEMBERS

CPD RETURNS FOR THE CALENDAR YEAR 2022

In accordance with Clause 16(7) of the Accountants and Auditors (Registration) By-Laws, 2017, the Board informs its esteemed Members that, you are required to submit all CPD activities that were attained outside NBAA programmes for evaluation and consideration into year 2022 CPD records **BEFORE 31ST JANUARY, 2023**. You are required to submit them through your MEMS account using below procedures:

1. Login to your MEMS account.
2. Select CPD.
3. Select submit CPD.
4. Click Request for CPD Hours.
5. Select the Activity Program type attained.
6. Fill the start and end date.
7. Attach evidence **(it MUST be in PDF format only)**.
8. Write description summary of the attained CPD activity.
9. Click Submit.

NOTE:

- The only CPD references to be submitted are those attained outside the Board's activities.
- Do not submit the same CPD certificate more than once.
- All CPD activities that will be submitted beyond the prescribed period shall not be considered.

For further information and clarification please contact:

**EXECUTIVE DIRECTOR,
AUDIT HOUSE, 8TH FLOOR,
4 'BARABARA YA UKAGUZI'
P.O BOX 1271
41104 TAMBUKARELI
DODOMA**

23rd December 2022