

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



NOTICE TO ALL MEMBERS

FILLING OF CPD RETURNS FOR THE CALENDAR YEAR 2023

In accordance with Clause 22(1) of the Accountants and Auditors (Registration) By-Laws, 2023, 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 2023 CPD records **BEFORE 31ST JANUARY, 2024**. 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. The details should include name of the CPD provider, dates covered for the session, CPD hours awarded.
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:

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