

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



NOTICE TO ALL MEMBERS

FILLING OF CPD RETURNS FOR THE CALENDAR YEAR 2025

In accordance with Clause 22(1) of the Accountants and Auditors (Registration) By-Laws, 2023, the Board informs its esteemed Members that, they are required to submit all CPD activities that were attained outside NBAA programmes for evaluation and consideration into year 2025 CPD records **BEFORE 31ST JANUARY, 2026**. They are required to submit them through their MEMS account following 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 (*MUST be in PDF format only*).
8. Write a short summary of the attained CPD activity, including the name of the CPD provider, the dates of the session, and the number of CPD hours awarded.
9. Click Submit.

NOTE:

- ✓ Only CPD references to be submitted are those attained outside the Board's activities and from a recognized CPD provider, or those CPD activities that a member did not apply using his/her membership account.
- ✓ 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 MAHAKAMA'
P.O BOX 1271
41104 TAMBUKARELI
DODOMA**

29th December 2025