

GOVERNMENT NOTICE No. 487 published on 21/7/2023

THE ACCOUNTANTS AND AUDITORS (REGISTRATION) ACT,
(CAP. 286)

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BY-LAWS
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(Made under section 45

THE ACCOUNTANTS AND AUDITORS (PRACTISING) BY-LAWS, 2023

ARRANGEMENT OF BY-LAWS

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SCHEDULE
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“Board” means the National Board of Accountants and Auditors established under the Act;

“branch” means a separate office of an audit firm which is located somewhere other than the firm's main or principal office location established for purposes of carrying out the business activities of the firm;

“certificate of registration” means a certificate of clearance issued by the Board to the firm after meeting conditions for registration set out in this by-laws; (prescribed under paragraph 14 of the Registration By-laws.

“equity partner” means a partner who has an ownership stake in the firm and share profits and losses;

“firm” means accounting or audit firm registered by the Board to deliver auditing or accountancy services based on the professional expertise of the sole practitioner or partners of the firm;

“IFAC” means the International Federation of Accountants; and

“International Standards” means standards recognized internationally and adopted by the Board for the purpose of regulating the financial reporting matters in the country.

PART II

PROCEDURE FOR PRACTICE OF ACCOUNTING OR AUDIT FIRMS

Eligibility for application of certificate of practice

3.-(1) A Certified Public Accountant in Public Practice or Certified Public Accountant with the required accountancy experience as set out in the Accountants and Auditors (Registration) By-laws shall be eligible to apply for a certificate of practice.

(2) Any person who is registered as a Certified Public Accountant in Public Practice or Certified Public Accountant shall apply for a certificate of practice by filling in form 1A set out in the First Schedule and pay application fee as set out in the Third Schedule.

Issuance of practicing certificate

4.-(1) A registered member shall not be issued with the certificate of practice or have his certificate renewed unless that registered member-

- (a) complies with the auditing and accounting standards, guidelines and directives issued by the Board;
- (b) adheres to the Code of Ethics for Professional Accountants;
- (c) provides proof that he has paid all outstanding dues;
- (d) in case of a partner of audit firm, submits a proof of professional indemnity cover;
- (e) submits proof that he has attained the required minimum continuing professional development hours per annum;
- (f) pays non-refundable application fees set out in the Third Schedule; and
- (g) pays annual membership subscription fee.

(2) The Board shall issue a certificate of practice which shall be valid for a period of three years.

(3) Any member who ceases to be eligible for a practicing certificate shall be prohibited from signing audit opinion or signing declaration in the financial statements for the period that he is not eligible.

Registration of audit firms

5. A firm shall not be eligible for registration as Certified Public Accountants in Public Practice unless it-

- (a) fills in an application form 1B set out in the First Schedule;
- (b) submits to the Board professional indemnity insurance cover;
- (c) submits proof of formation of partnership where the firm is a partnership;
- (d) submits proof that there are arrangements for the continuity of the practice in the event of death, incapacity of the practitioner or any other reason that may cause a firm not to operate;

- (e) submits proof of having International Standards on Auditing and compliant electronic audit manual which is regularly updated via an updating service to which the firm has subscribed;
- (f) submits proof that there is a proper place of business with proper physical address and sufficient resources to conduct professional practice;
- (g) submits to the Board business license, Value Added Tax (VAT) and Taxpayer Identification Number (TIN) registration certificates, Business Registration and Licensing Agency (BRELA) extract and registration certificates;
- (h) submits proof that sole proprietor or partners are not fulltime employed in a public or private entity;
- (i) submits to the Board relevant and valid practicing certificate and curriculum vitae of a sole practitioner or partners;
- (j) submits proof of manpower capabilities of the firm;
- (k) submits proof of classification in which the member or partner of the firm are registered;
- (l) submits registration status of a member or partner of that firm; and
- (m) pays the appropriate non-refundable application fees set out in the Third Schedule.

Registration of
accounting firms

6. A firm shall not be eligible for registration as Certified Public Accountants unless it-

- (a) fills in an application Form 1B set out in the First Schedule;
- (b) submits proof of formation of partnership where the firm is a partnership;
- (c) submits proof that there is a proper place of business with proper physical address and sufficient resources to conduct professional

practice;

- (d) submits proof that there are arrangements for the continuity of the practice in the event of death, incapacity of the practitioner or any other reason that may cause a firm not to operate;
- (e) submits proof of having current Accounting Standards which are regularly updated;
- (f) pays the appropriate non-refundable application fees set out in the Third Schedule;
- (g) submits to the Board business license, VAT and TIN registration certificates, BRELA extract and registration certificates;
- (h) submits to the Board relevant and valid practicing certificate; and curriculum vitae (CV) of a sole practitioner or partners.

Description of firms

7. Any firm registered by the Board as audit or accounting firm shall be described as-

- (a) auditing firm; or
- (b) accounting firm.

Professional indemnity

8.-(1) A firm shall, at all time, have a professional insurance cover to meet claims against it for negligence arising out of its professional work.

(2) The indemnity sum shall not be less than the following monetary ceiling:

- (a) a cover of thirty million shillings where there is a single engagement fee up to five million shillings;
- (b) a cover of ninety million shillings where there is a single engagement fee greater than five million shillings but not exceeding fifteen million shillings; or
- (c) a cover of two hundred million shillings where there is a single engagement fee greater than fifteen million shillings.

(3) A partner of a firm which has no professional indemnity insurance cover shall not be eligible for the grant of or renewal of his practicing certificate.

Categories of
audit firms

9.-(1) Audit firms shall be categorized into small, medium or large.

(2) The criteria for categorisation of audit firms shall be as follows:

(a) in case of a small firms-

- (i) sole practitioner who must be a registered Certified Public Accountant in Public Practice, or in any other case, two or more partners registered by the Board in the category of Certified Public Accountant in Public Practice;
- (ii) at least two full time audit staff; and
- (iii) an estimated annual turnover of below shillings five hundred million;

(b) in the case of medium firms-

(2) two or more partners registered by the Board as Certified Public Accountant in Public Practice with at least five years auditing experience;

- (i) at least ten full time audit staff two of whom must be registered by the Board in the category of Certified Public Accountant or Certified Public Accountant in Public Practice;
- (ii) at least annual turnover of five hundred million shillings of which sixty percent must come from audit services; and
- (iii) proof that the firm has complied with the auditing standards and laws.

(c) in the case of large firms-

- (i) two or more partners registered by the Board in the category of Certified Public Accountant in Public Practice with at least five years audit experience; and
- (ii) at least twenty full time audit staff, five of whom must be registered by the Board in the category of Certified Public Accountant in Public Practice;
- (iii) at least annual turnover of one billion shillings out of which 60% must come from audit services;
- (iv) proof that the firm has complied with the

auditing standards and laws.

(3) An audit firm shall apply for categorization and pay the non-refundable application fee as set out in the Third Schedule, provided that the firm meets the respective criteria provided under subparagraph (2).

(4) An audit firm that intends to be re-categorized shall apply for re-categorization and pay the non-refundable application fee as set out in the Third Schedule, provided that the firm meets the respective criteria under subparagraph (2).

Audit firm
annual return

10.-(1) Any registered audit firm shall, on or before the first day of July of each year, submit to the Board its annual return in the format prescribed by the Board.

(2) Without prejudice to subparagraph (1), an annual return shall-

(a) contain key information on the size and activities undertaken by the audit firm over the last twelve months; and

(b) be submitted together with the firm's latest audited financial statements.

(3) Any firm that fails to submit annual return for the year required shall, upon notice by the Board, be liable to pay the Board a penalty for non-compliance as prescribed in the Third Schedule.

(4) A firm that fails to submit annual return under this paragraph for two consecutive years shall be de-registered by the Board.

Restriction on
formation or
involvement in
ancillary entities

11. A registered member shall not establish or engage in any ancillary entity in which its activities may result into a conflict of interest with the activities of the Board.

Conditions of
partnership of
audit firm

12.-(1) Any partnership that involves Certified Public Accountants in Public Practice and Certified Public Accountants shall have majority of the partners being Certified Public Accountants in Public Practice.

(2) Certified Public Accountants joining a

partnership shall not sign audit opinion and shall not be allowed to be audit partner.

(3) Where the partnership involves foreign partners, the local equity partners shall constitute at least fifty one percent, and in any case, the majority of partners shall be the local partners.

(4) A partner of an audit firm shall not serve as an audit manager in the same practicing firm.

(5) A Certified Public Accountant in Public Practice or a Certified Public Accountant shall not-

(a) act as a partner in one firm and at the same time as a partner in another audit firm or accounting firm; or

(b) be allowed to register an audit firm if he is full time employee in the public or private entity.

(6) Where one of the partners or sole proprietor of a registered audit firm becomes an employee in a public or private entity he shall withdraw from the audit firm.

Conditions for
engaging in
public practice

13.-(1) A member shall be entitled to engage in public practice in the United Republic only if he holds a valid certificate of practice.

(2) For the purpose of this paragraph, "public practice" means accountancy services performed, offered or provided by a Certified Public Accountant in Public Practice or Certified Public Accountant to the public for consideration whether in the capacity of sole practitioner or in partnership other than as an employee, in respect of the following:

(a) accepting an appointment as an auditor;

(b) performing an audit engagement and issuing an auditor's report;

(c) performing any other assurance engagement and issuing an assurance report;

(d) a compilation, including a compilation of a financial forecast or projection, prepared while performing an external engagement service;

(e) accounting that involves analysis, advice and interpretation in an expert capacity; or

(f) taxation that involves advice and counseling in an expert capacity.

Prohibition of practice

14.-(1) A firm shall not engage in accountancy services unless it is registered with the Board as an audit or accounting firm.

(2) A person shall not practice as a Certified Public Accountant in Public Practice or Certified Public Accountant or register a firm unless that person is registered with the Board in the category of Certified Public Accountant in Public Practice or Certified Public Accountant.

(3) Any member holding a certificate of practice shall not be allowed to attest as an individual unless he is a partner or an employee authorized for that purpose, of a practising firm registered by the Board.

Signing of audited financial statements by audit firms

15.-(1) When signing audited opinion, an audit firm shall indicate individual names, registration number and signatures of audit partners together with the name of the firm.

(2) Audit partner shall not sign audit opinion unless he is holding a relevant and valid certificate of practice.

(3) Any signed audit opinion in the audited financial statements shall be supported by audit working papers.

(4) An audit firm shall not accept any set of financial statements for audit unless those financial statements have a declaration signed by the head of finance or accounting holding a relevant and valid certificate of practice.

Declaration in the financial statements

16.-(1) Head of finance or accounting or partner of a contracted firm shall be responsible for assisting the Governance Board to discharge the responsibility of preparing financial statements of an entity.

(2) Any set of financial statements of an entity shall bear declaration signed by the Head of finance or accounting, partner of contracted firm responsible for preparation of financial statements by using Form 1C as set out in the First Schedule.

(3) Any declaration in the financial statements of an entity shall be signed by a Certified Public Accountant or a Certified Public Accountant in Public Practice, Temporary Certified Public Accountant or Temporary Certified Public Accountant in Public Practice who has a relevant and valid certificate of practice.

(4) The auditor shall be responsible for verification of the registration status and validity of the certificate of practice of Certified Public Accountant or a Certified Public Accountant in Public Practice, Temporary Certified Public Accountant or Temporary Certified Public Accountant in Public Practice who signed the declaration in the financial statements.

Registration of auditor of Public Interest Entity

17.-(1) An audit firm shall not audit Public Interest Entity unless it is registered by the Board as auditor of Public Interest Entity.

(2) An audit firm shall not be eligible for registration as auditor of Public Interest Entity unless it-

- (a) is registered in the category of medium or large pursuant to paragraph 9;
- (b) fills in an application Form 1D set out in the First Schedule;
- (c) submits to the Board a valid professional indemnity cover in accordance with paragraph 8;
- (d) submits proof of having International Standards on Auditing compliant electronic audit manual which is regularly updated via an updating service to which the firm has subscribed;
- (e) pays the appropriate non-refundable application fees set out in the Third Schedule; and
- (f) submits latest Audit Quality Review (AQR) report to confirm compliance with auditing standards and laws.

Certificates issued under these by-laws

18. A certificate of practice and certificates of registration issued under these by-laws shall be as prescribed in the Second Schedule.

Preparation of clients' accounting records

19. An audit firm may prepare accounting records for a client, provided that it shall observe the following:
- (a) it shall not have any relationship with the client or any conflict of interest which would impair integrity or independence;
 - (b) it shall not assume the role of an employee or of management conducting the operations of the entity; and
 - (c) it shall not audit financial statements that it prepared.

Access of information from predecessor auditor

20.-(1) Where the predecessor auditor of a firm ceases to hold an audit appointment and another person is appointed on that behalf, the predecessor auditor shall, if requested in writing by his successor auditor, allow the successor auditor access to all relevant information held by the predecessor auditor in respect of its audit work:

Provided that, the relevant information sought by the successor auditor is for purposes of audit and that shall not be disclosed to any third party, unless the successor auditor is required to do so by legal instrument or upon being directed by the Board.

(2) The successor auditor may, where the predecessor auditor fails to respond within fourteen days from the date of receiving the request, proceed to accept or reject the engagement based on his professional judgment.

Retention of audit working papers

21.-(1) A registered audit firm shall keep in any accessible form, all audit working papers which auditing standards require for an audit for a period of at least five (5) years commencing from the end of the accounting period to which the papers relate.

(2) A registered audit firm shall, where any of its audit work is carried out by another firm, make arrangements that-

- (a) all the audit working papers created by the sub-contracted firm are returned to the firm; or

- (b) the sub-contracted firm agrees to keep those papers and allows the other firm unrestricted access to the papers.

Appointment of
audit compliance
partner

22.-(1) Each audit firm, other than a sole practitioner, shall appoint an audit compliance partner, and the sole practitioner shall be the audit compliance partner.

(2) Subject to subparagraph (1) the audit firm may designate as an audit compliance partner any of the partners or employees who-

- (a) has an appropriate qualification; and

- (b) is competent to conduct audit work.

(3) Before an employee can be designated as an audit compliance partner, the individual must be a member of the Board and holding a valid practicing certificate.

Change of
particulars of
registered firm

23.-(1) A registered firm shall, within twenty-one days after the date of change of particulars, notify the Board of such change specifying-

- (a) the name or trading names of the firm;

- (b) the physical address of the firm's offices;

- (c) the names of partners including new partners; and

- (d) any other information that the Board may require.

(2) A registered firm which fails to comply with the requirement of subparagraph (1) shall, upon notice by the Board, be liable to pay the Board a penalty for non-compliance as prescribed in the Third Schedule.

Conditions for
opening and
operating branch

24.-(1) A firm shall not open or operate a branch unless that branch is registered with the Board.

(2) A registered firm that intends to open a branch shall fulfill the following conditions:

- (a) the name of the branch office shall be same as the parent firm;

- (b) the branch office shall not have separate ownership from the parent firm;
 - (c) the branch office shall have an appointed partner who is entitled to act on behalf of the parent firm as regards the branch office;
 - (d) in the case of a partnership, a signed statement by partners concurring opening up a branch; and
 - (e) the branch shall have a valid business license of the location if required by other laws.
- (3) An application by a firm to open a branch shall be made to the Board by-
- (a) filling an application form 1E prescribed in First Schedule;
 - (b) paying an application fee prescribed in the Third Schedule; and
 - (c) submitting a proof that there is a proper place of business and physical address.
- (4) A sole practitioner shall not be allowed to open or operate a branch.
- (5) Any firm operating a branch shall be liable to disciplinary action if the branch breaches these By-laws.
- (6) A firm shall remain liable to disciplinary action under these By-laws for any acts or omissions during the period in which branch status was held, even if the branch no longer exists.

Audit quality
review

- 25.-(1) The Board may, at least once in every three years, visit an audit firm to monitor audit quality.
- (2) The results of the review shall be categorized in the following scoring points:
- (a) 81 up to 100 – Excellent;
 - (b) 61 up to 80 – Very Good;
 - (c) 41 up to 60 – Good; and
 - (d) 0 up to 40 – Poor.
- (3) Where the results of the review is poor, the Board shall place the firm under review for a period of one year.
- (4) Where a firm fails to rectify the mistakes identified by the Board in the second and subsequent

reviews within a given time, the firm shall be subjected to the sanctions prescribed under the Act.

Submission of audited financial statements

26. (1) Subject to section 30A of the Act, in any letter of engagement, audit firms shall include a paragraph indicating that audited financial statements and annual report shall be submitted to the Board.

(2) Audited financial statements and annual report shall be submitted to the Board by an auditor electronically.

(3) The submitted audited financial statements and annual report under this paragraph shall be properly and safely kept through a data base to be established by the Board for a period of not less than five years.

(4) Where the need arises, the audited financial statements and annual report submitted, may be used, reviewed or shared as the Board may direct.

(5) A person who contravenes the requirements under this paragraph shall be liable to a penalty prescribed under the Act.

Review of audited financial statements

27. (1) The Board shall, on its own motion review submitted audited financial statements and reports of a reporting entity for monitoring and ensuring compliance with accounting and auditing standards, the Act and any other laws relating to financial reporting.

(2) Any person may, upon payment of the fee determined by the Board, apply to the Board for review of audited financial statements and annual report by using Form 1F set out in the First Schedule.

(3) The Board shall, within thirty days after receipt of the application, review the submitted audited financial statements and submit the outcome to the applicant:

Provided that, such period may be extended subject to scope and complexity of the matter.

PART III
GENERAL PROVISIONS

Processing of application

28. Any application made under the provisions of these By-laws shall be processed and completed within the period of ninety days from the date of application and the Board may, upon delay of the submission of the required information, reject any such application after expiration of such period.

Code of ethics for professional accountants

29. (1) A registered member shall comply with the requirements enshrined in the IFAC Code of Ethics for Professional Accountants.

(2) The Board shall, for the purpose of enhancing awareness, cause to be advertised through media or placed on the Board website, regular updated version of the IFAC Code of Ethics for Professional Accountants as adopted by the Board.

Continuity of the assignments during suspension

30. Subject to section 21 of the Act, during the period of suspension, a registered member shall hand over the existing appointments to a firm mentioned in the arrangements submitted to the Board for the continuity of the assignments.

De- registration of firm

31.(1) The Board may de-register a firm upon the occurrence of any of the following-

- (a) where the firm is convicted in a court of law for crime involving dishonesty;
- (b) where the actions of the firm's partners constitute a gross breach of professional conduct or ethics;
- (c) failure of the firm to pay the annual fees for a period of two consecutive years r from the due date
- (d) where any of the partners ceases to be a member of the Board in accordance with paragraph 33 of the Accountants and Auditors (Registration) By-Laws;
- (e) failure of the firm to comply with the Accounting and Auditing Standards and

- Guidelines or directives issued by the Board;
- (f) failure of the firm to keep proper books of accounts as required by law and to pay the required tax to the Government;
- (g) failure to maintain professional indemnity cover for a period of two consecutive years;
- (h) failure of any one of the firms' partners to attain the minimum number of hours in Continuing Professional Development programmes; and
- (i) failure of any of the partners of the firm to pay the annual subscription fee for two consecutive years from the due date.

(2) Subject to section 21 of the Act, during the period of de-registration, a registered member shall hand over the existing appointments to a firm mentioned in the arrangements submitted to the Board for the continuity of the assignments.

Cessation of membership

32.-(1) The membership of the registered members shall cease upon occurrence of any of the following:

- (a) withdrawal of certificate of registration;
- (b) transfer of member to another register or re-classification of registration;
- (c) death of a member; or
- (d) bankruptcy or insolvency proceeding against member Permanent insanity.

(2) Upon cessation of membership under subparagraph (1), any existing certificate of practice issued shall be returned to the Board for cancellation.

Validity of transaction in electronic form

33. Where anything in these By-laws is required to be in the non-electronic form or in writing, such a requirement shall be met by an information or transaction in electronic form that is-

- (a) organised in the same or substantially the same way as the prescribed non-electronic form;

- (b) accessible to the other person for subsequent reference; and
- (c) capable to be retained by the other person.

Offences

34. A person that-
- (a) fails to comply with the accounting and auditing standards;
 - (b) obstructs the Board from conducting audit quality review of a firm;
 - (c) provides misleading information to the Board;
 - (d) operates a branch without being registered by the Board;
 - (e) engages in accountancy services without being registered with the Board as an audit or accounting firm;
 - (f) signs audit opinion contrary to these By-laws;
 - (g) signs declaration in the set of financial statements of an entity without a relevant and valid practicing certificate;
 - (h) signs audit opinion in the audited financial statements without supporting audit working papers;
 - (i) fails to provide and communicate the required information,

Revocation
GN. No.
150 of 2017

35. The National Board of Accountants and Auditors (Practicing) By-Laws, 2017 are hereby revoked.

—————
SCHEDULES
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FIRST SCHEDULE

FORMS

FORM 1A

APPLICATION FOR PRACTISING CERTIFICATE/ RENEWAL OF PRACTISING
CERTIFICATE

(Made under paragraph 3(2))

PRACTISING CERTIFICATE FOR: AUDITOR/ACCOUNTANT

PART I: PERSONAL INFORMATION

Surname:

First name:

Middle names:

Present address:

.....

Tel.no.:

E-mail address:

Name of the Audit Firm/Employer:

PART II: SUBSCRIPTION FEES PAYMENT

Annual subscription fees paid: Tshs

Receipt No.: Date:

PART III: CPD RECORDS

Please give full details of CPD hours undergone for the last one year (You may use a separate sheet). You are required to produce evidence.

DATE	DESCRIPTION OR TITLE OF COURSE	ORGANIZER OF THE COURSE	DURATION (HOURS)
	TOTAL		

PART IV: PREVIOUS PRACTISING CERTIFICATE **for renewal of practising certificate**

Certificate number..... Issued on...../...../20..... Valid up to.../.../20...

(Please attach copy of the previous certificate)

PART V: DECLARATION BY THE APPLICANT

I, the applicant, hereby declare that the foregoing particulars given by myself are correct and true to the best of my understanding and that any false statements or concealment of facts shall render my application for renewal of Certificate of Practice null and void.

Date:..... Signature:

Application Vetted by ManagerDate.....

APPLICATION FOR REGISTRATION OF ACCOUNTING /AUDITING
FIRMS

(Made under paragraphs 5(a) and 6(a))

PART I: FIRM PARTICULARS

1. Name of the firm
2. Business Name Registration Number
.....
3. Business Name Registration Date:.....
4. Mailing Address.....
5. Physical Address of the registered Business:.....
.....
6. Tel. No.....
Email Address:
- ..
7. Categories of Services that the firm will offer:
 - 1),
 - 2),
 - 3)
 - 4)
 - 5)
 - 6)
8. Name and Address of Affiliation Firm
.....
....
9. Total Annual Turnover in TZS
.....
Total Fixed Assets:
10. Number of Firms Clients
 - (a) Within Tanzania

(b) Outside Tanzania:.....

PART2: PARTICULARS OF PARTNERS

2.1. Number of Partner(s)

2.2. Names of Partners, Qualification and Their Registration status with NBAA

- 2.2.1
- 2.2.2
- 2.2.3
- 2.2.4
- 2.2.5

*(Attach CV and Certificate of Practice for each Partner)

PART3: PARTICULARS OF KEY EMPOLYEES

3.1. Number of employees(s)

3.2. Names of Employees, Qualification and Their Registration status with NBAA (If any)

PART 4: PROFESSIONAL INFORMATION

An applicant for registration of a Practising Firm must comply with the following conditions:

- 4.1 I/We certify that I/We will be mindful of my potential liability in respect of claims for breach of professional duty and will obtain adequate Professional indemnity cover
- 4.2 I/We certify/I have made arrangements for the continuity of the practice in the event of death or incapacity:
 - (a) In Partnership Agreement
 - (b) By entering into an agreement with the following firm of Practicing Accountant/Auditor

(Please give full name, qualifications and address of firm responsible.)

.....

.....

.....
- 4.3 I certify that I will undertake to fulfil Sec. 2.1 and 2.2 above before commencement for my practice
- 4.4 I/We have carefully read the new NBAA Bye-Laws governing conditions and procedures to practice by all registered Certified Public Accountants in Public Practice

- 4.5. I/We acknowledge my duty to the public to ensure that the quality of my knowledge and service is maintained after qualification. I will attend Continuing Professional Development Programs recommended by the Board from time to time.
- 4.6. Our Audit Firm has a standing Quality Audit Review Scheme and it will be required to be incorporated into a Quality Audit Review Scheme initiated by NBAA.

PART 5: DECLARATION

I/ We, the undersigned, certify that to the best of our knowledge and belief, the information above are true and correct and I/We are ready to take responsibility for the information provided to the Board regarding the application for registration of our firm.

S/N	Name	NBAA Registration Number	Signature	Date
1.				
2.				
3.				
4.				
5.				

FOR OFFICIAL USE

- 1. Date Application received
- 2. Registration Fees received: Receipt No.....
- 3. Annual Subscription Fees received TZSReceipt No.....
- 4. Documentary evidence attached to the application consist of

- 5. Executive Director's comments

FORM 1C

DECLARATION FORM FOR SIGNING FINANCIAL STATEMENTS
(Made under paragraph 16(2))

PART 1: PERSONAL INFORMATION

Surname:.....

First name:.....

Middle names:.....

Present address:

.....

FORM 1D

APPLICATION FOR REGISTRATION OF AUDITOR OF PUBLIC INTEREST ENTITY
(Made under paragraph 17(2)(b))

PART I: FIRM PARTICULARS

1. Name of the firm

2. Business Name Registration Number
.....

3. Business Name Registration Date:.....

4. Firm registration Date.

5. Mailing Address.....

6. Physical Address of the registered Business:
.....

7. Tel. No. 1.....

2.....

Email Address:

1.....

2.....

8. Categories of Services the firm is offering:
- i.
 - ii.
 - iii.
 - iv.
 - v.
9. Name and Address of Affiliation Firm
-
10. Total Annual Turnover in TZS
.....
- Total Fee Turnover TZS.
.....
- Highest clients fee TZS.....
- Total Fixed Assets' TZS
.....
11. Number of Firms Clients (a) Total Clients within Tanzania
- Total Client Outside Tanzania:.....
- Total Audit clients within Tanzania:
- Total Audit clients Outside Tanzania:.....
12. Professional Indemnity Insurance I (a) Name of Insurer.
- Amount covered TZS.
- Start date
- End date
13. Record of Pervious Audit Quality Review
- i. Recent Review (a) Date of review.
.....
- Marks and grade obtained.

ii. Previous Review (a) Date of review.
.....

Marks and grade obtained.

PART 2: PARTICULARS OF PARTNERS

Names of Partners, Qualification and their Registration status with NBAA

- 1.
- 2.
- 3.

*(Attach CV and Valid Certificate of Practice for each Partner)

PART 3: PARTICULARS OF KEY EMPLOYEES

Names of Employees, Qualification and Their Registration status with NBAA (If any)

- 1.
- 2.
- 3.
- 4.
- 5.

*(Attach CV and Valid Certificate of Practice for NBAA registered employees and Contract for each employee)

PART 4: DECLARATION

We, the undersigned, certify that to the best of our knowledge and belief, the information above are true and correct and we are ready to take responsibility for the information provided to the Board regarding the application for registration of our firm.

S/N	Name	NBAA Registration Number	Signature	Date
1.				
2.				
3.				

FOR OFFICIAL USE

1. Date Application received
2. Registration Fees received: Receipt No.....
3. Annual Subscription Fees received TZSReceipt No.....
4. Documentary evidence attached to the application consist of
.....
.....
.....
5. Executive Director's comments.....
.....
.....
.....

APPLICATION FOR OPENING A BRANCH

(Made under paragraph 24(3)(a))

PART I: FIRM PARTICULARS

1. Name of the firm

2. Business Name Registration Number
.....

3. Business Name Registration
Date:.....

4. Firm registration Date.
.....

5. Mailing Address.....

6. Physical Address of the registered Business:
.....

7. Tel. No.
1.....

2.....

Email Address:
1.....

2.....

8. Categories of Services the firm is offering:

- i.
- ii.
- iii.
- iv.
- v.
- vi.

APPLICATION FOR REVIEW OF AUDITED FINANCIAL STATEMENTS AND
ANNUAL REPORTS OF OTHER ORGANISATIONS

(Made under paragraph 27(2))

PART I: APPLICANT'S PARTICULARS

1. Name of the applicant
 2. Mailing Address.....
 3. Entity's Physical Address.....
 4. Entity's Tel. No.
.....
- Mobile number (Office mobile):
- (Contact person):.....
- Email Address:
-

PART II: DETAILS OF THE REQUESTED REVIEW(S)

S/N	Name(s) of the entity	Nature of the review	Purpose of the review
a.			
b.			
c.			
d.			
e.			

5. You may attach an additional information (if any)
6. Please attach any supporting documents to assist the reviewing exercise.

PART III: DECLARATION

We, the undersigned, on behalf of the Board certify that to the best of our knowledge we are ready to take responsibility for the information provided in respect of the review(s) requested:

S/N	Name	Designation	Signature	Date
1.				
2.				

PART IV: FOR OFFICIAL USE

- 7. Date of review(s) request received

- 8. Application Fees received: Receipt No.....

- 9. Calculations of review(s) fee:.....

- 10. Executive Director's comments.....
.....
.....
.....

SECOND SCHEDULE

(Made under paragraph 18)



NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA

Certificate of Practice
ACCOUNTANT

This is to certify that

having complied with conditions of registration under *the*

Accountants and Auditors (Registration) Act, 2021

is on this _____ day of _____ 20_____ hereby issued with a Certificate of Practice

Given under the seal of the
Board on this _____ day of
_____ 20 _____

SECRETARY TO THE BOARD

CHAIRMAN

Sn No. _____ Reg. No. _____ Valid Until _____



NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA

Certificate of Practice
AUDITOR

This is to certify that

having complied with conditions of registration under *the*

Accountants and Auditors (Registration) Act, 2021

is on this _____ day of _____ 20_____ hereby
issued with a Certificate of Practice

Given under the seal of the
Board on this _____ day of
_____ 20 _____

SECRETARY TO THE BOARD

CHAIRMAN

Sn No. _____ Reg. No. _____ Valid Until _____



NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA

Certificate of Registration
AUDIT FIRM

This is to certify that

_____ having
complied with conditions of Practice under *the*

Accountants and Auditors (Registration) Act, 2021

is hereby registered as Audit Firm

Given under the seal of the Board on this

_____ day of _____ 20 _____

SECRETARY TO THE BOARD

CHAIRMAN

Sn No. _____ Reg. No. _____ Valid Until _____



NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA

Certificate of Registration
ACCOUNTING FIRM

This is to certify that

_____ having
complied with conditions of Practice under the

Accountants and Auditors (Registration) Act, 2021
is hereby registered as Accounting Firm

Given under the seal of the Board on this
day of _____ 20_____

SECRETARY TO THE BOARD

CHAIRMAN

Sn No. _____ Reg. No. _____ Valid Until



NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA

Certificate of Registration
AUDITOR OF PUBLIC INTEREST ENTITY

This is to certify that

_____ having
complied with conditions of Practice under *the*

Accountants and Auditors (Registration) Act, 2021 is hereby registered as
Auditor of Public Interest Entity

Given under the seal of the Board on this

_____ day of
_____ 20_____

SECRETARY TO THE BOARD

CHAIRMAN

Sn No. _____ Reg. No. _____ Valid Until _____

THIRD SCHEDULE

(Made under paragraphs 3, 4, 5, 6, 9, 10, 17, 23 and 24)

PRESCRIBED FEES AND PENALTIES

No.	Applicable Paragraph	Type of fee or charge	Amount in TZS.
1.	9(2)(a)	Annual subscription fee for small practicing firm	TZS. 600,000
2.	9(2)(b)	Annual subscription fee for medium practicing firm	TZS. 1,500,000
3.	9(2)(c)	Annual subscription fee for large practicing firm	TZS. 4, 000,000
4.	5 and 6	Application for registration as practicing firm	TZS. 150,000
5.	23	Application fee for Opening a branch	TZS. 150,000
6.	5 and 6	Application for upgrading of a practicing firm.	TZS. 150,000
7.	3	Application fee for practicing certificate for CPA and CPA-PP	TZS. 50,000
8.	3	Application fee for practicing certificate for TACPA and TACPA-PP	USD 50 or equivalent
9.	4	Application fee for renewal of practicing certificate for CPA and CPA-PP	TZS. 50,000
10.	4	Application fee for renewal of practicing certificate for TACPA and TACPA-PP	USD 50 or equivalent
11.	17	Application for Auditor of PIE	TZS. 500,000
12.	22	Application fee for change of names of partners	TZS. 200,000
13.	22	Application for fee for change of name of the firm	TZS. 500,000
14.	22	Charge for failure of a member to inform the Board of any changes of address within the time prescribed in this By-laws	TZS. 200,000

Accountants and Auditors (Practising) By-Laws

GN. NO. 487 (Contd.)

15.	22	Penalty charge for failure to inform the Board of any changes of address of the firm within the time prescribed in this By-laws	TZS. 500,000
16.	10	Penalty charge for failure to submit audit firm annual return	TZS. 500,000
17.	26	Fee for Audit Quality Review-Subsequent Reviews	TZS. 2,000,000

Dar es salaam,
22nd May, 2023

SYLVIA SHAYO TEMU,
*Chairman of the National Board of
Accountants and Auditors*