



# APPLICATION FOR EXAMINATION – PROFESSIONAL DIPLOMA IN INTERNAL AUDITING (PDIA)



THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS

TANZANIA (NBAA)

National Audit Building,  
Audit Road,  
P.O. Box 1271,  
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Website: [www.nbaa.go.tz](http://www.nbaa.go.tz)

EXAMINATION CENTRE

EXAMINATION LEVEL

1. CANDIDACY ADMISSION NUMBER (if any)

2. NAME

<input type="text"/>	<input type="text"/>	<input type="text"/>
SURNAME (LAST NAME)	FIRST NAME	OTHER NAMES (INITIAL(s))

3. CANDIDACY PERMANENT ADDRESS

Postal Address:	Email (Write your email legibly)
<input type="text"/>	<input type="text"/>
<input type="text"/>	Phone No: <input type="text"/>
<input type="text"/>	<input type="text"/>

4. I wish to sit for the Examinations to be held in

MONTH

YEAR

7. CLOSING DATE:

FEBRUARY EXAMINATION SESSION	AUGUST EXAMINATION SESSION
15 <sup>TH</sup> FEBRUARY	15 <sup>TH</sup> AUGUST

8. Enclosed is TZS: ..... in payment of the **examination** in the form of

\*Control No..... Dated .....

Tuition fees TZS. .... Control No: ..... Date: .....

10. EXAMINATION FEES PAYABLE

EXAMINATION FEE PAYABLE	Tshs.580,000/=
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Signature: .....

Date: .....

**FOR OFFICIAL USE ONLY**

Exam fee TZS.....Receipt No: ..... Control No: .....date: .....

Tuition fee TZS. ....Receipt No: ..... Control No: .....date: .....

**ENTRY APPROVED/NOT APPROVED** on the following grounds:

.....

Executive Director:.....

Stamp:.....

Date:.....

\*Delete as appropriate

This application is **NOT VALID** without Executive Director's stamp and Signature.

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**NOTES FOR GUIDANCE**

1. Current Examination Centre(s): **Arusha, Dar es Salaam and Dodoma**
2. Incomplete forms or those which have not been accompanied by the sufficient examination entry fees shall not be processed.
3. Postponement/withdrawal from the examinations should be made on or before the closing date whereby full fees will be transferred to the immediate next examination session.
4. Candidates are strongly encouraged to pay their examination fees early to avoid inconveniences on the last day.
5. Payment of examination entry form can be made as follows;  
Each Candidate should sign up on the NBAA MEMS Account, Bills, Payment, Generate Invoice, Select PDIA, generate bill and Pay the bill (Each Invoice has unique control number), changes will be automatically reflected to your account, and you can print out the receipt. Submit the Invoice and receipt together with your application form. OR Send control number request with your details via [info@nbaa.go.tz](mailto:info@nbaa.go.tz) and copy to [mike.godluck@nbaa.go.tz](mailto:mike.godluck@nbaa.go.tz) to obtain the invoice (control no.).
6. In filling the form, use **CAPITAL LETTERS**. It is important to write your names in full as they appear in your certificate (s) starting with your **LAST NAME**.
7. Please note that names that you use are those which **appear on the certificate(s) attached with your application forms for registration** with the Board and the Board **shall not accept any request for change of name** once an application for Candidacy Registration and/or Examination Entry has been lodged.
8. Any form submitted to NBAA without the receipt will not be processed.