

SUBSIDIARY LEGISLATION*to the Gazette of the United Republic of Tanzania No. 3 Vol. 85 dated 16th January, 2004*

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THE AUDITORS AND ACCOUNTANTS (REGISTRATION)
ACT, 1972
(No. 33 OF 1972)

BY-LAWS*Made under section 39*

THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS (EXAMINATIONS AND
TRAINING) BY-LAWS, 2003

1. These By-laws may be cited as the National Board of
Accountants and Auditors (Examinations and Training) By-laws,
2003. Citation

2. In these By-laws - Interpreta-
tion Act
No.33 of
1972
"Act" means the Auditors and Accountants (Registration) Act, 1972;
"Executive Director" means the Executive Director of the Board;
"NBAA" means the National Board of Accountants and Auditors.

3.-(1) Application to sit for any level of NBAA examination shall
be made in the form specified in the Schedule to these By-laws. Applica-
tion

(2) Each application form shall be accompanied by -

- (a) prescribed fees payable to the Executive Director;
- (b) prescribed documents necessary to support the application.

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

(3) In addition to the requirements specified under paragraph (1), the applicant shall submit -

- (a) three recently taken identical passport size photographs duly signed at the back; and
- (b) photocopies of all relevant certificates duly authenticated by a Magistrate, Notary Public, or by the Executive Director.

(4) Acceptance to candidacy registration is on satisfaction of meeting the candidacy registration criteria as determined by the Board from time to time.

(5) The Board may review the existing minimum entry requirements for any level of examination as is deemed necessary.

Candi-
dacy
Registra-
tion
Criteria

4. Any person applying for candidacy shall -

- (a) be required to satisfy the Board that he has the qualifications prescribed as the minimum necessary to sit for any particular level of examination; and
- (b) satisfy the Board that he has completed the prescribed minimum training period.

Registers

5. The Board shall have two categories of candidacy registration, namely:

- (a) the Accounting Technician Examination candidacy registration category, and
- (b) the Professional Examination candidacy registration category.

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

6.-(1) Upon admission and registration as a candidate, the Board shall issue the candidate with an identity card showing the candidate's registration number.

Registra-
tion nu-
mber

(2) The candidate's registration number shall be a permanent examination reference with the Board until one ceases to be a candidate.

7. A candidate of the Board shall cease to be a candidate upon the occurrence of any of the following-

Cessation
of a
candi-
dacy

- (a) the annual subscription fees being in arrears for more than three years from the date on which the fees became due;
- (b) on being convicted of a criminal offence;
- (c) on being declared medically unfit to continue with examinations;
- (d) on furnishing false information to the Board during the examinations;
- (e) on failure to sit for examinations for a period of three consecutive years from registration;
- (f) on being declared bankrupt;
- (g) on successful completion of programme undertaken, or
- (h) on death.

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

Re-Admission 8. A person who ceases to be a candidate in accordance with the provisions of clause 7 may, upon making an application to the Board, be readmitted on such conditions as the Board may specify.

Examination Admission Letter 9. A candidate who is registered by the Board to sit for an examination shall be issued with an admission letter specifying -

- (a) the name of the center at which the candidate shall write the examination;
- (b) the examination time table;
- (c) the examination index number; and
- (d) the examination paper(s) to be attempted.

Examination Centre 10. NBAA examinations may be conducted in any center as long as that center has met the minimum number of candidates required.

Conduct in an examination 11.-(1) A candidate registered to sit for the examinations at any center shall be required -

- (a) to show the identity card and examination admission letter before entering the examination hall;
- (b) strictly not to carry any unauthorized materials or gadgets other than those specifically permitted by the Board in the examination hall;
- (c) to sit only at the desk which bears his index number;
- (d) to write his index number only on the indicated space of the examination cover;
- (e) to observe any general instructions that may be given by the invigilator and those instructions appearing at the top of the examination question paper;

- (f) not to leave the examination hall until thirty minutes have elapsed after the commencement of the examination and the candidate having signed the attendance sheet against his index number;
- (g) not to engage in any unprofessional conduct aimed at assisting him during the examination;
- (h) to maintain an examination atmosphere by not engaging in any conversation or behaviour that may distract the attention of any other candidate;
- (i) not to smoke or eat in the examination hall;
- (j) not to leave the examination hall before the examination ends without the permission of the invigilator and when necessary to do so, he shall be accompanied by an assistant invigilator;
- (k) not to take restricted materials or examination scripts from the examination hall; and
- (1) to stop writing immediately after the invigilator declares the examination is over.

(2) A candidate who is guilty of dishonesty in connection with the examination or infringes any of the provision in paragraph (1) of these by-laws is liable to disciplinary action.

12.-(1) The Education and Publications Committee shall recommend to the Governing Board all matters concerning irregularities in any of the Board's examinations.

Disciplinary
action

(2) Every candidate of the Board is required to comply with the provisions of these By-laws.

Disciplinary
Procedures for
misconduct

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

(3) Disciplinary action for breach of the provisions of these By- laws shall include any of the following:

- (a) a written warning;
- (b) a partial nullification of the results of a particular subject;
- (c) impose a fine, not exceeding one hundred thousand which shall be payable to the Board;
- (d) nullification of all examination results; and
- (e) nullification of all examination results together with the restriction from sitting for the Board's examinations for a specified period as may be determined by the Governing Board from time to time;
- (f) barring the candidate from sitting the Board's examinations.

Appeals

13.-(1) The Governing Board shall have powers to decide on any matter concerning examinations of the Board.

(2) The decision of the Governing Board shall be subjected to review upon application to a court of law.

Pass
Grade

14. A candidate who obtains grades A, B or C in all subjects shall be deemed to have passed that particular examination level.

Fail
Grade

15. A candidate who obtains marks below grade C in more than one subject shall be deemed to have failed that particular examination level.

Referred
candidate

16.-(1) A candidate shall be deemed to be referred in the subject if he fails one subject in any examination level.

(2) A referred candidate shall-

- (a) be required to clear the referred paper within a prescribed time frame starting from the date of announcement of the examination results which the referral was obtained;

(b) lose his referral status upon expiry of the prescribed time frame as may be determined by the Board.

17.-(1) The Board shall grant exemption to qualifications obtained within and outside the country which are deemed to be equivalent to the examination levels or papers offered by the Board.

Exemption criteria

(2) A qualification shall be honoured for exemption purposes within five years after being acquired.

(3) An exempted candidate shall be deemed to have passed or failed in any level of examination in non-exempted subject(s) upon acquiring a pass or fails grade respectively in that examination level.

18.-(1) The Education and Publications Committee or the Committee entrusted with the Board's examination matters shall approve the examination results for ratification by the Governing Board.

Declaration of examination results

(2) The Governing Board shall declare the examination results when it is ready to do so and such results shall be communicated to the candidates immediately after the approval of the Governing Board.

(3) No candidate shall be informed of the numerical grade secured in any paper.

(4) No candidate shall be entertained with enquiries as to when the examination results would be declared.

19.-(1) The Board shall retain the examination scripts and other examination documents for a period of two years, after which they will be disposed off in a manner as shall be determined by the Board.

Retention of Examination Scripts and related document

(2) In case such documents are involved in any dispute, then such documents shall be retained until such time when the dispute shall have been resolved.

20. The Board shall be observing a six months period before examining newly introduced statutes.

Testing the newly introduced Statutes/Laws

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

Awards 21.-(1) A candidate who successfully completed an examination at any level shall be awarded by the Board relevant certificates as follows:

(a) an Accounting Technician shall be issued with:

- (i) an academic transcript immediately after successfully completing the examinations, showing the candidates' examination performance for the examinations attempted and passed;
- (ii) an Accounting Technician Certificate (ATEC) on successful completion of a one-year practical experience and on meeting the membership registration requirements;

(b) a Certified Public Accountant shall be issued with:

- (i) an academic transcript immediately after successfully completing the examinations, showing the candidates' examination performance for the examinations attempted and passed;
- (ii) an Associate Certified Public Accountant in Public Practice Certificate (ACPA-PP(T) or an Associate Certified Public Accountant Certificate (ACP A {T}) as the case may be on successful completion of a three (3) year's practical experience and on meeting the membership registration requirements.

(2) A candidate who successfully completes intermediate stages of either the Accounting Technician Certificate (ATEC) or Certified Public Accountant Certificate (CPA) programme shall be awarded STATEMENT OF RESULTS for the level passed.

Training 22.-(1) The Board shall monitor both public and private institutions which train candidates to sit for any of the Board's examinations.

(2) The Board's candidates shall-

- (a) attend part time courses in institutions recognized by the Board for a prescribed training period;
- (b) attend full time courses at accredited institutions which may result into exemption of parts of the NBAA examinations.

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

23.-(1) Upon admission, a candidate shall be required to pay the following fees -

Admission
requirement

- (a) registration fees; and
- (b) examination fees,

as may be prescribed by the Board from time to time.

(2) The prescribed annual subscription fees shall be paid upon admission and thereafter on the first day of January of each year and shall cease to be payable on the candidate's successful completion of the Board's examinations.

24.-(1) Examination fees paid in pursuant to Clause 23 (1)(b) shall not be carried forward to the next examination session unless -

Non-
Refundable exam-
ination
fee

- (a) there is a written withdrawal by the candidate from sitting for the examination on or before the closing date in which case, the total amount paid shall be carried forward; or
- (b) there is a written withdrawal by the candidate on medical grounds supported by an acceptable medical report, in which case, half the amount paid may be carried forward, as the Board may determine; or
- (c) the examination fee to be carried forward shall be valid up to the next examination session only.

25. The National Board of Accountants and Auditors (Examinations and Training) By-laws, 2000 are hereby revoked.

Revoca-
tion G.N.
No. 360
of 2000

SCHEDULE

(Under By-law 3 (I))

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

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

FORM NBAA I

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS TANZANIA

For Official Use Only
Candidacy No.
Date of registration.....

Mhasibu House,
Bibi Titi Mohamed Street, P.O. Box 5128, DAR ES SALAAM
Tel.: 2150648/2151642/2152745; Fax 2151746; E-mail: nbaa@raha.com

APPLICATION FOR CANDIDACY REGISTRATION AND EXEMPTIONS

Before filling this form, please study carefully the Examination Procedures and Regulations as contained in the "Students Handbook" and "Examination & Training By-laws".

SECTION A: CANDIDACY REGISTRATION

1. SEX F _____ / / _____
M SURNAME FIRST NAME OTHER NAMES
(Initial(s))

2. CURRENT ADDRESS: _____

Tel. No. _____ Fax No. _____ Email _____

3. DATE OF BIRTH _ / _ / _ PLACE OF BIRTH _____ NATIONALITY _____
Day Mon Year

4. NAME AND ADDRESS OF PRESEDENT EMPLOYER _____

PRESENT APPOINTMENT _____

(Date of Appointment) _ / _ / _
Day Mon Year

Closing Date _____

5. EDUCATION/PROFESSIONAL QUALIFICATIONS

(a) Secondary 'O' Level

School	Subject	Grade	Date

Secondary 'A' Level

School	Subject	Grade	Date

**National Board of Accountants and Auditors (Examination
and Training)**

GN. No. 4 (contd.)

(b) Professional Qualification(s) University Degree(s) / Diploma(s) awarded
(Please indicate whether the course was Full time or Part time)

Institution	Qualification	Speciality	Length	Date	Full/Part Time

6. I desire to read for the Board's Accountancy Examination and I am currently preparing for:

Technician Level I/II _____
 Foundation Module A/B _____
 Intermediate Module C/D _____
 Final Stage Module E/F _____

7. I enclose EMO/TPO/MO/Cheque No. _____ dated _____
Shs. _____ in payment of my application for Candidacy Registration fee.

8. I have read and agree to abide by the Examination Regulations of the Board and accept that any false information supplied by me will invalidate my application.

Signature of Candidate _____ Date _____

9. CERTIFICATION

(This must be signed by your employer or if you are attending a college as a full time/part time student, your Principal or Course Coordinator).

I, _____ Certify that the above named applicant has been known to me for _____ year/months, and his/her character is such that he/she is fit and proper person to take the examination of the Board and that to the best of my knowledge, the above information is correct.

Signature of Employer/Principal/Course Coordinator _____

Date _____ Official Stamp _____

SECTION B: EXEMPTION

I hereby apply for *Exemption* from the following Examination(s) paper(s) of the _____ Examination.

TECHNICIAN	LEVEL I Place a CROSS (X) in the appropriate box(es)
T.01	Book-keeping & Accounts
T.02	Elements of Business Mathematics & Statistics
T.03	Commercial Knowledge & Office Practice
T.04	Communication Skills

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

		LEVEL II
	T.05	Principles of Accounting & Auditing
	T.06	Elements of Cost Accounting & Materials Management
	T.07	Principles of Economics & Taxation
<i>Either</i>	T.08A	Cooperative Principles & Accounting
<i>Or</i>	T.08B	Government Accounting
FOUNDATION		MODULE A
	P.01	Financial Accounting I
	P.02	Economics
	P.03	Business Law
		MODULE B
	P.04	Auditing
	P.05	Business Mathematics & Statistics
	P.06	Cost Accounting
INTERMEDIATE		MODULE C
	P.07	Financial Accounting II
	P.08	Information Technology
	P.09	Quantitative Techniques
		MODULE D
	P. 10	Research & Consultancy Methodology
	P.11	Corporate Finance
	P.12	Management Principles & Practice
FINAL		MODULE E
	P.13	Entrepreneurship
	P.14	Management Accounting
	P. 15	Taxation
		MODULE F
	P.16	Auditing & Investigations
	P.17	International Finance
	P.18	Financial Accounting III

State reason(s) why you request for such exemption.

Signature _____ Date _____ 20__

NOTES FOR GUIDANCE

1. The completed form should be returned accompanied by:
 - (a) all educational and professional certificates including transcripts duly certified by a Magistrate or Notary Public (*this applies only for up-country candidates*);
 - (b) for Dar es Salaam candidates, certification will be done by an NBAA official in the Examination Department.
2. Three identical passport size photographs (*recently taken*) with your name written and signed on the back of each one.
3. Non-refundable registration fee (*See Fee Structure Form*). If application is to be posted, payment should be made by either Cheque/Postal Order/Money Order and the mode of payment used should be indicated. DO NOT POST CASH.
4. In filling the form, use BLOCK LETTERS. It is important to write your full name starting with your LAST NAME.
 - Please note that our records will be maintained on the basis of your last name and the order of names given on this form is how you will be registered and that is how they will appear on the Certificates awarded to you by the Board.

NB: *Names that you register with are those which appear on the certificate(s) attached with your application. Any alterations in name(s) need to be supported by a legal document.*
5. Mailing Address:

The address indicated under para (2) will be the official contact address between you and the Board. Should you desire to have a different address, kindly advise us in good time.
6. Exemption:

For those candidates who wish to be exempted from any of the Board's examinations are advised to make sure that:

 - (a) Section B of this form is correctly completed.
 - (b) Relevant certificates/transcripts are attached.
 - (c) Indicate the address(es) of the college/university/professional body where you studied on a separate sheet of paper.
 - (d) Detailed syllabus which shows the depth and coverage of the subject matter may be requested for qualifications obtained outside Tanzania.

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

7. Incomplete Form:
If you do not complete this form correctly and enclose all required documents as instructed, together with the payment of the correct fee, your application will be returned to you.
8. Closing Dates:
Candidacy Registration forms should be received at our offices on or before the closing dates indicated on page 1 of this form. Late Applications will not be entertained. All your enquiries in connection with the Board's Examinations should be directed to Education and Publications Department, Mhasibu House, Dar es Salaam.

FOR OFFICIAL USE ONLY

SECTION A: CANDIDACY REGISTRATION

Form checked by _____ on _____
Certificate(s) inspected by _____ on _____
Fee receipt number _____ on _____
Candidacy registration number _____
Registration rejected _____
Reasons _____

SECTION B: EXEMPTIONS
Exemptions granted on the basis of _____
Examination(s) Paper(s) exempted

Examination(s)	Paper(s)

EXAMINATION ELIGIBILITY

Approved _____ Date _____
For Executive Director

*National Board of Accountants and Auditors (Examination
and Training)*

G.N. No. 4 (contd.)

FORM NBAA II(A)

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA

Mhasibu House, Bibi Titi Mohamed Street,
P.O. Box 5128, DAR ES SALAAM.
Tel. Nos.: 2151642, 2151745; Fax No.: 2151746
E-mail: nbaa@raha.com; Website: www.nbaa.or.tz

ACCOUNTING TECHNICIAN LEVEL I EXAMINATION ENTRY FORM

Before filling in this form, please study carefully the examination procedures and regulations as stipulated in the Students' Handbook and Examination & Training By-laws.

For Official Use Only Index No. allocated _____
--

1. NAME

(Mr./Mrs./Ms.)*

SURNAME (LAST NAME)	FIRST NAME	OTHER NAMES (Initial(s))

2. ADDRESS (use reliable address)

FOR POSTING EXAMINATION ADMISSION LETTER/RESULTS LETTER

<hr/> <hr/> <hr/> <hr/>

3. CANDIDACY REGISTRATION NUMBER (CR. NO)

--

4. CENTRE REQUESTED:** _____

5. ATEC LEVEL I

EXAM CODE No.	SUBJECT	PLACE AN (X) HERE
T.01	BOOK-KEEPING AND ACCOUNTS	
T.02	ELEMENTS OF BUSINESS MATHEMATICS & STATISTICS	
T.03	COMMERCIAL KNOWLEDGE & OFFICE PRACTICE	
T.04	COMMUNICATION SKILLS	

National Board of Accountants and Auditors (Examination and Training)

G.N. No. 4 (contd.)

Closing Date: _____

**Indicate appropriately*

****Current Examination Centres are:**

Arusha, Dar es Salaam, Mwanza, Mbeya, Moshi, Kibosho-Masoka, Tanga and Zanzibar.

6. Certification by Institution.

I certify that the above candidate has complete/will be completing his/her minimum period of nine months preparation for the above examination before the commencement of the above examination.

Duration of Training from..... to.....

Date.....

Signature of Co-ordinator of the Programme (with official stamp)

7. I wish to enter the examination to be held in.....
MAY/NOVEMBER, YEAR.....

8. Up-country candidates wishing to sit the examination at any of the DSM Centres should indicate whether their admission docket should be posted or collected at the NBAA offices.

Post my admission docket
I will collect my admission docket

Signed.....Date.....

9. Enclosed is Shs.....in payment of the examination fee in the form of MONEY/POSTAL ORDER/CHEQUE NUMBER/Express Money Order No.....

***Do not post hard cash. NB: Cheques be crossed A/C payee only.**

10. I have read and agree to abide by the Examination Regulations and By law of the Board and accept that any false information supplied by me will invalidate my application.

11. EXAMINATION FEES

Full examination	ATEC II	Shs.
Referred subject		Shs.

Signature:..... Date:.....

National Board of Accountants and Auditors (Examination and Training)

G.N. No. 4 (contd.)

FOR OFFICIAL USE ONLY

Fee Receipt No:.....for Shs:.....date:.....
Exemption fee Shs:Receipt No.:.....date:.....
Subscription fee Shs:.....Receipt No.:.....date:.....

Comments by Examination Department:.....

ENTRY APPROVED/NOT APPROVED on the following grounds:

.....

Executive Director:.....
Stamp:
Date:

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

**Indacate appropriately*

FORM NBAA II(B)

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA
Mhasibu House, Bibi Titi Mohamed Street,
P.O. Box 5128, DAR ES SALAAM.
Tel. Nos.: 2151642, 2151745; Fax No.: 2151746
E-mail: nbaa@raha.com; Website: www.nbaa.or.tz

ACCOUNTING TECHNICIAN LEVEL II EXAMINATION ENTRY FORM
Before filling in this form, please study carefully the examination procedures and regulations as stipulated in the Students' Handbook and Examination & Training By-laws.

For Official Use Only
Index No.
allocated _____

1. NAME

(Mr./Mrs./Ms.)*

SURNAME (LAST NAME)	FIRST NAME	OTHER NAMES (Initial(s))

*National Board of Accountants and Auditors (Examination
and Training)*

G.N. No. 4 (contd.)

2. ADDRESS (use reliable address)

FOR POSTING EXAMINATION ADMISSION LETTER/RESULTS LETTER

<hr/> <hr/> <hr/> <hr/>

3. CANDIDACY REGISTRATION NUMBER (CR. NO.)

4. CENTRE REQUESTED:** _____

5. ATEC LEVEL II

EXAM CODE No.	SUBJECT	PLACE AN (X) HERE
T.05	PRINCIPLES OF ACCOUNTING & AUDITING	
T.06	ELEMENTS OF COST ACCOUNTING & MATERIALS MANAGEMENT	
T.07	PRINCIPLES OF ECONOMICS & TAXATION	
<i>Either</i> T.08A	COOPERATIVE PRINCIPLES & ACCOUNTING	
<i>or</i> T.08B	GOVERNMENT ACCOUNTING	

Closing Date: _____

**Indicate appropriately*

****Current Examination Centres are:**

Arusha, Dar es Salaam, Mwanza, Mbeya, Moshi, Kibosho-Masoka, Tanga and Zanzibar.

*National Board of Accountants and Auditors (Examination
and Training)*

G.N. No. 4 (contd.)

6. **Certification by Institution.**

I certify that the above candidate has complete/will be completing his/her minimum period of nine months preparation for the above examination before the commencement of the above examination.

Duration of Training from..... to.....

Date.....

Signature of Co-ordinator of the
Programme *(with official stamp)*

7. I wish to enter the examination to be held in:.....
MAY/NOVEMBER, YEAR.....

8. Up-country candidates wishing to sit the examination at any of the DSM Centres should indicate whether their admission docket should be posted or collected at the NBAA offices.

Post my admission docket

I will collect my admission docket

Signed.....Date.....

9. Enclosed in Shs:..... in payment of the examination fee in the form of MONEY/POSTAL ORDER/CHEQUE NUMBER/Express Money Order No.....

***Do not post hard cash. NB: Cheque be crossed A/C payee only**

10. I have read and agree to abide by the Examination Regulations and By law of the Board and accept that any false information supplied by me will invalidate my application.

11. **EXAMINATION FEES**

Full examination ATEC 1 Shs.....

Referred subject Shs.....

Signature:..... Date:.....

National Board of Accountants and Auditors (Examination and Training)

G.N. No. 4 (contd.)

FOR OFFICIAL USE ONLY

Fee Receipt No.:.....for Shs:.....date:.....
Exemption fee Shs:Receipt No.:.....date:.....
Subscription fee Shs.:.....Receipt No.:.....date:.....

Comments by Examination Department:.....

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

Executive Director:.....
Stamp:.....
Date:.....

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

**Indicate appropriately*

FORM NBAA III

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA

Mhasibu House, Bibi Titi Mohamed Street,

P.O. Box 5128, DAR ES SALAAM.

Tel. Nos.: 2151642, 2151745 Fax No.: 2151746

E-mail: nbaa@raha.com; Website: WWW.nbaa.or.tz

FOUNDATION STAGE (MODULE A & B EXAMINATION ENTRY FORM

Before filling in this form, please study carefully the examination procedures and regulations as stipulated in the Students' Handbook Examination & Training By-laws

For Official use only
Index No.
allocated _____

I. NAME

(Mr./Mrs/Ms.)*

SURNAME(LAST NAME)	FIRST NAME	OTHER NAMES (Initial(s))
--------------------	------------	-----------------------------

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

2. ADDRESS (use reliable address)

FOR POSTING EXAMINATION ADMISSION LETTER/RESULTS LETTER

3. CANDIDACY REGISTRATION NUMBER (CR. NO.)

--

4. CENTRE REQUESTED:** _____

5. MODULE A

EXAM. CODE NO.	SUBJECT	PLACEAN(X) HERE
P.01	FINANCIAL ACCOUNTING I	
P.02	ECONOMICS	
P.03	BUSINESS LAW	

MODULES B

EXAM. CODE NO.	SUBJECT	PLACEAN(X) HERE
P.04	AUDITING	
P.05	BUSINESS MATHEMATICS & STATISTICS	
P.06	COST ACCOUNTING	

Closing Date _____

*Indicate appropriately

**Current Examination Centres are:

Arusha Dar es Salaam, Mwanza, Mbeya, Moshi, Kibosho-Masoka, Tanga and Zanzibar

6. Certification by Institution.

I certify that the above candidate has completed/will be completing his/her minimum period of nine months preparation for the above examination before the commencement of the above examination.

Duration of Training from..... to.....
Date:.....

Signature of Co-ordinator of the
Programme (with official stamp)

7. I wish to enter the examination to be held in.....
MAY/NOVEMBER, YEAR.....

8 Up-country candidates wishing to sit the examination at any of the DSM Centres should indicate whether their admission docket should be posted or collected at the NBAA offices.

National Board of Accountants and Auditors (Examination and Training)

GN. No. 4 (contd.)

Post my admission docket
I will collect my admission docket

Signed.....Date.....

9. Enclosed is Shs:.....in payment of the examination fee in the form of MONEY/POSTAL ORDER/CHEQUE NUMBER/Express Money Order No.....

*Do not post hard cash. NB: Cheques be crossed A/C payee only.

10. I have read and agree to abide by the Examination Regulations and By law of the Board and accept that any false information supplied by me will invalidate my application.

11. EXAMINATION FEES

Full examination

Module A Shs.....

Module B Shs.....

Referred subject Modele A&B Shs.....

Signature:..... Date:.....

FOR OFFICIAL USE ONLY

Fee Receipt No.....for Shs.....date.....

Exemption fee Shs.....Receipt No:.....date.....

Subscription fee Shs.....Receipt No:.....date.....

Comments by Examination Department:.....

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

Executive Director:.....

Stamp:.....

Date:.....

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

**Indicate appropriately*

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

FORM NBAA IV

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA

Mhasibu House, Bibi Titi Mohamed Street,
P.O. Box 5128, DAR ES SALAAM.
Tel. Nos. 2151642, 2151745 Fax No. 2151746
E-mail nbaa(@)raha.com Website. WWW.nbaa.or.tz

INTERMEDIATE STAGE (MODULE C & D) EXAMINATION ENTRY FORM

Before filling in this form, please study carefully the examination procedures and regulations as stipulated in the Students' Handbook and Examination & Training By-laws

For Official use only
Index No.
allocated _____

1. NAME (Mr./Mrs/Ms.)*

SURNAME(LAST NAME)	FIRST NAME	OTHER NAMES (Initial(s))

2. ADDRESS (use reliable address)

FOR POSTING EXAMINATION ADMISSION LETTER/RESULTS LETTER

3. CANDIDACY REGISTRATION NUMBER (CR. NO.)

4. CENTRE REQUESTED:** _____

5. MODULE C

EXAM. CODE NO.	SUBJECT	PLACE AN (X) HERE
P.07	FINANCIAL ACCOUNTING II	
P.08	INFORMATION TECHNOLOGY	
P.09	QUANTITATIVE TECHNIQUES	

MODULES D

EXAM. CODE NO.	SUBJECT	PLACE AN (X) HERE
P.10	RESEARCH & CONSULTANCY METHODOLOGY	
P.11	CORPORATE FINANCE	
P.12	MANAGEMENT PRINCIPLES & PRACTICE	

National Board of Accountants and Auditors (Examination and Training)

GN. No. 4 (contd.)

Closing Date _____

*Indicate appropriately

**Current Examination Centres are:

Arusha Dar es Salaam, Mwanza, Mbeya, Moshi, Kibosho-Masoka, Tanga and Zanzibar

6. Certification by Institution.

I certify that the above candidate has completed/will be completing his/her minimum period of nine months preparation for the above examination before the commencement of the above examination.

Duration of Training from..... to.....

Date:.....

Signature of Co-ordinator of the Programme (with official stamp)

7. I wish to enter the examination to be held in..... MAY/NOVEMBER, YEAR.....

8 Up-country candidates wishing to sit the examination at any of the DSM Centres should indicate whether their admission docket should be posted or collected at the NBAA offices.

Post my admission docket
I will collect my admission docket

Signed.....Date.....

9. Enclosed is Shs:.....in payment of the examination fee in the form of MONEY/POSTAL ORDER/CHEQUE NUMBER/Express Money Order No.....
*Do not post hard cash. NB: Cheques be crossed A/C payee only.

10. I have read and agree to abide by the Examination Regulations and By law of the Board and accept that any false information supplied by me will invalidate my application.

II. EXAMINATION FEES

Full examination

Module C Shs.....

Module D Shs.....

Referred subject Modele C&D Shs.....

Signature:.....

Date:.....

National Board of Accountants and Auditors (Examination and Training)

GN. No. 4 (contd.)

FOR OFFICIAL USE ONLY

Fee Receipt No.....for Shs.....date.....
Exemption fee Shs.....Receipt No:.....date.....
Subscription fee Shs.....Receipt No:.....date.....
Comments by Examination Department:.....

ENTRY APPROVED/NOT APPROVED on the following grounds:

Executive Director:.....
Stamp:.....
Date:.....

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

*Indicate appropriately

FORM NBAA V

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA

Mhasibu House, Bibi Titi Mohamed Street,
P.O. Box 5128, DAR ES SALAAM
Tel. Nos. 2151642, 2151745 Fax No. 2151746
E-mail nbaa@raha.com Website. WWW.nbaa.or.tz

FINAL STAGE (MODULE E & F) EXAMINATION ENTRY FORM

Before filling in this form, please study carefully the examination procedures and regulations as stipulated in the Students, Handbook and Examination & Training By-laws

For Official use only
Index No.
allocated

I. NAME

(Mr./Mrs/Ms.)*

SURNAME(LAST NAME) FIRST NAME OTHER NAMES
(Initial(s))

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

2. ADDRESS (use reliable address)

FOR POSTING EXAMINATION ADMISSION LETTER RESULTS LETTER

3. CANDIDACY REGISTRATION NUMBER (CR. NO.)

4. CENTRE REQUESTED:** _____

5. MODULE E

EXAM. CODE NO.	SUBJECT	PLACE AN (X) HERE
P.13	ENTREPRENEURSHIP	
P.14	MANAGEMENT ACCOUNTING	
P.15	TAXATION	

MODULES F

EXAM. CODE NO.	SUBJECT	PLACE AN (X) HERE
P.16	AUDITING AND INVESTIGATIONS	
P.17	INTERNATIONAL FINANCE	
P.18	FINANCIAL ACCOUNTING III	

Closing Date _____

**Indicate appropriately*

****Current Examination Centres are:**

Arusha Dar es Salaam, Mwanza, Mbeya, Moshi, Kibosho-Masoka, Tanga and Zanzibar.

6. Certification by Institution.

I certify that the above candidate has completed/will be completing his/her minimum period of nine months preparation for the above examination before the commencement of the above examination.

Duration of Training from..... to.....

Date:.....

Signature of Co-ordinator of the
Programme (with official stamp)

7. I wish to enter the examination to be held in.....
MAY/NOVEMBER, YEAR.....

8 Up-country candidates wishing to sit the examination at any of the DSM Centres should indicate whether their admission docket should be posted or collected at the NBAA offices.

Post my admission docket
I will collect my admission docket

Signed.....Date.....

*National Board of Accountants and Auditors (Examination
and Training)*

GN. No. 4 (contd.)

9. Enclosed is Shs:.....in payment of the examination fee in the form of
MONEY/POSTAL ORDER/CHEQUE NUMBER/Express Money Order No.....
***Do not post hard cash. NB: Cheques be crossed A/C payee only.**

10. I have read and agree to abide by the Examination Regulations and By law of the
Board and accept that any false information supplied by me will invalidate my application.

11. EXAMINATION FEES

Full examination

Module E Shs.....

Module F Shs.....

Referred subject Modele E&F Shs.....

Signature:..... Date:.....

FOR OFFICIAL USE ONLY

Fee Receipt No.....for Shs.....date.....

Exemption fee Shs.....Receipt No:.....date.....

Subscription fee Shs.....Receipt No:.....date.....

Comments by Examination Department:.....

ENTRY APPROVED/NOT APPROVED on the following grounds:

.....

Executive Director:.....

Stamp:.....

Date:.....

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

**Indicate appropriately*

Dar es Salaam,
19 December, 2003

BASIL P. MRAMBA (MP.),
Minister for Finance