

CANDIDACY REGISTRATION AND/OR EXEMPTION FORM

CR FORM

Form Fee Shs.10,000/=

(NBAA)

**THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA**

Mhasibu House
Bibi Titi Mohamed Street
P.O. Box 5128, DAR ES SALAAM
Tel. 2150648/2151745 Fax 2151746 Email: info@nbaa-tz.org

For Official Use Only

Candidacy No. _____

Date of Registration _____

APPLICATION FOR CANDIDACY REGISTRATION AND EXEMPTIONS

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

SECTION A: CANDIDACY REGISTRATION

1. PERSONAL DETAILS

_____ SURNAME _____ FIRST NAME _____ / _____ / _____
OTHER NAMES
(Initials)

2. SEX (TICK [√]) M: F:

3. CURRENT ADDRESS: _____

Tel. No. _____ Fax No. _____ Email: _____

4. DATE OF BIRTH ____/____/____ **PLACE OF BIRTH** _____ **NATIONALITY** _____
Day Month Year

5. EMPLOYMENT

(a) NAME AND ADDRESS OF PRESENT EMPLOYER _____

PRESENT DESIGNATION (Position) _____
(Date of Appointment) ____/____/____
Day Month Year

(b) If not employed indicate what you are currently engaged in e.g. student, etc.
(i) Student Name of Institution/School _____
(ii) Others Indicate type of engagement _____

6. CLOSING DATE OF RECEIVING APPLICATIONS

For May Examinations	For November Examinations
31 st January	31 st July

7. PENALTY FEES FOR LATE APPLICATIONS

A penalty fee will be charged for applications submitted late at intended examination session, as per the schedule shown below:

For May Examinations	For November Examinations	Penalty Fee
1. 1 st February to 15 th February	1. 1 st August to 15 th August	50%
2. 16 th February to 28 th February	2. 16 th August to 31 st August	100%

NB: The Candidacy Registration application forms shall be received during the year in **January-February** and **July-August**, while the closing dates indicated guide a candidate the time to lodge an application.

7. EDUCATION/PROFESSIONAL QUALIFICATIONS

(a) Secondary: "O" Level

School	Subject	Grade	Year

(b) Secondary: "A" Level

School	Subject	Grade	Year

(c) Professional Qualification/University Degree/Diploma awarded

Institution	Qualification	Speciality	Duration	Year completed	Full/Part Time

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

Technician Level 1/II	
Foundation Module A/B	
Intermediate Module C/D	
Final Stage Module E/F	

SECTION B: EXEMPTION

I hereby apply for Exemption from the following examination(s) paper(s):
Place a CROSS (X) in the appropriate box(es) of the subject you are requesting exemption.

TECHNICIAN Level I		CROSS (X)
T.01	Book-keeping and Accounts	
T.02	Elements of Business Mathematics and Statistics	
T.03	Introduction to Commercial Knowledge, Management Practices and Ethics	
T.04	Business Communication Skills	

Level II		
T.05	Principles of Accounting and Auditing	
T.06	Elements of Costing, Procurement and Supplies Management	
T.07	Principles of Economics & Taxation	
T.08	Introduction to Information and Communication Technology	
T.09	Accounting for Public Sector and Cooperatives	

FOUNDATION Module A		
P.01	Financial Accounting	
P.02	Business Economics	
P.03	Business Law	
P.04	Business Mathematics and Statistics	

Module B		
P.05	Auditing Theory and Practice	
P.06	Cost Accounting	
P.07	Business Information Systems Management	
P.08	Business Ethics and Corporate Governance	

INTERMEDIATE Module C		
P.09	Financial Reporting I	
P.10	Research, Consultancy and Reporting	
P.11	Quantitative Techniques for Decision Making	

Module D		
P.12	Management Principles and Practices	
P.13	Corporate Finance	
P.14	Entrepreneurship	

FINAL Module E		
P.15	Financial Reporting II	
P.16	International Finance	
P.17	Public Finance and Taxation	

Module F		
P.18	Auditing and Assurance Services	
P.19	Management Accounting and Control	
P.20	Contemporary Issues in Accounting	

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

Signature _____

Date _____ 20 _____

9. MODE OF PAYMENT:

(a) I enclose EMO/TPO/MO/Cheque No. _____ dated _____
Shs.

OR

(b) Bank Direct Deposit (attach pay slip). Shs..... Dated
In respect of my application for Candidacy Registration fee.

10. DECLARATION BY THE APPLICANT:

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

Signature of Candidate _____

Date _____

SECTION C:

11. CERTIFICATION AND DECLARATION

(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 _____ years/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 _____

NOTES FOR GUIDANCE

1. An applicant is required to download and fill the application form. The duly filled application form should be submitted with the following attachments:
 - (a) Educational and professional certificates including transcripts duly certified by a Magistrate or Notary Public (*This applies only to candidates who cannot come in person*).
However, if the form is delivered in person, certification can be done by NBAA officials in the Education and Training Services Department.
 - (b) Three identical passport size photographs (recently taken) with your name written and signed on the back of each photograph.
 - (c) 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 or through direct bank deposit and the mode of payment used should be indicated. DO NOT POST CASH.
 - (d) Non citizens will be charged twice.
Payment of Candidacy Registration and/or examination fees can be made through bank deposits at any **CRDB BRANCH to NBAA COLLECTION ACCOUNT NO.01J 100 555 3500 – CRDB BANK, VIJANA BRANCH, MOROGORO ROAD, DSM**. The Pay-in-slip should be attached with the Candidacy Registration Form/Examination entry form and submitted to NBAA.

2. 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 your Candidacy Registration forms. Therefore, your names will appear on Certificate(s) to be awarded to you by the Board in that order.
 - (a) *Names that you use are those which appear on the certificate(s) attached with your application forms for registration with the Board. Any alterations in name(s) need to be supported by a legal document.*
 - (b) *The Board shall not accept any request for change of name once an application for Candidacy Registration and/or Examination Entry has been lodged.*

3. **Mailing Address**
The address indicated under para (3) on the first page will be the official contact address between you and the Board. Should you desire to have a different address, kindly advise the Board accordingly.

4. **Exemption Request**
For the candidates who wish to be exempted from any of the Board's examinations, they are advised to make sure that:
 - (a) Section B of this form is duly completed.
 - (b) Relevant certificates and transcripts are attached.
 - (c) Indicate the address(es) of the college/university/professional body where you studied on a separate sheet of paper, to enable the Board contact the institution(s) in case of need.
 - (d) Provide a detailed syllabus, which shows the depth and coverage of the subject(s) for qualifications obtained outside Tanzania.
 - (e) Holders of qualifications obtained outside the country are required to submit together with their application forms an accreditation/recognition letter from Tanzania Commission for Universities (TUC).

5. **Incomplete Form (*Incomplete form, photocopy/fax forms will not be processed*).**
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.

6. **Closing Dates**
Candidacy Registration forms should be submitted to our offices duly paid on or before the closing date indicated on page I of this form. For late applications, kindly ensure that the additional penalty fee is payable on submission All your enquiries in connection with the Board's Examinations should be directed to Education and Training Services 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 _____ SHS. _____ OF _____

REGISTRATION ACCEPTED _____

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
