

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

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DAR ES SALAAM.

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ACCOUNTING TECHNICIAN (ATEC I) EXAMINATION ENTRY FORM

Before filling in this form, please study carefully the examination procedures and regulations as stipulated in the “Syllabus” and “Examination & Training Bylaws”.

1. CANDIDACY REGISTRATION NUMBER (CR.NO.)

2. NAME

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

3. ADDRESS FOR POSTING EXAMINATION ADMISSION LETTER/RESULTS LETTER

Postal Address:	Email (Write your email legibly)
	Phone No:

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

MONTH

YEAR

5. I hereby apply to sit for the following subject(s) (Tick the appropriate subject(s))

ATEC I

EXAM CODE	SUBJECT	TICK (✓)
T.01	BOOKKEEPING & ACCOUNTS	
T.02	ELEMENTS OF BUSINESS MATHEMATICS & STATISTICS	
T.03	INTRODUCTION TO COMMERCIAL KNOWLEDGE, MANAGEMENT PRACTICES AND ETHICS	
T.04	BUSINESS COMMUNICATION SKILLS	

6. Preferred Examination Centre

→ (See Note I) overleaf

7. CLOSING DATE: 15th March for May examination session and
15th September for November examination session.

PENALTY FEES FOR EXAMINATION ENTRY APPLICATIONS RECEIVED AFTER CLOSING DATE

A penalty fee will be charged for examination entry applications submitted after the closing date as follows:

- Applications submitted on 16th March/September to 31st March/September – 50% penalty charge.
- Applications submitted on 1st April/October to 15th April/October – 100% penalty charge on *Examination Entry*.
- **NO APPLICATION** for examination entry shall be accepted after **15th April/October**.

8. **Certification by Institution:**

I certify that the applicant is attending review classes at this centre and is adequately prepared to sit for the examination paper(s) applied for.

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

Date:.....

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

9. Enclosed is Shs:..... in payment of the examination fee in the form of
***Postal Order/Cheque No./ Express Money Order No.**..... dated
Direct Bank Deposit, Amount transferred: (*Attach Bank Pay in Slip*)
Do Not post cash.

NB: Cheques should be crossed A/C payee only.

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

11. **EXAMINATION FEES PAYABLE**

Full examination	–	ATEC I	Shs.40,000/=
Referred/single subject	–		Shs.10,000/=

***Non Citizens will be charged twice.**

Signature:

Date:.....

FOR OFFICIAL USE ONLY

Examination fee shs. Receipt No:.....date:.....

Exemption fee shs.....Receipt No:.....date:.....

Subscription fee shs.....Receipt No:..... date:.....

Candidacy registration fee shs. Receipt 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.

NOTES FOR GUIDANCE

- (1) **Current Examination Centres:**
Arusha, Dar es Salaam, Dodoma, Mbeya, Morogoro, Moshi, Mwanza, Songea, Tanga and Zanzibar.
- (2) Incomplete forms or those which have not been accompanied by the correct examination entry fees will not be processed.
- (3) Examination entry applications whose annual subscription fees are in arrears will not be processed.
- (4) Postponement/withdrawal from the examinations should be made on or before the closing date whereby full fees will be transferred to the immediate examination session.
- (5) Any cheque which is dishonoured due to lack of funds or for any other reason will result into the candidate being withdrawn from the Board’s examinations.
- (6) Candidates are strongly encouraged to pay their examination fees early to avoid queues and uncalled for inconveniences on the last day.
Payment of examination fees can be made through bank deposits at any CRDB BRANCH to the **NBAA Collection A/C No.01J 100 555 3500 – CRDB Bank Vijana Branch, Morogoro Road, DSM.**
The Pay-in-slip should be attached with the Examination form and submitted to NBAA.
- (7) Any form submitted to NBAA without the Bank Pay-in-slip and/or Postal Order/Cheque will not be processed.
- (8) Applications to examination entry **should be on NBAA printed forms only** and that photocopied/faxed forms shall not be accepted for purposes of registration.