

THE UNITED REPUBLIC OF TANZANIA

VALUERS REGISTRATION BOARD



LOGBOOK FOR VALUATION PROFESSIONAL PRACTICE

NAME: _____

VRB REGISTRATION No: _____

YEAR: _____

PREFACE

The Rule number 17 (1) of the Valuation and Valuers Registration Rules, 2019 has made submission of the professional Log Book to all Provisional Registered valuers in the country mandatory.

In order to enable the Board to know the extent of practical experience attained by an individual valuer under provisional registration in any year, all professional activities have to be recorded. Such a record will be the basis of the evaluation by the Board. To this end, the Board has introduced this Logbook into which a valuer will be required to enter all activities that have contributed to his/her professional training during the year.

It is important that all the required details of the supervisors be filled-in in the logbook so that the Board is able to establish the competence of the supervisor and hence ascertain the nature and extent of skills and professional competence passed over to the aspirants.

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1.0 NOTES ON THE USE OF THE LOGBOOK

- (1) This logbook is issued to and used by all Provisional Registered Valuers to record annual practical activities they have undertaken under the supervision of a Fully Registered Valuer(s) or and Temporary Registered Valuer(s) for three consecutive years or more.
- (2) The activities shall be recorded in a chronological order.
- (3) Provisionally Registered Valuers shall submit to the Board, on an annual basis, evidence of their work during the previous year not later than three months following the end of the calendar year.
- (4) If a practicing valuer fails to submit the Logbook for practical training period of two years consecutive without compelling reasons, the Board may temporarily remove Valuer from the Register.
- (5) Provisionally Registered Valuer must undertake valuation activities under the supervision of Fully Registered Valuer (s) for three consecutive or more.
- (6) The information and records entered in the logbook shall used as a part of the issues to be probed during a mandatory oral interview.

2.0 PARTICULARS OF THE VALUER

- (1) Name:
- (2) VRB Registration No:
- (3) Address:
.....
- (4) Telephone No:
- (5) E-mail Address:
- (6) Current Employment and Address:
- ◆ Position held.....
 - ◆ Name of Employer:
 - ◆ Address:
 - ◆ Telephone No:
 - ◆ Fax No:
 - ◆ E-mail:

3.0 RECORD OF VALUATION PROFESSIONAL PRACTICE

Submission for the year

3.1 Professional Valuation Practice

Give a brief summary of professional valuation practice since last log book submission:

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3.2 Professional Development Activities*

** (If you need an extra space for filling in your records, add additional piece of paper with the same format)*

Date	Description of the Work/Job performed/participated	Nature of Participation	Remarks, Signature ,Stamp, Registration number of the Supervisor

3.4 Declaration

I declare that the above entries in my Logbook are a true and correct record of my participation in Professional Training for the period.

Name: **Signature:**.....

Date:.....

APPENDIX I: PARTICULARS OF THE SUPERVISORS

The following are the details of the Supervisors who supervised the work undertaken by the aspiring applicant:

S/n	Supervisors' Particulars		Signature and Stamp
1.	Full Name		
	Postal Address		
	Employer / Firm		
	E-mail Address		
	Telephone Contact Number		
	Employer		
	Year of Full Registration & Registration Body		
	Number & Date of registration with VRB (where applicable)		
2.	Full Name		
	Postal Address		
	Employer / Firm		
	E-mail Address		
	Telephone Contact Number		
	Employer		
	Year of Full Registration & Registration Body		
	Number & Date of registration with VRB (where applicable)		