

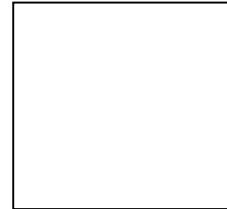
**Valuers'  
Registration Board**  
Tanzania

**THE VALUER'S REGISTRATION BOARD**

**(THE VALUATION AND VALUER REGISTRATION ACT No. 7, 2016)**

**APPLICATION FOR FULL/PROVISIONAL REGISTRATION/RENEWAL**

(Made under Regulation 17 and 22(1))



*Attach photograph here*

**TO:** The Registrar,  
Valuers' Registration Board.

I hereby apply for FULL/PROVISIONAL/RENEWAL Valuer's registration with the Board.

Personal particulars:

1. Full Name: .....
2. Nationality: .....
3. Gender: FEMALE/MALE (*Delete whichever is inapplicable*)
4. Address (*For registration and future correspondence*)  
P.O. Box: .....  
Email: .....  
Phone: .....  
Mobile: .....
5. Physical Address: Plot/House No.....  
Block.....Location/Street.....District.....Region.....
6. Date of Birth: (DD/MM/YYYY) .....

7. Education Background

Education Level	Name of School	From	To	Award
Secondary School (O-Level)				
Secondary School (A-Level)				
Higher Learning Institution				
Other				

8. Membership in Professional Bodies:

.....

.....

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.....

.....

.....

9. Practical experience and training in valuation

Institution/ Firm	From	To	Nature of Valuation	Capacity	Name of Supervisor

*NB: Attach an extra sheet for more information*

I hereby declare that the foregoing particulars are true and correct to the best of my knowledge and belief.

Signature of Applicant: ..... Date: .....

**Referees:**

- Full Name.....  
Address.....  
Email:.....  
Tel.....Mobile.....  
Registration No:.....
- Full Name:.....  
Address.....  
Email:.....  
Tel.....Mobile.....  
Registration No:.....

**FOR OFFICIAL USE ONLY**

Date Received:..... Receipt No:.....

Remarks: .....

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Signature: ..... Official Stamp .....

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**Notes:**

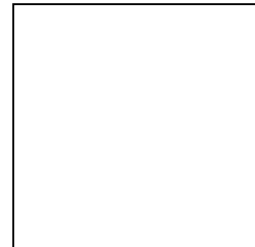
1. This application shall be submitted in triplicate.
2. An applicant for registration may in addition to this application be required to satisfy the Board that his or her professional and general conduct has been such as to make him qualify for registration by the Board.
3. Attach all relevant certificates, dully certified.
4. Attach payment receipt for the application fees prescribed by the Board.
5. Attach three recent passport photographs.

**THE VALUER'S REGISTRATION BOARD**

**(THE VALUATION AND VALUER REGISTRATION ACT No. 7, 2016)**

**APPLICATION FOR TEMPORARY REGISTRATION**

*(Made under Regulation 17)*



*Attach photograph here*

**TO:** The Registrar,  
Valuers' Registration Board.

I hereby apply for FULL/PROVISIONAL/RENEWAL Valuer's registration with the Board.

Personal particulars:

1. Full Name: .....
2. Nationality: .....
3. Gender: FEMALE/MALE *(Delete whichever is inapplicable)*
4. Address *(For registration and future correspondence)*  
Personal Address  
P.O. Box: .....  
Email: .....  
Phone: ..... Mobile .....

Official Address *(For registration and future correspondence)*

P.O. Box: .....  
Email: .....  
Phone: ..... Mobile .....

Physical Address: Plot/House No.....  
Block.....Location/Street.....District.....Region.....

5. Date of Birth: *(DD/MM/YYYY)* .....

6. Education Background

Education Level	Name of School/Institution	From	To	Award

‘To reflect the origin country’s system.

7. Membership to Professional Bodies:

.....  
 .....  
 .....  
 .....

8. Practical experience and training in valuation

Institution/ Firm	From	To	Nature of Valuation	Capacity	Name of Supervisor

*NB: Attach an extra sheet for more information*

9. Previous Temporary Registrations of Professional Stay in Tanzania

Date of Stay	Registration Number	Assignment Undertaken	Consulting Firm

10. Are you currently stationed in Tanzania?

- (i) (YES/NO) (strike off whichever is inapplicable)
- (ii) If not currently in Tanzania, state the dates of intended arrival .....
- (iii) State the expected duration of stay in Tanzania from ..... to .....

11. Specify the nature and duration of the project in which you will be engaged.

*(Attach all relevant supporting documents)*

Project Name	Nature of Engagement	Work Duration	Consulting Firm

12. Declaration

I hereby declare that the foregoing particulars are true and correct to the best of my knowledge and belief.

Signature of Applicant:..... Date: .....

**Referees:**

1. Full Name (Local Fully Registered Valuer or Firm).....  
Address.....  
Email:.....  
Tel.....Mobile.....  
Registration No:.....
2. Full Name:.....  
Address.....  
Email:.....  
Tel.....Mobile.....  
Registration No:.....

**FOR OFFICIAL USE ONLY**

Date Received: ..... Receipt No:.....

Remarks:.....  
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.....  
.....

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**Notes:**

1. This application shall be submitted in triplicate.
2. An applicant for temporary registration may be required to:-
  - (a) Appear before the Board for the purpose of an Interview;
  - (b) Satisfy the Board that his professional and general conduct qualify him for registration.
3. Attach all relevant certificates, dully certified.
4. Attach payment receipt for the application fees prescribed by the Board.
5. Attach three recent coloured passport photographs.

**THE VALUER'S REGISTRATION BOARD**

**(THE VALUATION AND VALUER REGISTRATION ACT No. 7, 2016)**

**APPLICATION FOR ENLISTMENT**

*(Made under Regulation 18)*



*Attach photograph here*

**TO:** The Registrar,  
Valuers' Registration Board.

I hereby apply for FULL/PROVISIONAL/RENEWAL Valuer's registration with the Board.

Personal particulars:

1. Full Name: .....
2. Nationality: .....
3. Gender: FEMALE/MALE *(Delete whichever is inapplicable)*
4. Address *(For registration and future correspondence)*  
P.O. Box: .....  
Email: .....  
Phone: ..... Mobile .....
5. Physical Address: Plot/House No.....  
Block.....Location/Street.....District.....Region.....
6. Date of Birth: (DD/MM/YYYY) .....

7. Education Background

Education Level	Name of School	From	To	Award
Secondary School (O-Level)				
Secondary School (A-Level)				
Higher Learning Institution				
Other				

8. Membership in Professional Bodies:

.....

.....

.....

.....

9. Practical experience and training in valuation

Institution/ Firm	From	To	Nature of Valuation	Capacity	Name of Supervisor

*NB: Attach an extra sheet for more information*

I hereby declare that the foregoing particulars are true and correct to the best of my knowledge and belief.

Signature of Applicant: ..... Date: .....

**Referees:**

- Full Name:.....  
Address.....  
Email:.....  
Tel.....Mobile.....  
Registration No:.....
- Full Name:.....  
Address.....  
Email:.....  
Tel.....Mobile.....  
Registration No:.....

**FOR OFFICIAL USE ONLY**

Date Received: ..... Receipt No:.....

Remarks:.....

.....

.....

Signature:..... *Official Stamp*.....

**Notes:**

- This application shall be submitted in triplicate.
- An applicant for registration may in addition to this application be required to satisfy the Board that his or her professional and general conduct has been such as to make him qualify for registration by the Board.
- Attach all relevant certificates, duly certified.
- Attach payment receipt for the application fees prescribed by the Board.
- Attach three recent passport photographs.



**Valuers'  
Registration Board**  
Tanzania

**THE VALUER'S REGISTRATION BOARD**

**(THE VALUATION AND VALUER REGISTRATION ACT No. 7, 2016)**

**THE VALUATION AND VALUERS (REGISTRATION) ACT**  
(Act No. 7 of 2016)

**APPLICATION FOR REGISTRATION OF FIRM**  
(Made under Regulation 19)

**PART I: COMPANY PROFILE**

1. Company's Name in full.....
2. Address of Head Office:.....
3. Contract Detail:  
Telephone No..... Fax No.....  
E-mail.....Website:.....
4. Banker's Name(s) and Address (es):.....  
Place (s) of Business (i.e. Location of Main and Branch Offices ( House/Plot No.Block No. Street and Village/Town/City).....  
.....  
.....
5. Number of Certificate of Incorporation/Registration of Business Names:.....( Photocopy of Certificate required) registered on .....day of .....20.....  
(a) Authorised Capital .....  
(b) Paid up Capital .....  
(c) TIN Number (if any) .....  
(Applicable to Companies which are limited by shares as shown in their Memorandum and Articles of Association)
6. Names, qualifications/experience and nationality of Directors or partners.

**PART II: FINANCIAL STATUS OF THE COMPANY/FIRM**

7. Capital and Other Financial Resources in Possession of/or available to, the Firm (Specify & Attach Current Certified Bank Statement) ( Within Six months)
  - (i) Cash in bank .....
  - (ii) Stocks and other securities held and redeemable in Tanzania at market prices  
.....

8. Company's Fixed (Immovable) Assets (*Certified Photostat copies of documents proving ownership i.e. Letters of offers or Title deed should be attached*).

S/N Name of Asset Value Document Attached

NB: Plant and Equipment are not Fixed Assets for the purpose of registration.

\*Valuation Report for fixed Asset by Approved Valuers should be attached.

### PART III: OFFICE AND SERVICE FACILITIES

9. Particulars of office, workshop and storage yard

Establishment	Size (m2)	No. of Rooms
A.OFFICE		
B.SERVICE WORKSHOP		NA.
C.YARD		N.A.

10. Particulars of Permanent Personnel

(Including Directors/Partners, Technical and Administrative Staff)

Name of Personnel	Nationality	Academic Qualifications	Professional Qualifications	Status and Position in Company	Working Experience (No. of years)	Terms of Employment (Permanent or Contract)

\_\_\_\_\_  
Signature and Official Stamp

\_\_\_\_\_  
Date

2

### PART V: REFERENCES

11. Name and Qualifications at least two Referees.

Name:                      Registration No. ....                      Postal                      Address Telephone

1. \_\_\_\_\_

2. \_\_\_\_\_

## PART VI: DECLARATION

12. I/We the undersigned hereby declare as follows:-

- (i) My/our signing of this application form implies acceptance of responsibility for the veracity and accuracy of all information submitted therein or there with.
- (ii) The information given will be used by the Board for the purpose of evaluating this application for registration. Such registration will be approved at the sole discretion of the Board.
- (iii) Any personal or board corporate may be request to provide information on the competence and general reputation of our firm if so requested by the Board.
- (iv) The Board is welcome to visit and physically inspect my/our establishment, when it deems fit to do so, in order to verify the authenticity of the information given herein, or by my/our Referees, or obtained from any other source regarding our firm.
- (v) I/we understand that, my/our failure to provide the required information or any information provided may prohibit the registration of my/our firm.
- (vi) My/our firm shall not be engaged in any acts of bribery or corrupt practices in whatever form.

Dated this .....day of .....20.....

Signed by ..... (Name in Block letters) in the  
capacity of ..... (Status in Firm)

.....

Signature

## PART VII: LIST OF ATTACHMENTS TO BE SUBMITTED

- 1. A dully filled, signed and stamped application form.
- 2. Certificate of incorporation or registration.
- 3. Proof of ownership of office (*i.e. rent/lease agreement endorsed by commissioner for Oath*).
- 4. CV's of shareholders/partners each with certified copy.
- 5. Certified copies of academic/professional certificate (*for qualified shareholder/partners*).
- 6. Recently passport size photograph of directors.
- 7. Certified true copies of registration cards/proof of ownership of plant and equipment. (*Should bear the name of firm or shareholder*).
- 8. Dully filed & signed anti-bribery pledge.
- 9. Referees form. (*duly filled and signed*).
- 10. Company memorandum & articles of association or extract from registrar of companies.
- 11. Payment receipt for application fee.

## FOR OFFICIAL USE ONLY

Application form received on:.....Application received by .....

Application fee paid on:.....Receipt No.....

**NOTES:-**

- i. Should the space provided with application Form prove insufficient, additional details may be provided on a separate sheet of paper
- ii. Application Form with incomplete submission shall not be processed.
- iii. Application forms must be submitted to the Board within thirty days from the date issued.
- iv. Application form shall be submitted along with a non-refundable processing fee prescribed by the Board.
- v. Submit passport size photographs of company executive directors endorsed on the back.
- vi. All key copies of supporting documents must be certified as true copies of the original.
- vii. Application forms must be filled in block letters or printed.
- viii. Referees must be a fully registered and licensed Valuer.
- ix. The referee must be a person who knows and can comment on the performance of the firm as per attached reference forms.
- x. Registration Number from relevant Professional Board must be given.
- xi. The signatory must be the Managing Director of the company; if not power of Attorney authorizing other person must be attached.
- xii. Attach copy of contract agreements of technical staff.
- xiii. Name as it appears in the Company's Memorandum and Articles of Association or academic certificate or testimonials.
- xiv. Attach photocopy of Passport and Work Permits in case of foreign nationals.
- xv. Attach Certified Certificate or Testimonials and CV(s).
- xvi. Shareholders and Directors should be shown clearly.