

SUBSIDIARY LEGISLATION

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THE VALUATION AND VALUERS REGISTRATION ACT
(ACT NO.7 OF 2016)

REGULATIONS

(Made under section 70)

THE VALUATION AND VALUERS (GENERAL) REGULATIONS, 2018

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

REGULATIONS

(Made under section 70)

THE VALUATION AND VALUERS (GENERAL) REGULATIONS,
2018

PART I
PRELIMINARY PROVISIONS

Citation	1. These Regulations may be cited as the Valuation and Valuers (General) Regulations, 2018.
Interpretation	2. In these Regulations, unless the context otherwise requires-
Act. No. 7 of 2016	“Act” means the Valuation and Valuers Registration Act; “Abandoned farm” means a farm land of which at the time of valuation is found to be neglected without significant expenditure of manpower or remedial work hence currently not productive; “Authorized Valuer” means a Valuer appointed under Section 10 of the Act; “Board” has the same meaning ascribed to it under the Act; “Chief Valuer” has the same meaning ascribed to it under the Act; “Crop Schedules” means the crops compensation schedules; “Natural tree” means plants that are indigenous or grows locally to a given area in a geological time; “Shade tree” means a tree with a main trunk and an elevated distinct branches planted left and maintained for a purpose; “Unexhausted Improvement” means anything or any quality permanently attached to the land directly resulting from the expenditure of capital or labour of an occupier or any

person acting on his behalf and increasing the productive capacity, the utility, or the sustainability of its environmental quality and includes trees, standing crops and growing produce whether of an agricultural or horticultural nature.

PART II
FUNCTIONS OF AUTHORIZED VALUERS AND APPROVAL FEES
CHARGES

Delegation of functions of Chief Valuer	3. The functions of the Chief Valuer prescribed under the Act are the delegated functions of any Authorized Valuer as set out in the First Schedule of these Regulations.
Additional functions	4. Authorised Valuer shall in addition to functions delegated to him under the Act, perform the functions as prescribed in the Second Schedule of these Regulations.
Conflict of interest	<p>5.-(1) Where any matter concerning valuation in which any authorized Valuer exercising functions under this Act or any member of his immediate family or financially or employment related person has an interest is assigned to, referred to or otherwise comes to that authorized Valuer for his action, advice, assistance or decision that Valuer shall not exercise any function under this Act in respect of that valuation.</p> <p>(2) For the purposes of this regulation "immediate family" means, any person related to the authorized Valuer as a father or mother, son or daughter, wife or husband and brother or sister whether born in or out of wedlock, and where any person referred to above has more than one spouse, shall include all those spouses.</p>
Review of decisions by Chief Valuer	6. Subject to any conditions and limitations prescribed under Section 8 of the Act, the Chief Valuer may, upon application by a registered Valuer or on his own motion, review the decision of the Assistant Chief Valuer on matters pertaining the disapproval of valuation report.
Approval Fees	7. Subject to Section 6(2) of the Act, approval fees prescribed in the Third Schedule shall be payable to the Chief Valuer in respect of services specified in that schedule.

PART III
ASSESSMENT OF VALUE FOR LAND FOR COMPENSATION

Basis for assessment of value for land etc	8. The basis for assessment of any land and unexhausted improvements for purposes of compensation under the Act shall be the market value of such land and unexhausted improvements.
Market value	9. The market value of any land and unexhausted improvement shall be arrived at by use of comparative method with evidence from actual recent sales of similar properties or by use of the income approach or replacement cost method where the property is of special nature and not saleable.
Preparation of assessment of value for land	10. All assessment of the value of land and unexhausted improvements for the purpose of the Act shall be prepared by a Registered Valuer.
Verification and approval of value for land etc	11. Every assessment of value for land and unexhausted improvements for the purpose of payment of compensation shall be verified and approved by the Chief Valuer.
Compensation	12.-(1) Compensation for loss of interest in land shall include value of land, unexhausted improvements, disturbance allowance, transport allowance, accommodation allowance and loss of profit. (2) The owner of the property shall be entitled to accommodation and transport allowance only when the house built on his land is in use at the time of valuation.
Accommodation allowance	13. The market rent for the building shall be assessed and multiplied by thirty six months in order to arrive at accommodation allowance payable.
Loss of profit	14. The net monthly profit of the business carried out on the land shall be assessed, evidenced by audited accounts where necessary and applicable or returns evidenced by Revenue Collection Authority and multiplied by thirty six months in order to arrive at the loss of profit payable.

Disturbance allowance

15. The disturbance allowance shall be calculated by multiplying value of the interest in land by the average percentage rate of interest offered by the Central Bank on fixed deposits for twelve months at the time of loss of interest in land.

Transport allowance

16. Transport allowance shall be the actual costs of transporting twelve tons of luggage by rail or road, as prescribed by the responsible Transportation Regulatory Authority within twenty kilometers from the point of displacement.

PART IV REGISTRATION AND ENLISTMENT OF VALUERS

Registration procedure

17.-(1) Subject to Sections 26, 28, 29 and 30 of the Act, an applicant who wishes to be registered as a Valuer shall-

- (a) in case of an application for a full or provisional registration, be required to fill in Registration Form No. 1 as set out in the Fourth Schedule; and
- (b) in case of an application for a Temporary Registration, be required to fill in Registration Form No. 2 as set out in the Fourth Schedule.

(2) The applicant under Sub-Regulation (1) shall, in addition to the requirement to fill in the appropriate application form, be required to pay an application fee prescribed by the Board.

(3) notwithstanding Sub-Regulation (2) the applicant shall be required to partner with local fully registered Valuer or firm.

(4) Each application form shall be filled in triplicate and shall be attached with all relevant information as set out in the Act, including-

- (a) certified copies of academic credentials;
- (b) a recent passport size photograph of the applicant;
- (c) curriculum vitae; and
- (d) receipt for application fee.

Enlistment procedure

18.-(1) Subject to Section 38 of the Act, an applicant who wishes to be enlisted shall fill in Registration Form No.

3 as set out in the Fourth Schedule and he or she must be a citizen of Tanzania.

(2) The applicant under Sub-Regulation (1) shall, in addition to the requirement to fill in the appropriate application form, be required to pay an application fee prescribed by the Board.

(3) Each application form shall be filled in triplicate and shall be attached with all relevant information as set out in the Act, including-

- (a) certified copies of academic credentials;
- (b) a recent passport size photograph of the applicant;
- (c) curriculum vitae; and
- (d) receipt for application fee.

Registration of
firms

19.-(1) Subject to Section 26(3) of the Act, an applicant for registration of a firm shall be required to fill in Registration Form No. 4 in triplicate as set out in the Fourth Schedule.

(2) The application under Sub Regulation (1) shall be accompanied by a proof of payment of appropriate application fee prescribed by the Board.

Registration
certificate

20. Upon granting an application for registration, the Registrar shall, in addition to practicing certificate issued under Section 31 of the Act, issue the successful applicant with registration certificate which shall, unless revoked by the Board, be valid for the entire life of the Valuer.

Certificates and
orders

21.-(1) Where the Board has-

- (a) granted an application, it shall issue the applicant with a-
 - (i) certificate in the manner set out in Registration Form No. 5 of the Fourth Schedule;
 - (ii) certificate of enlistment in the manner set out in Registration Form No. 6 of the Fourth Schedule;
 - or
 - (iii) certificate of temporary registration in the manner set out in Registration Form No. 7 of the Fourth Schedule;
- (b) refused an application, it shall issue the applicant with an order in a manner prescribed in Registration Form No. 8 of the Fourth Schedule;

- (c) suspended a registered or enlisted Valuer, it shall notify the Valuer in the manner set out in Registration Form No. 9 of the Fourth Schedule;
- (d) cancelled the registration or enlistment of the Valuer, it shall notify the Valuer in the manner set out in Registration Form No. 9 of the Fourth Schedule.

Procedure for
renewal of
practicing
certificate

22.-(1) Subject to Section 35 of the Act, a registered Valuer who wishes to renew his practicing certificate shall fill in Registration Form No. 1 prescribed in the Fourth Schedule.

(2) The provisions of Regulation 3 relating to fees and documents to be attached shall apply to any application for renewal of registration or enlistment under this regulation.

Change of
Particulars

23. Re-registered or enlisted valuers who wish to change their particulars may apply to the Board for that changes by submitting the application in the manner set out in Registration Form No. 10 in the Fourth Schedules (all applications to be imposed fees).

Notices

24.-(1) Where the Board-

- (a) intends to suspend a registered or enlisted Valuer, it shall notify the Valuer in the manner set out in Registration Form No. 11 of the Fourth Schedule;
- (b) intends to cancel the registration or enlistment of the Valuer, the Board shall notify the Valuer in the manner set out in Registration Form No. 11 of the Fourth Schedule;
- (c) accepts an application for change of particulars, the Board shall notify the applicant in the manner set out in Registration Form No. 12 of the Fourth Schedule; and
- (d) refuses an application for change of particulars, the Board shall notify the applicant in the manner set out in Registration Form No. 13 of the Fourth Schedule.

(2) The requirement under subregulation (1)(d) shall not apply to a deceased registered or enlisted Valuer.

PART V MANAGEMENT OF COMPLAINTS AND APPEALS

25. A complaint may be lodged to the Board by-

Persons who may lodge complaints

- (a) a person who receives or has received services from a registered, or enlisted Valuer; or
- (b) a person who is affected, or likely to be affected, by the act, omission or decision of a registered, or enlisted Valuer which is the subject of the complaint.

Complaints not to be dealt with

26. The Board shall not deal with the following in accordance with these Regulations-

- (a) a complaint which is made orally and is resolved to the complainant's satisfaction not later than the next working day after the day on which the complaint was made;
- (b) a complaint, the subject matter of which is the same as that of a complaint that has previously been made by the same complainant and resolved in accordance with these Regulations;
- (c) a complaint, the subject matter of which, has previously been investigated and determined under these Regulations.

Time limit for lodging complaint

27.-(1) Except as provided in Paragraph (2), a complaint shall be lodged not later than twelve months after-

- (a) the date on which the matter which is the subject of the complaint occurred; or
- (b) the date on which the matter which is the subject of the complaint came to the notice of the complainant.

(2) The time limit in Paragraph (1) shall not apply if the Board is satisfied that-

- (a) the complainant had good reasons for not lodging the complaint within that time limit; and
- (b) notwithstanding the delay, it is still possible to investigate the complaint effectively and fairly.

Institution of complaint

28.-(1) Complaint into the conduct of a registered or enlisted Valuer may be-

- (a) initiated by the Board on its own motion; or
- (b) instituted in writing and addressed to the Board by or on behalf of any person alleging professional misconduct on the part of a registered or enlisted Valuer.

(2) The Board may hear such complaint or may refer it to the Ethics and Disciplinary Committee of the Board.

Complainant to file particulars on affidavit if required

29.-(1) The Board may require the complaint or any part thereof to be verified by affidavit.

(2) Upon receipt of a complaint against a registered or enlisted Valuer, the Board shall notify the person complained against, giving the grounds of the complaint, the complaint shall be forwarded under cover of registered letter, sent to his last known address.

Explanation filed by registered or enlisted Valuer

30. The Board may call upon the registered or enlisted Valuer whose conduct is complained of or is under investigation to file, within fourteen days thereafter, an explanation in writing as an answer to the complaint and may require such explanation to be verified by affidavit.

Investigation and response

31.-(1) Upon receipt of the complaint, the Board shall-

- (a) investigate the complaint in a manner appropriate to resolve it speedily and efficiently; and
- (b) during the investigation, keep the complainant informed, as far as reasonably practicable, as to the progress of the investigation.

(2) As soon as reasonably practicable after completing the investigation, the Board shall send the complainant in writing a response, signed by the responsible person, which includes-

- (a) a report which includes the following matters-
 - (i) an explanation of how the complaint has been considered; and
 - (ii) the conclusion reached in relation to the complaint, including any matters for which the complaint specifies, or the Board considers that remedial action is needed; and
- (b) confirmation as to whether the Board is satisfied that any action needed in consequence of the complaint has been taken or is proposed to be taken.

Preliminary examination

32.-(1) In the course of preliminary examination, the Registrar may ask the registered or enlisted Valuer against

whom the complaint is made, for any further explanation and may cause such further investigation to be made and such further evidence to be adduced and may obtain such advice and assistance as he thinks fit.

(2) Upon completion of preliminary examination, the Registrar shall report to the Board and the Board shall determine whether or not to hold an inquiry.

Notice to admit facts

33. The complainant and the registered or enlisted Valuer may, at any time prior to the date of holding the inquiry, serve upon the other party a notice in writing asking him to admit in writing any facts or produce any document specified in the notice, material to the complaint.

Appearance of registered or enlisted Valuer before the Board

34.-(1) The Board may-

- (a) summon any registered or enlisted Valuer against whom a complaint is lodged or whose conduct requires investigation; or
- (b) order registered or enlisted Valuer against whom a complaint is lodged or whose conduct requires investigation to appear before the Ethics and Disciplinary Committee.

(2) Where the Board has summoned a registered or enlisted Valuer or has ordered him to appear before the Ethics and Disciplinary Committee, it may call upon such registered or enlisted Valuer to produce any document or other information in his possession or under his control that relates to the complaint or matter under investigation and may hear any evidence and inspect any document which the complainant or the party complained against may adduce.

Committee to investigate and advise the Board

35. Where upon the inquiry conducted under regulation 17(1)(b), the Ethics and Disciplinary Committee finds a registered or enlisted Valuer-

- (a) not guilty of misconduct or incompetence, it will recommend to the Board to take no further action against such registered or enlisted Valuer;
- (b) guilty of misconduct or incompetence, it will recommend measures to be taken by the Board against such registered or enlisted Valuer.

Board's action on completion of inquiry

36. The Board, having enquired into the alleged misconduct of a registered and enlisted Valuer may-

- (a) take no further action; or
- (b) caution the registered or enlisted Valuer;
- (c) impose a fine payable to the Board; or
- (d) Direct suspension or removal of his name from the register.

Summoning of witnesses

37.-(1) Summons issued by the Board under the Act shall be in the manner prescribed in Registration Form No. 14 as set out in the Fourth Schedule to these Regulations, with such variations as circumstances may require.

(2) Witness expenses shall be at the rate currently in force for witnesses in the High Court, and where-

- (a) the witness is called by and on behalf of the Board, such expenses shall be paid by the Registrar;
- (b) the witness is called by or on behalf of the complainant, such expenses shall be paid by the complainant; and
- (c) where the witness is called by or on behalf of the registered or enlisted Valuer, such expenses shall be paid by the registered or enlisted Valuer.

(3) Any person who fails when summoned by the Board to attend as a witness or to produce any books or documents which he is required to produce shall be guilty of an offence and shall be liable on conviction to a fine not exceeding two hundred thousand shillings.

Service of notice

38. Service of any notice or documents required by these Regulations shall be deemed to be effected-

- (a) if served personally on the person to be served;
- (b) if sent by registered post addressed to the person at his last known address; or
- (c) in the case of service of any notice or document on a complainant or the practitioner, if sent by registered post addressed to any advocate appointed by him under these Regulations, and
- (d) proof that such notice or document was served personally or was so addressed and posted shall be proof of service.

Inquiry to be public

39.-(1) The place where the inquiry is held shall be open to the public.

(2) Notwithstanding subregulation (1) the Board may, at any stage of the inquiry exclude the public generally or any particular person.

Board to be satisfied with service of notice of inquiry

40. At the opening of the inquiry the charge or charges shall be read and, if the registered or enlisted Valuer concerned is not present, the Board shall satisfy itself that notice of the inquiry was duly served on him as prescribed by these Regulations.

Procedure on hearing

41.-(1) The complainant shall open the case and produce his evidence in support thereof.

(2) The Board shall then call upon the registered or enlisted Valuer to state his case and produce evidence in support thereof.

(3) At the conclusion of the case by the registered or enlisted Valuer, the complainant may address the Board in reply:

Provided that, if the registered or enlisted Valuer has not produced evidence in support of his case the complainant shall not, without the special leave of the Board, make an address in reply.

Evidence and examination of witnesses

42.-(1) Evidence may be taken by the Board orally or in writing.

(2) Where the statement-

(a) is taken orally it shall be given on oath or affirmation administered by the Chairman; or

(b) is written it shall be in the form of an affidavit or statutory declaration.

(3) Where a witness is called by a party, he shall first be examined by the party which called him and then cross-examined by the other party and then re-examined by the party which called him.

(4) If a deponent to a document is present at the inquiry and refuses to appear for cross-examination, the Board may refuse to admit his evidence.

Board may
question witnesses

43. Members of the Board may put any questions to the parties or witnesses as they deem fit.

Adjournments and
deliberations

44.-(1) At any stage of the inquiry the Board may adjourn the hearing to consider any matter arising therefrom.

(2) At the conclusion of the hearing the Board shall deliberate on the matter in camera.

Records of
inquiry

45.-(1) Shorthand notes of the proceedings of the inquiry, other than of the deliberations of the Board which are held in camera, may be taken by a person appointed for that purpose by the Chairman, and any party who appears at the proceedings shall be entitled to inspect the transcript thereof.

(2) The Registrar shall, if required, supply to any person entitled to appeal under the Act against the decision of the Board, or to his advocate, but to no other person, a copy of the transcript.

(3) If no shorthand notes be taken, the Chairman or some member of the Board authorized by him on that behalf, or the Registrar, shall take notes of the proceedings, other than of the deliberations held in camera, and the provisions of this regulation as to the inspection and taking of copies shall apply to such notes.

Finding

46. The decision of the Board shall be recorded by the Chairman under his own hand and shall be announced by him in public in such terms as the Board shall approve.

Form of
communication

47.-(1) Any communication which is required by these Regulations to be made to a complainant may be sent to him electronically where he-

- (a) has consented in writing or electronically; and
- (b) has not withdrawn such consent in writing or electronically.

(2) Any requirement in these Regulations for a document to be signed by a person is satisfied, in the case of a document which is sent electronically in accordance with these Regulations if-

- (a) the method is used to identify the person and to indicate the intention of that person in regard to the information communicated; and

(b) at the time the method was used, that method was reliable and appropriate for the purposes for which the information was communicated.

(3) Parties may agree to use a particular method of electronic signature as they deem appropriate unless otherwise provided by the law.

Appeals

48.-(1) Any person who is aggrieved by a decision of the Board under these Regulations may appeal to the Minister against the decision of the Board.

(2) In such an appeal the Minister may give such directions in the matter as he thinks proper.

(3) The Board may appear as respondent and be heard on appeal against its decision and for the purpose of enabling directions to be given as to the cost of such appeal, the Board shall be deemed to be a party thereto, whether or not it appears on the date on which the hearing of appeal takes place.

(4) At the hearing of the appeal a document purporting to be a copy of an extract from the register or any document kept or published by the Registrar and purporting to be certified by the Registrar to be a true copy or extract shall be admissible as evidence of the contents of the register or document.

Records

49. The Board shall maintain a record of the following matters-

- (a) each complaint received; and
- (b) the subject matter and outcome of each complaint.

Annual report of complaints

50.-(1) The Board shall prepare an annual report for each financial year which shall-

- (a) specify the number of complaints which the Board received;
- (b) specify the number of complaints which were determined by the Board;
- (c) summarise-
 - (i) the subject matter of complaints that the Board received;
 - (ii) any matters of general importance arising out of those complaints, or the way in which the complaints were handled;

(iii) any matters where action has been or is to be taken to improve services as a consequence of those complaints.

(2) The annual report prepared under this regulation shall be available to any person on request.

(3) The Board shall, as soon as reasonably practicable after the end of the year to which the report relates, send a copy of its annual report to the Minister.

PART VI

VERIFICATION OF VALUATION

Procedure for
verification of
valuation

51.-(1) The Chief Valuer may, on his own motion or upon request by any interested or affected person and subject to sub Regulation (4), order or institute the verification or physical review of valuation which has been completed, upon occurrence of any of the following circumstances:

- (a) upon receiving written complaints or request for a review or dissatisfaction for a review;
- (b) upon receiving written complaints from the affected people aggrieved by the manner the process was conducted;
- (c) upon satisfaction or suspicion that the valuation process was not consistent to the established procedures;
- (d) where there is credible evidence that the Valuers were compromised during the valuation process;
- (e) where there is evidence of fraudulent activities during the valuation process.

(2) Where the verification of valuation is to be undertaken due to complaints of an affected person, the Chief Valuer shall make an assessment on the nature, grounds and extent of such grievances before ordering such verification.

(3) Any verification of valuation that is not initiated or instituted by the Chief Valuer shall be void.

(4) The Chief Valuer shall assess the complaints and determine whether intervention or verification is required after analyzing the strength of the evidence as adduced by the complainant.

PART VII

ASSESSMENT OF CROP VALUE RATES AND PREPARATION OF CROP VALUE SCHEDULES

Manner of
assessing crop
value rates and
preparation of crop
value schedules

52.-(1) The Chief Valuer shall determine and prepare crop value schedules to be used countrywide and in designated valuation zones,

Provided that, such crop value schedules shall be prepared upon consultation with the Ministry responsible for agriculture, the Ministry responsible for forestry and any other Ministry deem appropriate.

(2) Inputs for the preparation of crop value rates shall be obtained from the following sources:

- (a) agricultural research institutions;
- (b) sales from local markets;
- (c) cooperative unions;
- (d) valuation training institutions;
- (e) private valuation firms;
- (f) public valuation offices;
- (g) Ministries responsible for agriculture, forestry, lands and marine resources;
- (h) Any other credible source determined by the Board.

(4) Validity period for crop value schedule shall not exceed five years.

(5) Notwithstanding subregulation (5) the Chief Valuer may, at any time before expiry of five years, review-

- (a) crop value schedules; or
- (b) crop value schedules of any location.

(6) Value rates for crops and plants including trees shall be listed in a per item, cluster or acre schedule.

(7) Crops found in an abandoned farm shall be valued at 50% of a designated market rate.

(8) Value determination for a plant shall include but not limited to the following:

- (a) number of plants in an acre/hectare;
- (b) age of the plant to optimum production;
- (c) harvest seasons;
- (d) production and operating costs;
- (e) average yield per season;
- (f) costs or prices of crop from production/collection point;
- (g) average interest rates for fixed deposit in central bank.

PART VIII ASSESSMENT OF LAND VALUE RATES AND PREPARATION OF

LAND VALUE SCHEDULES

Manner of
assessing land
value rates and
preparation of land
values schedules

53.-(1) The Chief Valuer shall prepare land value rates based on market research and assume custodianship of the records.

(2) Notwithstanding subregulation (1) the Chief Valuer may use the service of a consultant to prepare the land value rates.

(3) The land value schedule shall be arranged in such a manner as to show such values for different locations in Tanzania mainland.

(4) In assessing land values consideration shall be made on all pertinent value determinants and including:-

- (a) location where the subject land is situated;
- (b) accessibility to the said land;
- (c) legal and social land use restrictions including zoning;
- (d) general condition of the site;
- (e) distance of the subject land in relation to public services such as roads, markets, schools, hospitals;
- (f) land aspects including terrain of subject land;
- (g) security of tenure;
- (h) land size and shape;
- (i) land use;
- (j) availability of the public utilities to the subject land such as electricity, water, sewage system;
- (k) productivity of the subject land;
- (l) third party interests;
- (m) readiness of the land for use; and
- (n) infrastructure already in place.

(5) The value data may be availed to Valuers by the office of the Chief Valuer upon payment of prescribed fees.

(6) Validity period for land value schedule shall be three years.

(7) Notwithstanding subregulation (6) the Chief Valuer may, at any time before expiry of three years, review:-

- (a) land value schedules; or
- (b) land value schedules of any location.

(8) Sources of information for preparation of land value rates may include:-

- (a) local Government offices;
- (b) private valuation firms;

- (c) court brokers;
- (d) lawyers;
- (e) real estate brokers;
- (f) newspapers, leaflets, property magazine and brochures;
- (g) real estate research and training institutions;
- (h) property developers;
- (i) credible websites; and
- (j) any other credible sources.

(9) Land value schedules prepared by the Chief Valuer under this regulation may be in a form of map or any other format.

PART IX

ASSESSMENT OF COMPENSABLE ITEMS

Compensable
items

54. The compensable items shall include land and all unexhausted improvements permanently affixed to land such as:-

- (a) crops, plants and trees;
- (b) buildings and ancillary structures;
- (c) site works including landscape, fences, paved walkways, driveways, retaining walls and stone masonry, storm water drains, swimming pools;
- (d) canals and irrigation water systems, embankments, ponds and dams;
- (e) infrastructure systems including water piping, electrical distribution systems, road and railway systems, sewerage system;
- (f) water storage tanks-overhead or underground, water wells, boreholes; and
- (g) children playgrounds structures;
- (h) Graves according to Graves (Removal) Act 1969.

Manner of
assessing
compensable items

55.-(1) The Chief Valuer shall determine and endorse building value rates for purpose of assessing compensation of buildings.

(2) A Registered or Authorized Valuer shall research and prepare building value rates and submit to the Chief Valuer for endorsement before commencement of valuation fieldwork.

(3) In assessing building value rates the following considerations shall be taken into account:

- (a) the cost of replacing a building or a structure of similar nature, quality of construction, levels of completion in works-in-progress and size based on local market prices of materials and labour charges.

(4) In assessing market value for land, the Valuer shall use comparative or market approach.

(5) In assessing value of crops and trees for compensation purpose, the Valuer shall use crop compensation schedules as prepared by the Chief Valuer, and adjustment may be made in accordance to crop or tree growth stage.

(6) Assignment of crop growth stage shall be as follows:-

- (a) seedlings 15%;
- (b) early growth 25%;
- (c) young 50%;
- (d) early maturity 75%;
- (e) full maturity 100%;
- (f) old stage 30%.

PART X

ACCESSING LAND AND BUILDINGS

Instructions

56. Instructions from the client to the Valuer to undertake valuation shall be in writing indicating:-

- (a) the purpose and scope of valuation;
- (b) the address and identification of the property to be valued; and
- (c) terms of reference.

Sensitization procedures

57.-(1) Valuation for compensation purpose shall be preceded by sensitization meetings.

(2) Sensitization meeting shall:-

- (a) be attended by a Valuer;
- (b) convey the purpose of valuation, procedures involved, duration of the exercise, the rates applicable in valuation, legal rights and obligations.

Proof of ownership

58.-(1) Proof of ownership or any encumbrance of the property which is subject of valuation shall be the onus of the property owner(s) or the client issuing the instructions, to be produced before commencement of valuation.

(2) Without prejudice to subregulation (1), the Valuer shall satisfy himself in respect to ownership status, through official authorities dealing with land matters and or official land titles or certificates.

(3) Valuer may use other sources of information including past valuation reports, land documents, copy of title, satellite or digital maps, tools and information from asset register to re-verify the same.

Powers of entry

59.-(1) At all times unless restricted by law, a Valuer shall seek and obtain prior permission to enter a property in order to undertake valuation.

(2) Formal request for access for the purpose of carrying out all statutory valuations shall be served to the property owner or authorized representative in the manner prescribed in Valuation Form No.1 of Part B of the Fourth Schedule.

(3) Verbal or written communication, for non-statutory valuations may be served to property owner or authorized representative specifying date and time of proposed entry.

Physical identification, verification and recording of the assets

60.-(1) Identification of the property shall be done by the client or his authorized representative.

(2) The Valuer shall verify and record the identified property using appropriate technology or the services of an expert.

Denial of access to property and data

61.-(1) Where access to a property or data is denied, a Valuer shall cause to be filled-in prescribed Valuation Form No. 2 of Part B of the Fourth Schedule.

(2) Where access into a property is denied, refusal of a property owner or his authorized representative to sign a prescribed denial form shall not invalidate or nullify the validity of the contents.

Certificate of successful completion of property inspection for the purpose of compensation.

62. There shall be a formal certification for the completion of inspection work so carried out to be filled by property owner, local government officials and the field Valuer for each property inspected.

PART XI

ASSESSING LAND AND PROPERTY VALUE RATES UNDER
SINGULAR AND MASS VALUATIONS

Categories of Land
Uses for Valuation
purpose

63. Land uses for valuation shall be constituted under the following categories:

- (a) residential;
- (b) commercial;
- (c) industrial;
- (d) agricultural;
- (e) institutional;
- (f) special land uses

Note, the rest should refer to these classical land categories as prescribed in the Tanzania Town and Country Planning (use classes) Regulations of 1960 as amended in the year 1993.

PART XII
VALUATION FOR COMPENSATION

Undertaking
valuation for
compensation

64.-(1) In undertaking valuation for compensation a Valuer shall:-

- (a) receive formal instructions from the acquiring authority indicating all necessary information to enable him undertake the valuation;
- (b) satisfy himself that the acquisition of the said land is satisfactory;
- (c) conduct preliminary inspection of the project site which shall include the following:-
 - (i) identification of boundaries of the project area;
 - (ii) determination of compensation value rates to be used for the project;
 - (iii) identification and notification of local leaders who will participate; and
 - (iv) mobilization of resources and tools;
- (d) participate or convene in sensitization and awareness meetings for all interested parties; and
 - (i) make known the purposes of the exercise, name of the acquiring authority;
 - (ii) inform coverage of the project area;
 - (iii) define compensable items;
 - (iv) describe the valuation methodology to be used;
 - (v) share value rates to be applied;
 - (vi) make known all statutory entitlements and obligations;

- (vii) give cut off date and entitlements to people affected with the project;
- (viii) indicate duration of the exercise;
- (ix) oversee distribution of statutory forms;
- (x) any other relevant information stakeholders might require;
- (e) conduct field inspection which shall involve:-
 - (i) prior notification to PAPs of the intended valuation through their local leaders;
 - (ii) identification of people affected with project or authorized representatives through local leaders;
 - (iii) identification of compensable items by the people affected with project or authorised representatives in the presence of local leaders and neighbours;
 - (iv) inspection and recording of compensable items in a prescribed Valuation Form No. 3 of the Part B of Fourth Schedule in duplicate;
 - (v) adjudication of individual parcels of land using appropriate technology;
 - (vi) taking measurements of buildings, structures and other land developments;
 - (vii) counting of crops individually or in clusters or using crop per unit area;
 - (viii) capturing images showing people affected with project and improvements;
 - (ix) handing over a copy of the endorsed valuation form to the people affected with the project;
 - (x) filling in and signing of Valuation Form No. 4 of Part B of the Fourth Schedule;
- (f) prepare:-
 - (i) valuation reports using appropriate methods prescribed under the Act;
 - (ii) appropriate assessment method prescribed under the Act;
 - (iii) compensation Schedule which shall contain names of project affected persons, valuation identity number and photograph, compensable items, amount, allowances and the same shall be available for inspection by all PAPs for a period of not more than seven days from the day of disclosure.

- (g) submit valuation report in the manner prescribed on the Valuation Form No. 5 in Part B of the Fourth Schedule.

(2) The Chief Valuer shall approve valuation reports and compensation Schedules after verification by the following in the following order:

- (a) field Valuer in-charge;
- (b) Valuer in-charge;
- (c) Executive Officers in-charge for the Villages (in rural areas) and Mtaa (in urban areas);
- (d) Executive Officers in-charge of the Wards (in both urban and rural areas);
- (e) Authorized Land Officer and authorized Valuer;
- (f) District Commissioner (DC).

(3) Valuation report and compensation schedule for the purpose of payments shall be read together.

(4) Access to the information in the endorsed Valuation Reports and Compensation Schedules shall be restricted and accessible through the Office of the Chief Valuer, the acquiring authority, and the Valuer who undertook the said valuation who may either be:-

- (a) Government or its Departments for specific purposes for which they would need to make a formal request in writing from the Chief Valuer; or
- (b) upon request, individuals affected by the project.

PART XIII

VALUATION FOR GENERAL PURPOSES

Valuation for
general purposes

65.-(1) Any person or firm who wish to conduct valuation for any other purposes shall apply to the Chief Valuer in writing specify the following:-

- (a) description of the plot;
- (b) purpose for that valuation to be conducted.

(2) After receiving such application, the Chief Valuer shall determine the said application by either consent that valuation be conducted or refuse and he shall state the reasons for the refusal in writing.

(3) If the consent has been given by the Chief Valuer, the Valuer shall conduct such valuation and prepare the report.

(4) The report together with the proof of payment of valuation approval fees will be submitted to the Chief Valuer for approval in a manner prescribed on the Valuation Form No. 6 set out in the Part B of the Fourth Schedule of these Regulations.

FIRST SCHEDULE

(Made under regulation 3)

DELEGATED FUNCTIONS OF AUTHORISED VALUER

- | |
|--|
| <ul style="list-style-type: none">(a) to carry out and approve or disapprove all valuations;(b) to carry out valuation of properties or other assets upon request from the Government, Institutions, individual and members of the public;(c) to oversee all valuations for compensation purpose carried out within the area of his jurisdiction;(d) to carry out research and maintain a valuation data bank for the use by Valuers and may, upon request from general public, provide access to such data at a cost;(e) to provide training, research and other services related to valuation. |
|--|

SECOND SCHEDULE

(Made under regulation 4)

ADDITIONAL FUNCTIONS OF THE AUTHORISED VALUER

- | |
|---|
| <ul style="list-style-type: none">(a) to investigate and report to the Chief Valuer on any matter he considers likely to improve the quality of valuation and other services related to valuation;(b) to report on matters related to valuations submitted to the Chief Valuer for endorsement; and(c) provide recommendations for improvement on his day to day performance of his duties. |
|---|

THIRD SCHEDULE

(Made under regulation 7)

APPROVAL FEES

S/N	Type and Purpose of Valuation	Market Value (MV)	Approval Fee Charges (Tshs.)
1	All	Below 100,000,000.00	20,000.00
		Above 100,000,000.00	0.01% of MV
2	Assets for Financial Accounting and Insurance	Above 200,000,000.00	0.01% of MV
3	Mortgage, Disposition, Sale or Purchase, Bail, Government dues, etc	Above 100,000,000.00	0.02% of MV

Registration Form No. 1

FOURTH SCHEDULE

(PART A)

(Made under Regulation 17 and 22(1))

APPLICATION FOR FULL/ PROVISIONAL REGISTRATION/RENEWAL



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)

Valuation and Valuers (General)

GN. No. 136 (contd.)

7. Education Background

Educational 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:

1. Full Name.....
Address.....
Email:.....
Tel.....Mobile.....
Registration No:.....
2. Full Name:.....
Address.....
Email:.....
Tel.....Mobile.....
Registration No:.....

FOR OFFICIAL USE ONLY

Date Received: Receipt No:

Remarks:.....

.....

.....

Signature: *Official Stamp*.....

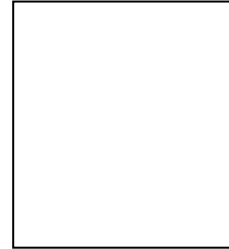
Notes:

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, duly certified.
4. Attach payment receipt for the application fees prescribed by the Board.
5. Attach three recent passport photograph.

Registration Form No. 2

APPLICATION FOR TEMPORARY REGISTRATION

(Made under Regulation 17)



Attach photograph here

To: The Registrar,
Valuers' Registration Board.

I hereby apply for TEMPORARY 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

Educational 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

Dates 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:.....

Signature: *Official Stamp*.....

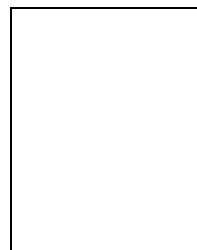
Notes:

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, duly certified.
4. Attach payment receipt for the application fees prescribed by the Board.
5. Attach three recent coloured passport photographs.

Registration Form No. 3

APPLICATION FOR ENLISTMENT

(Made under Regulation 18)



Attach photograph here

To: The Registrar,
Valuers' Registration Board.

I hereby apply for ENLISTMENT 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

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

8. Membership in Professional Bodies:

.....

Valuation and Valuers (General)

GN. No. 136 (contd.)

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

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:

1. Full Name.....
Address.....
Email:.....
Tel.....Mobile.....
Registration No:.....
2. Full Name:.....
Address.....
Email:.....
Tel.....Mobile.....
Registration No:.....

FOR OFFICIAL USE ONLY

Date Received: Receipt No:

Remarks:.....

.....

.....

.....

Signature: *Official Stamp*.....

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, duly certified.
4. Attach payment receipt for the application fees prescribed by the Board.
5. Attach three recent passport photographs.

Registration Form No. 4

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. Contact 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 deeds 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 WOKSHOP		NA.
C. YARD		N.A.

PART IV: STAFF QUALIFICATIONS

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. Names and Qualifications of at least two Referees.

Name:	Registration No.	Postal	Address	Telephone
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

PART VI: DECLARATION

17. 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 person or board corporate may be requested 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 duly 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. Duly 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. *Applications 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 certificates 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.*

Registration Form No. 5

Emblem of the Valuers Registration Board

Certificate Number:

CERTIFICATE OF REGISTRATION

(Made under Regulation 21(a)(i))

It is hereby certified that
with index/serial number has been duly and Fully /
Provisionally Registered Valuer pursuant to and in accordance with the provisions of the
Valuation and Valuers (Registration) Act No. 7 of 2016 and that on the
day of, 20..... such name was entered in the register under the
number

Given under my hand at this day of 20....

.....
Registrar
Valuers Registration Board

Registration Form No. 6

Emblem of the Valuers Registration Board

Certificate Number:

CERTIFICATE OF ENLISTMENT

(Made under Regulation 21(a)(ii))

It is hereby certified that
with index/serial number has been Enlisted as a Valuer
pursuant to and in accordance with the provisions of the Valuation and Valuers
(Registration) Act No. 7 of 2016 and that on the day of, 20..... such
name was entered in the register under the number

Given under my hand at this day of 20.....

.....
Registrar
Valuers Registration Board

Registration Form No. 7

CERTIFICATE FOR TEMPORARY REGISTRATION

(Made under Regulation 21(a)(iii))

It is hereby certified that
with Registration Number.....of the has
been Temporarily Registered for
(fill the specific assignment) pursuant to the provisions of the Valuation and Valuers
Registration Act no. 7 of 2016 and in accordance with the terms and conditions of the
Valuers Registration Board forweeks, effective
from.....day of.....20..... to day of
..... 20.....

Given under my hand atthis day of..... 20.....

.....
Registrar
Valuers' Registration Board

Registration Form No. 8

REFUSAL OF REGISTRATION/ ENLISTMENT

(Made under Regulation 21(1)(b))

To:.....

You are hereby notified that your application for the Full/Temporary/Provisional registration / Enlistment under the Valuation and Valuers Registration Act No. 7 of 2016 has been REFUSED.

The grounds for the refusal are as follows:

- (1)
- (2)
- (3)
- (4)
- (5)

However, your application may be reconsidered under the following conditions :-

- (1)
- (2)
- (3)
- (4)
- (5)

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

Registrar
Valuers Registration Board

Registration Form No. 9

SUSPENSION/ CANCELLATION OF REGISTRATION/ ENLISTMENT

Made under Regulation 21(1)(c)

To:

You are hereby informed that Full/Temporary/Provisional registration/ Enlistment under the Valuation and Valuers Registration Act no. 7 of 2016 granted to you, is hereby CANCELLED/SUSPENDED for a period of (Months) with effect from day of 20.....

The grounds for suspension/cancellation are:

- (1)
- (2)
- (3)
- (4)
- (5)

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

Registrar
Valuers Registration Board

Registration Form No. 10

APPLICATION FOR CHANGE OF PARTICULARS

(Made under Regulation 23)

To: The Registrar
Valuers Registration Board

Whereas I, as Full/Temporary/Provisional Registered / Enlisted Valuer with Registration Number and registered/Enlisted pursuant to the provisions of the Valuation and Valuers Registration Act No. 7 of 2016 on the day of 20..... under the number in the index of registration.

And whereas a change / changes has / have occurred / been made in respect of the particulars registered as hereinabove,

Now I, the undersigned hereby apply that, changes be made on my particulars as follows;-:-

- (1)
- (2)
- (3)
- (4)
- (5)

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

.....
Applicant

Registration Form No. 11

NOTICE OF INTENTION TO SUSPEND/CANCEL REGISTRATION

(Made under Regulation 24(1)(a) and (b))

To:with Registration No.....
Full/Temporary/Provisional Registered/ EnlistedValuer

I hereby give you a notice pursuant to the Valuation and Valuers' Registration Act no. 7 of 2016, that on expiry of days from the date hereof, I intend to cancel your Full / Temporary / Provisional Registration/Enlistment, under the said Act unless, before the expiration of such period, cause is shown to my satisfaction why such registration should not be cancelled.

The grounds on which I intend to cancel your registration/enlistment are:

- (1)
- (2)
- (3)
- (4)
- (5)

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

Registrar
Valuers Registration Board

Registration Form No. 12

NOTIFICATION OF NOTICE OF ACCEPTANCE TO REGISTER CHANGE OF
PARTICULARS

(Made under Regulation 24(1)(c))

To:

..... with Registration No.....
Full/Temporary/Provisional Registered/ Enlisted Valuer

I hereby give you a notice that, your application for change of particulars submitted to the
Board has been ACCEPTED.

The following particulars have been registered on the register:

1.
2.
3.
4.
5.

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

Registrar
Valuers Registration Board

Registration Form No. 13

NOTIFICATION OF REFUSAL TO REGISTER A CHANGE OF PARTICULARS

(Made under Regulation 24(1)(d))

To:

.....with Registration No.....

Full/Temporary/Provisional Registered/Enlisted Valuer

You are hereby notified that registration of the proposed change(s) of particulars specified in Valuation Registration Form no. 12 submitted to the Board has/have been REFUSED.

The grounds for the refusal are:

- (1)
- (2)
- (3)
- (4)
- (5)

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

.....
Registrar
Valuers Registration Board

SUMMONS TO WITNESS

(Made under Regulation 37)

To:
.....

WHEREAS your attendance is required to give evidence/ the production of the books and/or documents listed below, on behalf of in an inquiry to be held by the Board under Regulation 37 of the Valuation and Valuers (General) Regulations, 2018 you are hereby required—

- * (a) personally to appear before the Board on the day of 20..... at hours; and
* (b) to produce to the Registrar of Board, on or beforeday of..... 20..... athours, the following books or documents, which are stated to be in your possession:

.....
.....

Witness expenses will be paid to you as follows—

.....
.....

in accordance with Regulation 37 of the Valuation and Valuers (General) Regulations, 2018.

If you fail to comply with this order without lawful grounds, you will be subject to the consequences of non-attendance laid down in Regulation 37(3) of the Valuation and Valuers (General) Regulations, 2018.

A duplicate copy of this summons is enclosed. The original summons if not served personally must be signed by you and returned by registered post to the Registrar of the Valuers Registration Board, without delay.

Given under my hand at..... this day of 20.....

.....
Registrar
The Valuers Registration Board

I hereby acknowledge receipt of a duplicate of this summons.

Signature

Date

The affidavit of

I, make oath/affirm and state as follows:

I am the process server of the Valuers Registration Board. On the day of 20....., I received a summons issued by the Registrar of the Valuers Registration Board dated the day of 20....., for service on The said was at the time personally known to me and I served the said summons on him on the day of 20....., at o'clock in theforenoon, by tendering a copy thereof to him and requiring a signature from him to the original summons.

The said signed this summons in the presence of

Signature of process server

Sworn/affirmed by the said at
this day of 20.....,

Before me,

Commissioner for oaths

*Strike whichever does not apply

FOURTH SCHEDULE

PART B

PROPERTY ENTRY RIGHTS AND ACCESS

(Made under Regulation 59)

I/We, (Property Owner / Authorized Representative of the Owner) hereby grant rights of entry / access onto all lands, buildings and other unexhausted improvements on property known as or as Plot No. Block located on District Region for the purpose of inspecting and recording all compensable assets / items within the affected property / lands being part of the valuation exercise for compensation purpose.

The Valuer(s) is/are accompanied by (number) local government leader(s) and supported by (number) assistants and the following officials: namely:

1. Lead Valuer (Name and Signature):
2. Local Leader (Name and Signature):
3. Valuer's Assistants (Names):
.....
.....
.....
.....

Permitted Date(s) and Time(s) of Entry

Date of Issue Place of Issue

.....
Name and Signature of the Issuing Person(s)
(Property Owner (s)/Authorized Representative of the Owner)

Valuation Form No. 2.

DENIAL OF ACCESS TO PROPERTY

(Made under Regulation 61(1))

I/We With Valuation Ref. No. Being the
owner/representative of the owner of Plot/Farm No. located at
.....StreetVillage Ward
..... District Region hereby
DENY/REFUSE the access to property intended to be done by the Valuer (s).

Signed at this day of 20.....

.....
(Owner/Representative of the Owner)

Witnesses

1. Name Signature: Designation: Date:

2. Name Signature: Designation: Date:

3. Name Signature: Designation: Date:

Official Stamp

.....

VEO/MEO/WEO

INSPECTION IN WITHOUT CONSENT OF THE PROPERTY OWNER

(Made under Regulation 61(2))

I/We Local Leader of

Street Village

Ward in Region there by announce that
.....being

Owner of the property Under Ref has
Irrevocably denied to grant access to his property for the purpose of inspection intended
for valuation exercise to be carried thereon. Hence, by this form the said inspection has
been approved by me to be carried out without his/her consent.

Signed by this day of 20.....

Witnesses

4. Name Signature:Designation:Date:

5. Name Signature:Designation:Date:

6. Name Signature:Designation: Date:.....

Official Stamp

.....

VEO/MEO/WEO

Valuation and Valuers (General)

GN. No. 136 (contd.)

Valuation Form No. 3

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

(Made under Regulation 64(1)(e)(iv))

PROPERTY INSPECTION FOR COMPENSATION PURPOSE

Ref. No. _____ Date: _____

LOCATION: _____

1. Owner: _____
of _____ growth

*Owner _____

*Address _____

2. General Description of the Property

3. Description of the Main Building:

*Roof _____

*Walls _____

*Ceiling _____

*Windows _____

*Doors _____

*Floor _____

*Accommodation _____

Out Building: _____

Other Descriptions (including condition of the
building, services, etc)

Use: Residential/Commercial _____
Land Rent Estimate _____

4. Crops

(a) Crops:

Type of Crops Number/Growth %

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

(b) Farm Size (acres) _____

Witness:

I have read and understand:

Name and Signature of the Owner:

Name and Signature of the Local Leader:

Name and Signature of the Valuer: _____

Name and Signature of Land Surveyor: _____

Valuation Form No. 4

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

(Made under Regulation 64(1)(e)(x))

ANALYSIS OF VALUATION FOR COMPENSATION

Ref. No. _____ Date: _____	TOTAL COMPANSATION		
LOCATION: _____	T.SHS. _____		
1. Owner:	4: Description of the Farm:		
• Owner _____	S/N.	Type of Crop	Number//Size of the Area% of growth
• Address _____	1.	_____	_____
2. General Descriptions of the Property:	2.	_____	_____
_____	3.	_____	_____
_____	4.	_____	_____
_____	5.	_____	_____
3. Main Building:	6.	_____	_____
• Roof _____	7.	_____	_____
• Walls _____	8.	_____	_____
• Ceiling _____	9.	_____	_____
• Doors _____	11.	_____	_____
• Floor _____	12.	_____	_____
• Accommodation _____	13.	_____	_____
_____	14.	_____	_____
Outbuildings: _____	5. Size of the land (Estimated Acres) _____		

Other Descriptions (including condition of the building, services and other developments)			

Gross External Area (GEA):			
• Main Building:	_____ m ²		
• Outbuilding (OB) 1:	_____ m ²		
• Outbuilding (OB) 2:	_____ m ²		
• Outbuilding(OB) 3:	_____ m ²		

Valuation and Valuers (General)

GN. No. 136 (contd.)

SKETCHES OF THE BUILDINGS

VALUATION ANALYSIS

(a) Buildings:

GEA of the Main Building _____ m²
in _____

Add: OB 1 _____ @ _____ % _____ m²
OB 2 _____ @ _____ % _____ m²

in _____

— OB 3 _____ @ _____ % _____ m²

Total Reducing Floor Area _____ m²

Multiply by:

Market Value Rate per m² in T.Shs. _____

Allowance in _____

Less the Depreciation factor _____ %

Depreciated Cost in T.Shs. _____

T.Shs.

Total Depreciated Cost of the Building in T.Shs.

(b) Crops:

Type of Crop Number/Area Amount (T.Shs) Growth T.Shs.

- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____
- _____ no _____ @ _____ @ _____ % _____

Total Amount of Crops in T.Shs. _____

(c) Value of the Land:

Size of the Land (Estimated Acreage) _____

Multiply by: Land Value Rate _____

Scale _____ (measures in meters) **Total Value of the Land**
in T.Shs. _____

(d) Allowances:

(i) Disturbance Allowance

Shs. _____

(ii) Accommodation Allowance

T.Shs. _____

(iii) Loss of Profit in T.Shs. _____

(iv) Transportation

T.Shs. _____

Total Allowance in

Total:

(a) Value of Buildings in T.Shs. _____

(b) Value of Crops in T.Shs. _____

(c) Value of Lands in T.Shs. _____

(d) Value of Allowances in T.Shs. _____

TOTAL VALUE IN T.SHS. _____

Prepared by: _____

Verified by: _____

Approved by Chief Valuer: _____

OFFICIAL SEAL

DATE

(Made under Regulation 64(1)(g))

1. Name of the Project.....
2. General description of compensable.....
3. Dates of Project Execution: From.....
To:
4. Location: Area District..... Region
5. Total Area of land Acquired..... (in sq. m;/ acres/hectare/sq.km.)
6. Land Value Adopted: (in rate/sq. m).....
7. Number of PAPs.....
8. Amount of Valuation Approval Fees Paid: TShs: Receipt No
9. Total Compensation payable (in Tshs) :.....
10. Commitment Letter for payment of compensation (ATTACHED/NOT ATTACHED)
11. Name of Valuer(s).....
12. Name of the Acquiring Authority (Govt, Central local or Private)

FOR OFFICIAL USE ONLY

- (i) Submission details contained in items 1 – 13 has been checked as
CORRECT/INCORRECT
- (ii) Items 1-13 have been checked and approval is hereby RECOMMENDED/NOT
RECOMMENDED.
- (iii) Reasons for non- approval of the reports are:
- (a)
- (b)
- (c)
- (iv) Checked by.....
- (v) Data entered by (*Name and Signature*) Date.....

--

CERTIFICATION OF APPROVAL/DISAPPROVAL

I,the undersigned acting in my capacity as the Chief/Zonal Valuer
APPROVES/DISAPPROVES the said report this.....day of20.....

.....
Name and Signature of Chief/Zonal Valuer

SUBMISSION OF REPORTS FOR GENERAL PURPOSES VALUATION

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

(Made under Regulation 65(4))

To: Chief /Zonal Valuer:

I/We,.....hereby submit valuation reports forpurposes for approval containing the following:-

1. Plot Details:
Plot No.....Block.....Location.....District Region
2. Property Spot Coordinates
3. Purpose of Valuation
4. Date of Project Execution / Valuation
5. Property Owner: Postal Address
Email Address: Cell phone:
6. Legal Interests: Tenure.....years w.e.f.CT No:
7. Valuation Approval Fees TShs: Receipt No:.....
8. Property and Valuation Details:
 - (i) Brief General Description
 - (ii) Summary of the Total Reduced Floor Area Analysis
Area 1.....Area 2.....Area 3.....
 - (iii) Rate of construction:
Main Building (MB):
Out Buildings: (OB): No 1: No. 2: No. 3:
 - (iv) Site works (*Described as % of main building or calculated sum*):
 - (v) Depreciation Rate Adopted (*Described as %*)
 - (vi) Value of unexhausted improvements
 - (vii) Plot Size/area (in sq. Metric Unit)
 - (viii) Land Value Rates adapted (in sq. Metric Unit)
 - (ix) Total Land Value (in TShs)
9. Total Market Value (land and unexhausted improvements) (in TShs.)
10. Submitted by (*Name & Signature*): Date..... Phone.....
11. Received by (*Name & Signature*):..... Date:Phone:

FOR OFFICIAL USE ONLY

1. Items 1-13 have been checked and approval is hereby RECOMMENDED/NOT RECOMMENDED (*Delete whichever is inapplicable*)
2. Reasons for non- approval of the valuation reports are:
 - i)
 - ii)
 - iii)
 - iv)
 - v)
 - vi)
3. Data entered by (*Name and Signature*) Date.....

CERTIFICATION OF APPROVAL/DISAPPROVAL

I,the undersigned acting in my capacity as the Chief/Zonal Valuer
APPROVES/DISAPPROVES the said reports this.....day of 20.....

.....
Name and Signature of Chief/Assistant Chief Valuer



Dodoma,
09 March, 2018

WILLIAM V. LUKUVI,
*Minister for Lands, Housing and
Human Settlements Development*