

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA

Issue No. _____

This form should be returned to:

The Executive Director,
National Board of Accountants and Auditors,
P.O. Box 5128,
DAR ES SALAAM.

(Please use block capital only. Read notes before filling this form)

**APPLICATION FOR REGISTRATION OF AN ACCOUNTANCY
FIRM**

PART 1: PERSONAL PARTICULARS

- 1.1 Name of the Firm:
- 1.2 Date of Registration with BRELA
- 1.3 Business Name Registration Number:
- 1.4 Mailing Address:
.....
- 1.5 Physical Address of Registered Business:
.....
- 1.6 Tel. No.: Fax No.:
Email Address:.....
- 1.7 Annual Turnover in Tshs.:
- 1.8 Total Fixed Assets in Tshs.:
- 1.9 No. of Firms' Clients: a) within Tanzania
b) outside Tanzania
- 1.10 Name and Address of Affiliated Consulting/Audit Firm:
.....
.....
- 1.11 Category of services that the firm will offer to the Public:
 - (i)
 - (ii)
 - (iii)

PART 2: PARTICULARS OF PARTNERS

- 2.1 Number of Partners:
 - 2.2 Names of Partners, Qualifications and their Registration Status with NBAA
 - 2.2.1
 - 2.2.2
 - 2.2.3
 - 2.2.4
 - 2.2.5
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PART 3: PARTICULARS OF KEY EMPLOYEES

- 3.1 Number of Key Employees:
 - (a) Local
 - (b) Foreigners
- 3.2 Attach Names and Qualifications of each key employee

PART 4: DECLARATION

We, the undersigned, certify that to the best of our knowledge and belief, the information above are true and correct and we are ready to take responsibility for the information provided to the Board regarding the application for registration of our firm. We further declare that we shall not involve in any auditing assignments.

S/N	NAME	NBAA REGISTRATION NUMBER	SIGNATURE	DATE
1				
2				
3				
4				
5				

FOR OFFICIAL USE

1. Date Application received:
2. Registration Fees received: Receipt No.:
3. Annual Subscription Fees received shs. Receipt No.:
4. Documentary evidence attached to the application consist of
5. Executive Director's comments:

EXPLANATORY NOTES

- 1.0 **DESCRIPTION OF ACCOUNTANCY FIRMS**
A Firm of registered with the Board as an Accountancy Firm will NOT be allowed to engage in any audit assignments or entitled to describe itself as "*Certified Public Accountants*".
- 2.0 **ANNUAL SUBSCRIPTION FEES**
A Firm registered by the Board shall be required to pay an annual fee as shall be prescribed by the Board from time to time.
- 3.0 **DE-REGISTRATION OF THE FIRM**
Registration of the firm shall cease on the occurrence of any of the following:
 - 3.1 Where the firm is involved in and convicted in a court of law for criminal offence.
 - 3.2 Where the actions of the firm's partners constitute breach of professional conduct and ethics.
 - 3.3 Death or significant period of absence of a registered partner in the firm.
 - 3.4 Failure to pay the firm's Annual Firm's Fees on the due date.

- 3.5 Failure to comply with Accounting or Auditing Standards and Guidelines issued by NBAA, IFAC or IASB as amended from time to time.
- 3.6 Failure to keep proper books of accounts as required by law and to pay the necessary tax to the Government.
- 3.7 Failure to maintain Quality work for its clients.
- 3.8 Failure of the Partners to participate in CPD programmes.
- 4.0 Please enclose copy of your latest business license. Original certificates should not be posted but delivered personally to the Executive Director for Certification.
- 5.0 This application is renewable each time the Partnership changes, e.g. due to death or dismissal or admission of a new partner(s).
- 6.0 The partnership is obliged to be subjected to Quality Review by NBAA as and when the Board shall determine.