



# ANNUAL RETURN FORM 2020

## MATERIAL TESTING LABORATORY (Issued Under the Engineers Registration Act, 1997)

### 1.0 GENERAL INFORMATION OF THE LABORATORY

1.1 Name of the Laboratory \_\_\_\_\_

ERB Reg. No: \_\_\_\_\_

1.2 Type of Tests as registered by ERB (*attach copy of ERB registration certificate*)

\_\_\_\_\_  
\_\_\_\_\_

1.3 Registration with registrar of COMPANIES (BRELA) /Act of establishment  
(*attach copy of BRELA certificate*)

BRELA Reg. No./Act No. \_\_\_\_\_ Reg. Date \_\_\_\_\_

1.4 Current Contact Details

P.O. Box \_\_\_\_\_, City/Town/etc. \_\_\_\_\_

Tel. \_\_\_\_\_

Mobile (1) \_\_\_\_\_ Mobile (2) \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

1.5 Current Physical Address [Plot No/Block/Street] (*attach office ownership/lease agreement*)

Plot No. \_\_\_\_\_

Block No.(Floor No.) \_\_\_\_\_

Street \_\_\_\_\_

Area/Ward \_\_\_\_\_

1.6 Current Business License No. \_\_\_\_\_ (*attach copy*)

1.7 Name and Address of Bankers \_\_\_\_\_

## 2.0 GENERAL INFORMATION ON HUMAN RESOURCES

### 2.1 Name(s) of Shareholders/Directors/Lab Manager and (%) of their shares (if any)

- i) \_\_\_\_\_ Shares \_\_\_\_\_ (%)
- ii) \_\_\_\_\_ Shares \_\_\_\_\_ (%)
- iii) \_\_\_\_\_ Shares \_\_\_\_\_ (%)
- iv) \_\_\_\_\_ Shares \_\_\_\_\_ (%)
- v) \_\_\_\_\_ Shares \_\_\_\_\_ (%)

### 2.2 Name(s) of Professional/Consulting Engineer(s) and fields of Specialization

- 1. \_\_\_\_\_ Field \_\_\_\_\_
- 2. \_\_\_\_\_ Field \_\_\_\_\_
- 3. \_\_\_\_\_ Field \_\_\_\_\_

*(Attach separate list where necessary)*

### 2.3 Names and Particulars of Permanent Technical Staff (*Professional/Incorporated/Graduate Engs*)

<b>Name</b>	<b>Category/Reg. No.</b>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____
g. _____	_____

*(Attach separate list where necessary)*

### 2.4 Names and Particulars of Engineering Technicians (*FTC, Ordinary Diploma holders*)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

*(Attach separate list where necessary)*



### 3.2 Challenges/Problems Encountered during Testing works in the Year 2020

(such as Work Opportunities, Equipment, Material, Personnel, Calibration, etc)

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### 3.3 CORPORATE SOCIAL RESPONSIBILITY (Participation in ERB/ACET/IET Activities)

(Please tick where applicable)

- Contribution to Engineering Development Facility (EDF) Yes \_\_\_\_\_ No \_\_\_\_\_
- Sponsorship to ERB/ACET/IET organized events: Yes \_\_\_\_\_ No \_\_\_\_\_
- Sponsorship of Engineers to CPD Activities/Courses: Yes \_\_\_\_\_ No \_\_\_\_\_
- Mentoring SEAP Students: Yes \_\_\_\_\_ No \_\_\_\_\_
- Other participation \_\_\_\_\_

### 4.0 FINANCIAL DETAILS (where applicable)

4.1 Audited Accounts for the Year 2018/2019 (*attach copy*) (previous year report)

4.2 Total Revenue from Tests undertaken for January-December 2019 \_\_\_\_\_

4.3 Total Revenue from Tests undertaken for January-December 2020 \_\_\_\_\_

### 5.0 LIST OF TESTING EQUIPMENT AND WORKING FACILITIES

S/N	Test Equipment/Item	Model/Type	Quantity	Functioning (availability)	Calibration Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
	<i>Attach list where necessary</i>				

**Declaration**

*I certify, to the best of my knowledge that the information contained here is true and correct and I undertake to abide by all provisions of the Engineers Registration Act, Regulations and By-laws made there under including Code of Conduct and Ethics.*

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Position \_\_\_\_\_  
(Firm Official Stamp)

**(For Official Use)**

**5.0 EVALUATION BY ERB**

**5.1 Secretariat Observations**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5.2 Secretariat Recommendations**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTES:**

1. *Please note that information provided will only be used by the Board for the purpose of issuing Annual Practicing Certificate and assessing performance of the Laboratory*
2. *The Annual Return form should be submitted and reach the Board offices latest **January 31, 2021.***
3. *The Laboratory which fails to return the form will not be issued with a practicing certificate and subsequently not allowed to practice*
4. *Section 12A(3) of the Act states that: A person who practices engineering activities without valid practicing certificate, committes an offence and upon conviction is liable to-*
  - (a) *In case of an individual, a fine of not less than five hundred thousand shillings or one year imprisonment;*
  - (b) *In case of a firm, a fine of not less than five million shillings.*

**To be submitted to the Registrar, Engineers Registration Board, Tetex House 2<sup>nd</sup> Floor, Pamba Road, P. O. Box 14942, Dar es Salaam Telephone 2122836, 2129087, Website: www.erb.go.tz**