



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS  
ENGINEERS REGISTRATION BOARD



# ANNUAL RETURN FORM 2023

## ENGINEERING CONSULTING FIRM

*(Issued Under the Engineers Registration Act, Cap. 63)*

### 1.0 GENERAL INFORMATION OF THE FIRM

1.1 Name of the Firm in full \_\_\_\_\_

ERB Reg. No: \_\_\_\_\_ Category (*Local/Foreign*): \_\_\_\_\_

1.2 Field(s) of Practice as registered by ERB (***attach copy of ERB registration certificate***)

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

1.3 Registration with Registrar of COMPANIES (**BRELA**) (***attach copy of BRELA certificate***)

BRELA Reg. 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 and (%) of their shares

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

### 2.2 Name(s) of 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*)

Name	Category/Reg. No.
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)*

### 3.0 Particulars of major Projects in hand or completed in the year 2022-2023 (up to Dec 2023)

(NB: Use additional paper if necessary)

Name of the Project	Client Name and address	Duration		Project value (USD/Tshs)	Consultancy Fees (USD/Tshs)	Remarks (Project Status (% completed, etc))	No. of Trainees Engineers (SEAP)	No of Technical Staff in each project (CE, PE, GE, ET)	Project Registration- * ERB/Sticker No. (Must)
		From	To						
<b>TOTAL (USD/TSHS)</b>									

### 3.1 Challenges/Problems Encountered during execution of projects in the Year 2023

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

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### 3.2 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

4.1 Audited Accounts for the Year 2022/2023- previous year (*attach copy*)

4.2 Total Fees from projects undertaken for January-December 2023 \_\_\_\_\_

4.3 Total Fees from projects undertaken for January-December 2022 \_\_\_\_\_

### 5.0 LIST OF EQUIPMENT AND WORKING FACILITIES (*for foreign firm on projects provide*

*Extract from the works contract*)

S/N	Equipment/Item	Model/Type	Quantity	Ownership	Status
1	Software list				
2	Codes of Practice				
3	Design Manuals list				
4	Reference Books				
5	Computers				
6	Laptops				
7	Plotters				
8	Printers				
9	Scanners				
10	Photocopiers				
11	Camera				
12	Other Equipment (eg GPS, Surveying, Testing)				
<b><i>Attach additional list where necessary</i></b>					

**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 for the firm and assessing performance of the consultancy industry*
2. *The Annual Return form should be submitted and reach the Board offices latest **December 31, 2023.***
3. *The Firm 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, commits 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 as hard or soft copy to the Registrar, Engineers Registration Board, Mhandisi Annex, Tambukareli Street, P. O. Box 2768 Dodoma; 12<sup>nd</sup> Floor, PSSSF Commercial Complex, Sam Nujoma Road P. O. Box 14942, Dar es Salaam Telephone 026 296 0086/87; 022 2122836, Website: [www.erb.go.tz](http://www.erb.go.tz)*