



ERB-ReTAD-FRM-060

United Republic of Tanzania  
Ministry of Works  
Engineers Registration Board (ERB)  
P.O BOX 2768, Mhandisi Annex, Plot Number 13, Block "A"  
Tambukareli Street- NCC, Dodoma Tel: +255 26 2960086/87

### Engineering Consulting Firm Application Form



ISO 9001:2015 Certified

## APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTING FIRM

(Under the Engineers Registration Act, Cap 63)

### FOR OFFICIAL USE

Application No. \_\_\_\_\_  
Date received: \_\_\_\_\_  
Application fee receipt No \_\_\_\_\_  
Documents attached: \_\_\_\_\_  
To be processed on: \_\_\_\_\_  
Remarks: \_\_\_\_\_

1. COMPANY'S NAME in Full: \_\_\_\_\_

2. Current Postal Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Telex \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

3. Physical Address: (Location of Registered Office):

House No. \_\_\_\_\_ Block No. \_\_\_\_\_ Street name: \_\_\_\_\_ Town/City: \_\_\_\_\_

4. Certificate of Incorporation/Registration of Business (attach photocopies of certificates)

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_

5. Current Business License (If any; attach photocopy)

Number: \_\_\_\_\_ Date and place where issued: \_\_\_\_\_

6. Name and address of your Bankers: \_\_\_\_\_

7. Field(s) of Specialization Applying For: \_\_\_\_\_

8. Ownership of shares: (Documentary evidence required); attach photocopy (certified) of Return filed to the Registrar of companies

Total no. \_\_\_\_\_ No. owned by Tanzania citizens: \_\_\_\_\_ No. owned by foreigners: \_\_\_\_\_

9. Classification (Local or Foreign in accordance with section 12 of ERB Act Cap 63): \_\_\_\_\_

10. Name of Registered Engineer who is a shareholder (Name & Registration No.) \_\_\_\_\_

11. Particulars of Partners/Shareholders/Directors and Permanent Staff: (attach CVs and photocopies of certificates and, in the case of foreigners, photocopies of work and residence permits)

NAME	NATIONALITY	POSITION	QUALIFICATIONS	WORK EXPERIENCE	
			Academic and professional	Field of activity	Length (years)

**11. Particulars of Partners/Shareholders/Directors and Permanent Staff:**(continued

NAME	NATIONALITY	QUALIFICATIONS	WORK EXPERIENCE	
		Academic and professional	Field of activity	Length (years)

**12. Particulars of equipment/facilities owned or available:** (e.g., computers and accessories, communications equipment, drawing office, surveying or other instruments etc.)

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**13. Particulars of major Projects in hand or completed within the last 10 years** (Attach certified photocopies for active members only)

Name of Project	Brief description of Project	Client and his address	Duration		Project Value	Remarks eg. Completed
			From	To		

**14. Referees: (Referees must be registered Professional/Consulting Engineers)**

Name	Address	Association/relationship with applicant	Engineer's Signature and official reg. stamp
1.			
2.			

**15. Application Fee:**

An application fee of Tshs/USD \_\_\_\_\_ is enclosed.

**16. Declaration:**

I hereby apply for registration as an engineering consulting firm and undertake to abide by all provisions of the Engineers Registration Act, Cap 63 and any regulations and by-laws made thereunder including Code of Conduct and Ethics. I certify that, to the best of my knowledge, the information contained herein is true and correct.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**Position:** \_\_\_\_\_ **Official Rubber Stamp**  
**of the**  
**Company/firm**

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**Notes:**

1. Please print or type neatly
2. Applicants must make sure that all parts of this form are fully completed. Incomplete applications will not be accepted by the Board.
3. Completed application forms together with full application fees should be sent to the Registrar, Engineers Registration Board at the address shown on the top of page 1 of the application form.