



ANNUAL RETURN FORM 2020

ENGINEERING CONSULTING FIRM

(Issued Under the Engineers Registration Act, 1997)

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 2019-2020 (up to Dec 2020)

(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						
TOTAL (USD/TSHS)									

3.1 Challenges/Problems Encountered during execution of projects in the Year 2020

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

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 2018/2019- **previous year** (**attach copy**)

4.2 Total Fees from projects undertaken for January-December 2020 _____

4.3 Total Fees from projects undertaken for January-December 2019 _____

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)				
	Attach additional list where necessary				

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 **January 31, 2021**.*
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, Tetex House 2nd Floor, Pamba Road, P. O. Box 14942, Dar es Salaam Telephone 2122836, 2129087, Website: www.erb.go.tz