

SECTION B: Registered Tuition provider Declaration

I certify that the above candidate has completed his/her minimum preparation for above examination at this centre and is adequately prepared to sit for the examination paper(s) applied for training covered a period ofmonths from.....to.....

.....
Signature of Principal/Course Coordinator Date and Official Stamp

SECTION C: INSTRUCTIONS

- (i) Use **BLOCK LETTERS** to fill the FORMS and write your names in full **starting** with your **first name** in the space provided in (1) above.
- (ii) Attach two (2) coloured identical passport size photographs taken recently with your names written on the back of each one.
- (iii) **For new applicants** who are **sitting for the first time** attach with this entry form copies of relevant academic and professional certificates certified by **lawyers/Advocates or Public Notary**. Don't post Original Transcripts and Certificates.
- (iv) No change for examination centre **will be accepted three weeks prior to commencement of Board's Examinations**. Any change if allowed must be supported by written permission from **Executive Director**.
- (v) **Attending review Classes** to a registered Review center is **COMPLUSORY**. This FORM be **signed by coordinator of Registered Review Center** and stamped with Training Institution's Official stamp, otherwise will not be processed.
- (vi) **Incomplete forms** or those unsupported by relevant documents or **forms not signed** by approved review centers including **FORMS with INSUFFICIENT candidacy and examination entry fees** will not be processed.
- (vii) Currently available examination centers are: **Arusha, Dar Es Salaam, Dodoma, Mbeya, Moshi, Mwanza, Tanga, Zanzibar and Mtwara**
- (viii) Please Pay currently approved **Fees for Candidacy Registration** (For New candidates only), **Exemption Fee** (For successful candidates) and **Examination Entry Fee** through PSPTB Bank Accounts with **NBC Corporate branch A/C No. 011103017252** or **NMB Bank House branch A/C No. 2013500374**. In this case enclose **original Bank Pay in slip** with this form (**Do not post cash**).
- (ix) In the **Bank - pay in Slip** indicate your name and **purpose of payment**. **A photocopied pay in slip is not acceptable**.
- (x) **Candidacy and Examination Entry Registration DEADLINES** for the May and November Examination Session are 15th March and 15th September Respectively.
- (xi) **Bank pay – in slip** for payment made and **approved examination fee** dully filled and signed must reach the Board not later than are 15th March and 15th September for May and November examination respectively.
- (xii) **Penalty fees will be charged** for Candidacy and examination registration applications received after the deadline as indicated below:

SN	MAY EXAMINATION SESSION	NOVEMBER EXAMINATION SESSION	PENALTY FEE
1	16 th March – 31 st March	16 th September – 30 th September	50%

No applications will be accepted after 31th March or 30th September under any circumstances.

- (xiii) **NO Candidacy or Examination Entry Fee** paid for respective examination session is **Either transferable or Refundable**.
- (xiv) All exemptions requested should be approved by Board's appropriate authorities. **Qualifications used for seeking exemptions shall not be more than Ten (10) years old since acquired**.
- (xv) By filling and returning this form to PSPTB, it is confirmation that you shall comply with **all terms provided herein**, and also to all conditions as stipulated in **the syllabus and examination bylaws**.
- (xvi) **Currently approved review centers:** Arusha – PAC, CCA; Dar es Salaam – CBE, Delve, ISP, KAS, KPS, KitengaTC, NaTeK Consultants; Dodoma – CBE, KPS; Mbeya – DM Procurement & Logistics, TIA; Moshi – DPC; Tanga – St. Joseph, Facilitative Consultants, LOG Matrix; Mwanza – KPS, Mashi BMC, SAUT; Mtwara – TIA;

FOR OFFICIAL USE ONLY:

SECTION D: EXAMINATION ELIGIBILITY AND EXEMPTION

- (i) Candidate's documents checked by: (Examination Officer's)
Name:.....**Signature:**.....**Date:**.....
- (ii) Exemption reviewed and proposed by Director of Professional Training with following reasons:

Name:.....**Signature:**.....**Date:**.....
- (iii) **Exemption Approval by Executive Director**
 Exemption **GRANTED/REJECTED** for the following reasons:.....

Name.....**Signature**.....**Date**.....
- (iv) **Payments received** through Receipt No.**Amount received TZS**.....**Date Received**.....
Receipt issued by.....**Signature of Receiver**.....



Service fees with effect from 01st July, 2014



S/N	SERVICE ITEM	NEW RATES	
1	REGISTRATION:		TSH
	Candidacy Registration		70,000
2	EXAMINATION SCHEME	Full paper	Per Subject
	BASIC STAGE		
	Stage I	120,000	35,000
	Stage II	120,000	35,000
	FOUNDATION STAGE		
	Foundation I	140,000	40,000
	Foundation II	140,000	40,000
	PROFESSIONAL STAGES		
	Professional Stage I	200,000	50,000
	Professional Stage II	220,000	60,000
	Professional Stage III	240,000	70,000
	Professional Stage IV	260,000	80,000
	Professional Stage V	280,000	90,000
	3	EXEMPTION FEES	
BPSC – Stage I			30,000
BPSC – Stage II			30,000
Foundation Stage I			40,000
Foundation Stage II			40,000
Professional Stage I			80,000
Professional Stage II			90,000
Professional Stage III			100,000
4	SALE OF FORM		Per Subject applicable for each stage differently.
	Examination Entry Form	20,000	

NOTE: All payment shall be made through the following bank accounts.

NBC Corporate Branch, A/C No. 0111 0301 7252.

A/C Name: PSPTB

NMB Bank House Branch, A/C No. 2013 500 374.

A/C Name: PSPTB.

**Make sure you write your name clearly and the service paid for.
Examination Fee for All Full papers have included Form fees**