



PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

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 (Established under the Act of Parliament No. 23 of 2007)

Affix 2
Photo here

**APPLICATION FOR CANDIDACY AND EXAMINATION REGISTRATION
 (PROFESSIONAL STAGES I - V)**

SECTION A: CANDIDATES PERSONAL PARTICULARS:

- Names as they appear in his/her academic certificates:

<i>First Name</i>	<i>Second/Other Names</i>	<i>Surname</i>
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- Gender: Please tick (✓) in the appropriate box: Male Female
- Contact Address for posting examination documents, **Postal Address**:.....
- Reliable Tel/Mobile No..... E-Mail.....
- Date of Birth:..... Place of Birth:
- Nationality:
- Candidacy Registration Number (**CR. No. for Continuing Candidates**):
- Name of Review Centre attending *See the list in Part C (xvi) overleaf*
- Examination session Requested (**May**.....or **November**.....).
- Examination centre requested is:(*See the list in Part C (vii) overleaf*)
- Education/Professional Qualifications (**School/College completed**).

S/N	Institution	Qualifications	Dates		Award
			From	To	
1					
2					
3					
4					

12. Examination Subject/Stage Requested (**To be filled by both new and continuing Candidates**)

Examination Stage	Subject Code No.	Subject Name	Insert "E" for subjects to be exempted.	Insert "X" for subjects to be attempted or P/M or P/N for previous pass.
PROFESSIONAL STAGE I	P1	PROCUREMENT MANAGEMENT		
	P2	MANAGERIAL ECONOMICS		
	P3	MANAGEMENT PRINCIPLES AND PRACTICE		
	P4	LEGAL ASPECTS OF PROCUREMENT		
PROFESSIONAL STAGE II	P5	WAREHOUSE MANAGEMENT		
	P6	QUANTITATIVE METHODS		
	P7	FREIGHT FOWARDING MANAGEMENT		
	P8	BUSINESS ETHICS AND CORPORATE GOVERNANCE		
PROFESSIONAL STAGE III	P9	MARKETING MANAGEMENT		
	P10	FINANCIAL MANAGEMENT		
	P11	PRODUCTION AND OPERATIONS MANAGEMENT		
	P12	INVENTORY MANAGEMENT		
PROFESSIONAL STAGE IV	P13	PUBLIC PROCUREMENT MANAGEMENT	No Exemption.	
	P14	PROCUREMENT CONTRACTS MANAGEMENT		
	P15	INTERNATIONAL LOGISTICS AND TRANSPORT		
	P16	ENTREPRENEURSHIP		
PROFESSIONAL STAGE V	P17	PROCUREMENT AND SUPPLY CHAIN AUDIT	No Exemption.	
	P18	STRATEGIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
	P19	RESEARCH METHODOLOGY AND CONSULTANCY		
	P20	PROCUREMENT AND SUPPLY CHAIN RISKS MANAGEMENT		

13. I have read and agreed to abide by the Board's Registration Regulations and accept that any false information supplied by me will invalidate my application. (Provide your signature inside the space indicated below).

Applicant's signature
 (Use black pen, do not cross the borders)

.....
Date of Application

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 **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**