

ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD



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Issuing Officer & date	Processing Officer & date	Form Number

FOR OFFICIAL USE

**APPLICATION FOR REGISTRATION AS A  
QUANTITY SURVEYING FIRM (LOCAL)**

Dated \_\_\_\_\_

*[Made under By-law 4)]*

- 1 **FIRM's NAME** in full \_\_\_\_\_
- 2 **Current Postal Address:** \_\_\_\_\_  
Telephone No(s): \_\_\_\_\_ Mobile \_\_\_\_\_ 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 certified photocopies of certificates)  
Name: \_\_\_\_\_ Number \_\_\_\_\_ Date \_\_\_\_\_
- 5 **Current Business License** (If any; attach certified copy)  
Number: \_\_\_\_\_ Date and Place where issued: \_\_\_\_\_
- 6 **Name and Address of your Banker:** \_\_\_\_\_
- 7 **Field(s) of Specialization:**(if any). \_\_\_\_\_
- 8 **Ownership of Shares:**  
Total No. \_\_\_\_\_. No. owned by Tanzanian citizen: \_\_\_\_\_ No. owned by  
foreigners \_\_\_\_\_
- 9 Name(s) of Registered Quantity Surveyor(s)/ Architect(s) who is/are **Firm owner(s)**  
Name & Registration No.) \_\_\_\_\_

**This application Form contains fifteen sections and each must be filled before the Board processes it**

10 **Particulars of Principals / Partners / Shareholders / Directors and Permanent Staff:**

Attach current signed cvs , Certified Photocopies of Academic and Professional Certificates and two passport photos.

NAME	NATIONALITY	POSITION	QUALIFICATION Academic and Professional	WORK EXPERIENCE	
				Field of Activity	No of yrs
(i)					
(ii)					
(iii)					
(iv)					
(v)					
(vi)					
(vii)					
(viii)					
(ix)					
(x)					
(xi)					
(xii)					
(xiii)					
(xiv)					
(xv)					
(xvi)					
(xvii)					
(xviii)					

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

Name of Equipment	Quantity	Ownership (produce evidence)	Remarks



- **PLEASE; Be brief but precise and honest as we are building the information data base needed by everybody in the construction sector.**

In case this sheet cannot hold the information off all the projects you have done in the said period, use its photocopy (ies).

13 **Referees** :( Referees must be **Quantity Surveyors** who are **owners** of legally recognized Quantity Surveying Firms registered in Tanzania)

<b>Referee</b>	<b>Address (Postal, Mob. No &amp; E-mail)</b>	<b>Association/Relationship with the applicant</b>	<b>Signature and Official Stamp of the Professional's Firm</b>
(i). Name			
Signature			
(ii).Name			
Signature			
(iii).Name			
Signature			

14 The Prescribed Registration Fee (application, registration, annual subscription, certificate of registration and official rubber stamp fees) **shall be paid at the time of application.**

Registration fee of TShs/US\$ \_\_\_\_\_ and in words, \_\_\_\_\_  
 \_\_\_\_\_ is enclosed in cash / vide Cheque no. \_\_\_\_\_  
 of \_\_\_\_\_ Bank Branch is enclosed.

15 **Declaration**

I hereby apply for registration as a Quantity Surveying Firm (Local) and undertake to abide by all provisions of the Architects and Quantity Surveyors (Registration) Act, No. 4 of 2010 and any regulations and By-laws made there under, including Code of Ethics.

I Certify that, to the best of my knowledge, the information contained herein is true and correct.

Name of the Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_

Position in the Firm \_\_\_\_\_