



# CONTRACTORS REGISTRATION BOARD

P.O. Box 13374  
DAR ES SALAAM  
CRB-F2  
Tel No. 2131169/2137962/3  
E-mail: [crbhq@crbtz.org](mailto:crbhq@crbtz.org)  
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## APPLICATION FORM FOR TEMPORARY REGISTRATION OF CONTRACTORS

(Foreign Category)

By-law 4(1)

| For Official Use only         |                      |                         |                      |
|-------------------------------|----------------------|-------------------------|----------------------|
| Application form received on: | <input type="text"/> | Application received by | <input type="text"/> |
| Processing fee paid on:       | <input type="text"/> | Receipt No.             | <input type="text"/> |
| Application fee paid on:      | <input type="text"/> | Receipt No.             | <input type="text"/> |

NOTES: 1. Should the space provided on the questionnaire prove insufficient, additional details may be provided on a separate sheet of paper.

### SECTION I: COMPANY PROFILE

- Company's Name in full.....
- Address of Head Office:.....  
Contact Details: .....  
Telephone No. .... Fax No. ....  
E-mail: ..... Website:.....
- Name of Authorised Representative:<sup>1</sup> .....
- Banker's Name(s) and Address(es): .....
- Contact Address in Tanzania  
(House No./Plot No./Block No./Street and Village/Town/City, Postal Address)  
.....
- Type of Contracting Business<sup>2</sup>.....
- Class Applied for (*in words*) .....

<sup>1</sup> Attach power of Attorney

<sup>2</sup> **State whether Building, Civil, Mechanical, Electrical or Specialist.** Specialist contractors should state clearly the field of specialization e.g. Air-conditioning, Drilling, Glazing, etc.

8. No. of Certificate of Incorporation/Registration of Business Names:.....  
*(Photocopy of Certificate required)*
9. Country of Incorporation: .....
10. Certificate of Compliance No.: .....
11. Names, qualifications/experience and nationality of shareholders or partners. *Put asterism (\*) against the technically qualified shareholders/partners.*

| S/No. | Name  | Qualification | Nationality | %Shares |
|-------|-------|---------------|-------------|---------|
| 1     | ..... | .....         | .....       | .....   |
| 2     | ..... | .....         | .....       | .....   |
| 3     | ..... | .....         | .....       | .....   |
| 4     | ..... | .....         | .....       | .....   |
| 5     | ..... | .....         | .....       | .....   |

**SECTION II : PARTICULARS OF THE CONTRACTED PROJECT**

12. (a) Name of Project : .....
- (b) Scope of Works: .....
13. Location of Project : .....
- .....
14. (a) Value of the Contract: .....
- (b) Awarding Authority : .....
15. (a) Client : .....
- (b) Financier(s): .....
- (c) Consultants: .....
- .....
- (d) Other Contractors on the Project: .....
- .....
- .....
1. (a) Starting Date: .....
- (b) Expected Completion Date : .....

**SECTION III: STAFF REQUIREMENTS**

17. Particulars of Key Personnel (Including Directors/Partners, Technical and Administrative Staff)

| Name of Personnel | Nationality | Academic Qualifications <sup>3</sup> | Status and Position in the Project | Working Experience (No. of years) | No of Years with the Company | Basic Terms of Employment (Permanent or Contract) | Remarks(Give Number and Photostat Copy of Work Permit, in case of foreign nationals) |
|-------------------|-------------|--------------------------------------|------------------------------------|-----------------------------------|------------------------------|---|--|
|                   |             |                                      |                                    |                                   |                              |   |  |

.....  
Signature and Official Stamp

.....  
Date

<sup>3</sup> Attach Certificates or Testimonials and CVs

**SECTION IV: PLANT EQUIPMENT OWNED/LEASED**

18. Particulars of Plant to be Deployed in the Project

| Name of Equipment | Type/Make/<br>Model | Date of<br>Manufacture | Registration No/Serial No/<br>Other Identification Mark | Owned/Leased | Remarks |
|-------------------|---------------------|------------------------|---|--------------|---------|
|                   |                     |                        |   |              |         |

.....  
Signature and Official Stamp

.....  
Date

20. I/We the undersigned hereby declare as follows:-

- (i) My/our signing of this application form implies acceptance of responsibility for the veracity and accuracy of all information submitted therein or therewith.
- (ii) The information given will be used by the Contractors Registration Board for the purpose of evaluating this application for registration. Such registration will be approved at the sole discretion of the Board.
- (iii) Any employer, consultant or banker, past or present, is hereby authorised and requested to provide information on the competence and general reputation of this firm if so required by the Board.
- (iv) The Board is welcome to visit and physically inspect my/our establishment and works (contracts) executed, when it deems fit to do so, in order to verify the authenticity of the information given herein, or by our Referees, or obtained from any other source regarding our firm.
- (v) Failure to complete any part of this application form may result in not being registered.
- (vi) My/our firm shall not be engaged in any acts of bribery or corrupt practices in whatever form.

Dated this ..... day of ..... 19.....

(i) Signed by..... (Name in Block letters)

in the capacity of ..... (status in Firm)

.....  
Signature

(ii) Signed by..... (Name in Block letters)

in the capacity of .....(Status in Firm)

.....  
Signature

## SECTION VI

### LIST OF ATTACHMENTS TO BE SUBMITTED<sup>4</sup>

- AT 1 — Company Memorandum & Articles of Association from country of origin (with official / transaction) English
- AT 2 — Certificate of Compliance
- AT 3 — CV's of Shareholders /Partners.
- AT 4 — CV's of Key Personnel
- AT 5 — Supporting letters from Client
- AT 6 — Affidavit
- AT 7 — Duly Signed Anti-Bribery Pledge
- AT 8 — Letter of Acceptance (Intent) from Client

CONTRACTORS REGISTRATION BOARD

THE CONTRACTORS REGISTRATION ACT, 1997

A F F I D A V I T

Made under bylaw 4(2)(h)

I \_\_\_\_\_ an adult Christian/Muslim/Hindu/Pagan of P.O Box \_\_\_\_\_

For the purpose of carrying out a specific contract in Tanzania.

DO HEREBY solemnly take oath/affirm and state as follows:

That I \_\_\_\_\_ am the \_\_\_\_\_ of applicant Company M/S \_\_\_\_\_ with Certificate of Compliance No. \_\_\_\_\_ that the company has contracted works with a specific project at \_\_\_\_\_ for a period of \_\_\_\_\_ months/years.

That the duration of the project is \_\_\_\_\_ months/years commencing from \_\_\_\_\_ and that once the contracted works are completed we the applicant company shall wind up business and not engage in any other business beside the above mentioned project.

On behalf of the applicant I declare that the facts deposed to hereinabove are true to the best of my knowledge.

DEPONENT

Sworn/Affirmed at \_\_\_\_\_ by the said \_\_\_\_\_ who is the \_\_\_\_\_ of M/S \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

BEFORE ME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_



## CONTRACTORS REGISTRATION

P.O. Box 13374  
**DAR ES SALAAM**  
Tel No. 2131169/2137962-3  
2132508/2132510  
**FAX NO. 2137964**  
E-mail: crbhq@crbtz.org

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**CURRICULUM VITAE FOR SHAREHOLDERS OR PARTNERS OF CONSTRUCTION FIRM – Bylaws 3(2)**  
*(Each Shareholder/Partner of the Company should fill this Form)*

**PART A: PERSONAL BIODATA:**

1. Names: Surname: .....  
First: .....  
Middle: .....
2. Date of Birth: Year: .....  
Month: .....  
Date :: .....  
Place of Birth: .....
3. Nationality: .....  
  
Passport No. ....  
Date of Issue: .....
4. Residential Address: Street: .....  
Town/City: .....  
Country: .....
5. Postal Address: P.O. Box .....  
Tel No. ....  
Town/City: .....  
Country: .....
6. Non-Citizen Passport No.: .....  
Date of Issue: .....  
Resident Permit No.<sup>1</sup> .....
7. (a) Number of Shares Held<sup>2</sup> .....
- (b) Percentage of Shares Held .....

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<sup>1</sup>Attach copies of residence permit

<sup>2</sup>Attach copies of Share Certificates



**PART B: FORMAL TRAINING**

| S/N | Date |    | Schools/College/University | Certificate/Award <sup>3</sup> |
|-----|------|----|----------------------------|--------------------------------|
|     | From | To |                            |                                |
|     |      |    |                            |                                |
|     |      |    |                            |                                |
|     |      |    |                            |                                |
|     |      |    |                            |                                |
|     |      |    |                            |                                |
|     |      |    |                            |                                |
|     |      |    |                            |                                |
|     |      |    |                            |                                |

**PART C: WORKING EXPERIENCE**

| Date |    | Employer/Organization | Position | Duties and Actual Assignments Executed <sup>4</sup> |
|------|----|-----------------------|----------|---|
| From | To |                       |          |   |
|      |    |                       |          |   |
|      |    |                       |          |   |
|      |    |                       |          |   |
|      |    |                       |          |   |
|      |    |                       |          |   |
|      |    |                       |          |   |
|      |    |                       |          |   |
|      |    |                       |          |   |

**PART D: DECLARATION**

I declare that the information given above is correct.

Signed: .....

Date: .....

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<sup>3</sup>Attach copies of certificates awarded

<sup>4</sup>Technical Director to submit a detailed CV.

# CONTRACTORS REGISTRATION BOARD

## ANTI BRIBERY PLEDGE – Bylaws 3(1) (c) (vii)

*(To be signed by all applicants for First Registration or Upgrading)*

M/S.....*(name of applicant)*

Recognises, that corruption has a devastating impact on the social and economic development of any country. We share in the growing global consensus that action is needed to strengthen transparency and accountability, particularly in international development, trade and investment.

M/S .....therefore pledged to support the effect of the Government of the United Republic of Tanzania and to participate, along with the Contractors Registration Board and other members of the business community and financing institutions, in forming a coalition against corruption.

M/S.....Welcomes the action taken by the Government to strengthen transparency and accountability. In this context we will:-

- (a) not offer or give any bribes or any other form of inducement to any public official in connection with a pending bid.
- (b) not permit anyone (whether our employee or an independent commission agent) to do so on our behalf.
- (c) make full disclosure in our bids of the beneficiaries of payments relating to the bids to any person other than employees but including bonus payment which may be made to employee.
- (d) formally undertake to issue instructions to all our employees and agents or other representatives in Tanzania directing them all times to comply with the laws of Tanzania and in the particular not to offer or to pay bribes or other form of inducement to officials, whether directly or indirectly.

.....  
*(to be signed by Chief Executive Officer of the firm)*

.....  
*Date*