



ANNUAL RETURN FORM 2018

MATERIAL TESTING LABORATORY

(Issued Under the Engineers Registration Act, 1997)

1.0 GENERAL INFORMATION OF THE LABORATORY

1.1 Name of the Laboratory _____

ERB Reg. No: _____

1.2 Type of Tests as registered by ERB (*attach copy of ERB registration certificate*)

1.3 Registration with registrar of COMPANIES (BRELA) /Act of establishment
(*attach copy of BRELA certificate*)

BRELA Reg. No./Act 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/Lab Manager and (%) of their shares (if any)

- i) _____ Shares _____ (%)
- ii) _____ Shares _____ (%)
- iii) _____ Shares _____ (%)
- iv) _____ Shares _____ (%)
- v) _____ Shares _____ (%)

2.2 Name(s) of Professional/Consulting Engineer(s) and fields of Specialization

- 1. _____ Field _____
- 2. _____ Field _____
- 3. _____ Field _____

2.3 Names and Particulars of Permanent Technical Staff (*Professional/Incorporated/Graduate Engs*)

Name	Category/Reg. No.
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____
g. _____	_____

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 Testing in hand or completed in the year 2017/2018

(NB: Use additional paper if necessary)

Type of Tests	Client Name and address/Test Index No.	Year/Period	Test value (USD/Tshs)	Claims/Deviations/Complaints	Remarks (Tests Status (% Pass/Fail, etc))
TOTAL					

3.2 Challenges/Problems Encountered during Testing works in the Year 2018

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

3.3 CORPORATE SOCIAL RESPONSIBILITY (Participation in ERB/ACET/IET Activities)

(Please tick where applicable)

- 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 (where applicable)

4.1 Audited Accounts for the Year 2016/2017 (*attach copy*) (previous year report)

4.2 Total Revenue from Tests undertaken for January-December 2017 _____

4.3 Total Revenue from Tests undertaken for January-December 2018 _____

5.0 LIST OF TESTING EQUIPMENT AND WORKING FACILITIES

S/N	Test Equipment/Item	Model/Type	Quantity	Functioning (availability)	Calibration Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
<i>Attach list where necessary</i>					

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 and assessing performance of the Laboratory*
2. *The Annual Return form should be submitted and reach the Board offices latest **January 31, 2019.***
3. *The Laboratory 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, committes 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 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