

## ENGINEERS REGISTRATION BOARD

### REQUIREMENTS FOR REGISTRATION OF ENGINEERING CONSULTING FIRM

In addition to filling out the appropriate application forms (also available in ERB website) and paying application fees (Tshs 150,000/=) applicants shall submit the following documents along with the application forms for consideration of registration by the Board:

1. Copy of certificate of incorporation or compliance or registration of business name (sole proprietorship/partnership) Extract from register of Registrar of Companies or ACT of establishment (parastatals/agencies)
2. Company Profile of previous consulting works (N/A for new firms)
3. Copy of current Annual Returns filed with the Registrar of Companies (BRELA). (For New Companies Articles and Memorandum of Association)
4. Copy of current business license (if obtained)
5. Copy of office ownership/lease agreement
6. Copy of documentary evidence on ownership of Equipment & Facilities listed
7. Listing of owned reference books, code of practice, design manuals, etc
8. Curriculum vitae of key personnel employed by the firm.

Consulting firms or business names are required to have at least one of the key personnel or partner registered/applied with the Board as consulting engineer in one of the fields of specialization applied for registration. They are also required to have accessible office and basic equipment and tools for carrying out engineering consulting works.

***NB: Incomplete applications will not be processed.***

All inquiries about registration should be directed to:

The Registrar,  
Engineers Registration Board,  
P.O. Box 14942,  
**Dar es Salaam**

Tel: +255 22 2122836, 2136205, 2120705,  
2136208  
Fax: +255 22 2115373 ,2124265  
E-mail: [registrar@erb.go.tz](mailto:registrar@erb.go.tz)  
Website: [www.erb.go.tz](http://www.erb.go.tz)

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