



# ANNUAL RETURN FORM 2017

**ENGINEERING CONSULTING FIRM**  
(Issued Under the Engineers Registration Act, 1997)

## 1.0 GENERAL INFORMATION OF THE FIRM

1.1 Name of the Firm in full \_\_\_\_\_

ERB Reg. No: \_\_\_\_\_ Category (Local/Foreign): \_\_\_\_\_

1.2 Field(s) of Practice as registered by ERB (*attach copy of ERB registration certificate*)

\_\_\_\_\_  
\_\_\_\_\_

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

BRELA Reg. 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 and (%) of their shares

- i) \_\_\_\_\_ Shares \_\_\_\_\_ (%)
- ii) \_\_\_\_\_ Shares \_\_\_\_\_ (%)
- iii) \_\_\_\_\_ Shares \_\_\_\_\_ (%)
- iv) \_\_\_\_\_ Shares \_\_\_\_\_ (%)
- v) \_\_\_\_\_ Shares \_\_\_\_\_ (%)

### 2.2 Name(s) of 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*)

<b>Name</b>	<b>Category/Reg. No.</b>
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 Projects in hand or completed in the year 2016/2017

*(NB: Use additional paper if necessary)*

Name of the Project	Client Name and address	Duration		Project value (USD/Tshs)	Consultancy Fees (USD/Tshs)	Remarks (Project Status (% completed, etc))	Project Registration-ERB/Sticker No.
		From	To				
<b>TOTAL (USD/TSHS)</b>							

### 3.2 Challenges/Problems Encountered during execution of projects in the Year 2017

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

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### 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

4.1 Audited Accounts for the Year 2015/2016 (*attach copy*)

4.2 Total Fees from projects undertaken for January-December 2016 \_\_\_\_\_

4.3 Total Fees from projects undertaken for January-December 2017 \_\_\_\_\_

### 5.0 LIST OF EQUIPMENT AND WORKING FACILITIES (for foreign firm on projects provide Extract from the works contract)

S/N	Equipment/Item	Model/Type	Quantity	Ownership	Status
1	Software list				
2	Codes of Practice				
3	Design Manuals list				
4	Reference Books				
5	Computers				
6	Laptops				
7	Plotters				
8	Printers				
9	Scanners				
10	Photocopiers				
11	Camera				
12	Other Equipment (eg GPS, Surveying, Testing)				
	<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 for the firm and assessing performance of the consultancy industry*
2. *The Annual Return form should be submitted and reach the Board offices latest **January 31, 2018.***
3. *The Firm 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 2<sup>nd</sup> Floor, Pamba Road, P. O. Box 14942, Dar es Salaam Telephone 2122836, 2129087, Website: www.erb.go.tz**