

**PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD**

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**Applicant's  
Photo**

**FORM FOR POSTAGE OF REGISTRATION CERTIFICATE**  
(To be filled by the applicant and send to PSPTB Executive Director)

**1.0 PROFESSIONALS DETAILS:**

Name of the applicant: .....  
Address: .....  
Mobile No: ..... Email address .....  
Registration No: ..... Category of Registration: ..... Date of Registration: .....

**2.0 REQUEST OF CERTIFICATE:**

I ..... hereby request my registration certificate to be posted through the following address: .....

Signature: ..... Date: .....

**3.0 POSTAGE CHARGES AND REQUIREMENTS**

- (a) The applicant is required to pay **TShs. 25,000** as postage and administrative costs,
- (b) For payments please call **+255 737 157 312 to obtain Control Number** and for Registration Certificate enquiry call number **+255 738 441 971** during office working hours, and attach pay slip as evidence of the payment made.
- (c) Attach copy of identification documents such as Passport, National ID, Voters ID or driving license

**4.0 DECLARATION:**

I, ....., declare that, I am solely responsible for the safe delivery of the certificate to be posted to the above address and shall not hold the PSPTB responsible in a manner whatsoever in the case of its loss, damage or destruction theft or otherwise in the course of its delivery by the mode indicated here above. I further, declare that, the Board shall not stand obligated to re-issue any replacement certificate.

Declared on this..... day of .....20.....Signature:.....

*\*Certificates are posted only to upcountry registered Professional/Technicians through EMS services who for various reasons cannot collect their certificates personally, otherwise professionals/technicians are required to collect their certificates personally at PSPTB offices.*

**For any clarification you may contact 0738 441971**

**5.0 FOR OFFICIAL USE ONLY**

- (a) All necessary fee paid yes/no.....
- (b) Approval by DPD.....
- (c) Issued by ..... Signature..... Date.....