



PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

P.O. Box 5993, DAR ES SALAAM - TANZANIA

Tel: +255(22)2865860, Tel/fax:+255(22) 2862138, and Mobile 0738441972

E-mail: info@psptb.go.tz or examinations@psptb.go.tz

Website: <http://www.psptb.go.tz>

(Established under the Act of Parliament No. 23 of 2007)

Affix 2
Photo
here

**APPLICATION FOR CANDIDACY AND EXAMINATION REGISTRATION
(PROFESSIONAL STAGE I-V)**

SECTION A: CANDIDATES PERSONAL PARTICULARS:

1. Names as they appear in his/her academic certificates:

.....
First Name *Second/Other Names* *Surname*

2. Gender: Please tick (✓) in the appropriate box: Male Female

3. Contact Address for posting examination documents. **Postal address:**

4. Reliable Tel/Mobile No: E-Mail:

5. Date of Birth: Place of Birth: Nationality:

6. Candidacy registration number (CR. No. for Continuing Candidates)

7. Name of review attending..... (see the list in part C (xvi) overleaf)

8. Examination session requested is (May or November)

9. Examination Centre requested is..... (see the list in part C (vii) overleaf)

10. Education/Professional Qualifications: (School/college completed).

S/N	Institution	Qualifications	Dates		Award
			From	To	
1					
2					
3					
4					

11. Examination subjects/stages requested (To be filed by both new and continuing candidates)

Examination stage	Subject code no	Subject name	Insert 'E' for subjects to be exempted.	Insert X for subjects to be attempted or P/M or P/N for previous passes
PROFESSIONAL STAGE I	P1	PROCUREMENT MANAGEMENT		
	P2	MANAGERIAL ECONOMICS		
	P3	MANAGEMENT PRINCIPLES AND PRACTICE		
	P4	LEGAL ASPECTS OF PROCUREMENT		
PROFESSIONAL STAGE II	P5	WAREHOUSE MANAGEMENT		
	P6	QUANTITATIVE METHODS		
	P7	FREIGHT FORWARDING MANAGEMENT		
	P8	BUSINESS ETHICS AND CORPORATE GOVERNANCE		
PROFESSIONAL STAGE III	P9	MARKETING MANAGEMENT		
	P10	FINANCIAL MANAGEMENT		
	P11	PRODUCTION AND OPERATIONS MANAGEMENT		
	P12	INVENTORY MANAGEMENT		
PROFESSIONAL STAGE IV	P13	PUBLIC PROCUREMENT MANAGEMENT	No exemption	
	P14	PROCUREMENT CONTRACTS MANAGEMENT		
	P15	INTERNATIONAL LOGISTICS AND TRANSPORT		
	P16	ENTREPRENEURSHIP		
PROFESSIONAL STAGE V	P17	PROCUREMENT AND SUPPLY AUDIT	No exemption	
	P18	STRATEGIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
	P19	RESEARCH METHODOLOGY AND CONSULTANCY		
	P20	PROCUREMENT AND SUPPLY CHAIN RISKS MANAGEMENT		

13. I have read and agreed to abide by the Board's Registration Regulations and accept that any false information supplied by me will invalidate my application. (Provide your signature inside the space indicated below).

.....
Applicant's signature

(Use black pen, do not cross the borders)

.....
Date of Application

SECTION B: Registered tuition provider declaration

I..... certify that the above candidate has completed his/her minimum preparation for above examination at this center and is adequately prepared to sit for the examination paper(s) applied for training covered a period of months from.....to.....

.....
Signature of Principal/Course Coordinator Date and Official Stamp

SECTION C: INSTRUCTIONS

- (i) In filling this form use **BLOCK LETTERS** and write your names in full **starting** with your **first name** in the space provided in (1) above.
- (ii) Attach two (2) colored identical passport size photographs taken recently with your names written on the back of each one.
- (iii) For new applicants who are sitting for the first time attach with this entry form **copies of relevant academic and professional certificates** certified by **lawyers/advocates or public Notary**. Don't post Original Transcript and Certificates.
- (iv) No change for examination Centre **will be accepted three weeks prior to commencement of Board's examinations**. Any change if allowed must be supported by written permission from **Executive Director**.
- (v) Attending review classes to a registered review center is **COMPULSORY**. This Form be signed by coordinator of **Registered Review Center** and stamped with training institution's official stamp, otherwise will not be processed.
- (vi) **Incomplete forms** or these unsupported by relevant documents or **forms not signed** by approved review centers including **FORMS with INSUFFICIENT candidacy and examination entry fees** will not be processed.
- (vii) Currently available examination centers are: **Arusha, Dar es salaam, Dodoma, Mbeya, Moshi, Mwanza, Tanga, Zanzibar, and Mtwara**.
- (viii) Please pay currently approved **Fees for Candidacy Registration** (for new candidates only), **Exemption Fee** (for successful candidates) and **Examination Entry Fee** through PSPTB Bank Accounts with **NBC Corporate branch A/C No. 011103017252 or NMB Bank House branch a/c No. 2013500374**. In this case enclose original bank pay in slip with this form (Don't post cash).
- (ix) In the **Bank - pay in Slip indicate** your name and purpose of payment. **A photocopied pay in slip is not acceptable**.
- (x) **Candidacy and examination entry Registration DEADLINES** for the May and November Examination Session are 15th March and 15th September Respectively.
- (xi) **Bank pay – in slip** for payment made and **approved examination fee** dully filled and signed must reach the Board not later than are 15th March and 15th September for May and November examination respectively.
- (xii) **Penalty fees will be charged** for Candidacy registration and Examination entry applications received after the deadline as indicated below:

SN	MAY EXAMINATION SESSION	NOVEMBER EXAMINATION SESSION	PENALTY FEE
1	16 th March – 31 st March	16 th September – 30 th September	50%

No applications will be accepted after 31st March or 30th September under any circumstances.

- (xiii) **No candidacy or examination entry fee** paid for respective examination session is either transferable or refundable.
- (ix) All exemptions requested should be approved by Board's appropriate authorities. **Qualifications used for seeking exemptions shall not be more than ten (10) years old since acquired**.
- (x) By filling and returning this form to PSPTB, it is confirmation that you shall comply with **all terms provided herein**, and also to all conditions as stipulated **in the syllabus and examination bylaws**.
- (xi) **Currently approved review centers:** Arusha - PAC, CCA; Dar es salaam - CBE, Delve, ISP, KAS, Kibwana PBS, KPS, KitengaTC, NaTek; Dodoma - CBE, KPS; Mbeya - DM Procurement & Logistics, TIA; Moshi - DPC; Tanga - St Joseph Facilitative Consultants, Log Matrix; Mwanza - KPS, Mashi BMC, SAUT; Mtwara - TIA; Morogoro – PEGO Business Center

FOR OFFICIAL USE ONLY:

SECTION D: EXAMINATION ELIGIBILITY AND EXEMPTION

- (i) Candidate's documents checked by: (Examination Officer's)
Name.....**Signature**.....**Date:**.....
- (ii) Exemption reviewed and proposed by Director of Professional Training with following reasons:

Name.....**Signature**.....**Date:**.....
- (iii) Exemption **GRANTED/REJECTED** for the following reasons.....

Name.....**Signature**.....**Date**.....
- (iv) **Payment received** through Receipt No.....**Amount received TZS**.....**Date received**.....
Receipt issued by.....**Signature of Receiver**.....