

**PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD**

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

Affix 2  
Photos  
here

**APPLICATION FOR TRANSCRIPT**

*In filling this form use CAPITAL LETTERS*

**SECTION A: PERSONAL PARTICULARS:**

1. Candidate's names as they appear in Academic Certificates:

.....

*First Name*

*Second/Other Names (if any)*

*Surname*

1. Date of Birth: ..... Candidates Cr. No: .....

2. Postal address.....Address Location..... Reliable/Mobile No.....

3. Date of First Entry: May/ November, Year..... Date of Completion: P/M or P/N.....

4. **SECTION B: INSTRUCTIONS.**

- (i) Attach two colored **recent passport size** for each **exit stage** e.g. Basic stage (B1-BII), Foundation stage (FI – FII) and Professional Stage one to Research Paper (PI –RP) with your names and written on the back of it.
- (ii) Attach all previous Statement of results.
- (iii) Please Pay **Tshs 10,000/=** as currently approved **Transcript Fee**. For payment process please call **0737157312** **during office working hours from 8:00 am to 4:00 pm to obtain Control Number.**
- (iv) Attach the receipt with this application for the payment made
- (v) The Transcript Fee paid shall neither be transferrable nor refundable
- (vi) Allow a maximum of seven (07) working days to process your transcript

S/N	Stages E.g. BI-BII/ PI-RP	Date completed E.g. May/Nov	Award
1			
2			
3			
4			

.....

*Applicant Signature*

.....

*Date of Application*

**FOR OFFICIAL USE ONLY:**

**SECTION C: EXAMINATION DEPARTMENT**

1. Transcript documents checked by: .....  
*Name*
*Signature*
*Date*

2. Receipt no..... Tshs.....Receiver by.....  
*Signature*
*Date*