

# PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

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

### 1.0 PROFESSIONAL'S 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) Payments should be made through our **NBC Corporate Branch A/C No. 0111 03017252** or **NMB House Branch A/C No. 2013500374**, 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.....