



# CONTRACTORS REGISTRATION BOARD

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## APPLICATION FORM FOR DISPENSATION

(Local Category)

By-law 19(1)

### For Official Use only

Application form received on:	<input type="text"/>	Application received by	<input type="text"/>
Processing fee paid on:	<input type="text"/>	Receipt No.	<input type="text"/>
Application fee paid on:	<input type="text"/>	Receipt No.	<input type="text"/>

#### NOTES:

- I. *Should the space provided on the questionnaire prove insufficient, additional details may be provided on a separate sheet of paper.*
- II. *Contractor should clear all outstanding Annual fees and Penalties prior to submission of application form and incomplete submission shall not be accepted*
- III. *The Board may grant dispensation in respect of performance of contractors beyond their respective class limits to the above following class with respect to the actual class registered in.*
- IV. *Application for dispensation by a contractor shall be made by a client / Consultant upon payment of an application fee amounting to Tshs. 40,000.00*
- V. *Application form shall be submitted along with a non refundable processing fee of TShs. 50,000.00*
- VI. *A successful applicant shall be granted dispensation upon payment of a fee equivalent to the registration & annual fees of the class in which the value of the project falls.*

### SECTION I: APPLICANT DETAILS

1. Name of the Client in full .....
- Address: .....
- Contact Details:  
Telephone No. .... Fax No. ....  
E-mail: .....
- Name of Authorised Representative at site:<sup>1</sup> .....

<sup>1</sup> Attach appointment letter

2. Name of Consultant in full .....

Address: .....

Contact Details:

Telephone No. .... Fax No. ....

E-mail: .....

Name and Qualification of Authorised Representative at site:<sup>1</sup>

.....

3. Application made by Client/Consultant (*Tick as appropriate*)

Name and Qualification of Authorized Representative:

.....

.....

Signature and official Stamp

**SECTION II: CONTRACTOR'S DETAILS**

1. Company's Name in full.....
2. Name of Authorised Representative<sup>1</sup>: .....
3. Type of Contracting Business<sup>2</sup> and current class (indicate Registration Number)

.....

4. Class in which dispensation is Applied for (*in words*)

.....

**SECTION III: PARTICULARS OF THE PROJECT**

1. (a) Name of Project: .....
- (b) Scope of Works: .....
2. Location of Project : .....

.....

3. (a) Value of the Contract: .....
- (b) Awarding Authority: .....
- (c) Financier(s): .....

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<sup>1</sup> Attach appointment letter

<sup>2</sup> State whether Building, Civil, Mechanical, Electrical or Specialist. Specialist contractor should state clearly the field of specialization eg. Drilling, Air Conditioning, Glazing, etc.



## SECTION V – CAPACITY TO EXECUTE THE PROJECT

Additional Resources to be deployed by the contractor in the project:

### Technical staff:

Name of Personnel	Academic Qualification <sup>3</sup>	Position in the project	Basic Terms of Employment (Permanent or Contract) <sup>4</sup>

### Plant/Equipment to be Leased

Name of Equipment	Type/Make/Model	Registration No/Serial No/Other Identification Mark	Owned/Leased

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<sup>3</sup> Attach certified Academic certificate

<sup>4</sup> Attach employment contract

5 I/We the undersigned hereby declare as follows:-

- (i) My/our signing of this application form implies acceptance of responsibility for the veracity and accuracy of all information submitted therein or therewith.
- (ii) The information given will be used by the Contractors Registration Board for the purpose of evaluating this application for registration. Such registration will be approved at the sole discretion of the Board.
- (iii) The Board is welcome to visit and physically inspect my/our establishment and works (contracts) executed, when it deems fit to do so, in order to verify the authenticity of the information given herein or obtained from any other source regarding our firm.
- (iv) Failure to complete any part of this application form may result in not being granted dispensation.
- (v) My/our firm shall not be engaged in any acts of bribery or corrupt practices in whatever form.

Dated this ..... day of ..... 19.....

(i) Signed by..... (Name in Block letters)  
in the capacity of ..... (status in Firm)

.....  
Signature

(ii) Signed by..... (Name in Block letters)  
in the capacity of .....(Status in Firm)

.....  
Signature

## SECTION VI

### LIST OF ATTACHMENTS TO BE SUBMITTED<sup>4</sup>

- AT 1 — Application letter from Client/Consultant which shall give summary of the nature and Scope of the Works and Consultant's estimate prior to tendering
- AT 2 — Client's provisional decision to award the tender to the contractor who needs dispensation (Letter of Intent/ Acceptance).
- AT 3 — Duly filled & Signed AFIDAVIT

CONTRACTORS REGISTRATION BOARD

THE CONTRACTORS REGISTRATION ACT, 1997

AFFIDAVIT

Made under bylaw 4(2)(h)

I \_\_\_\_\_ an adult Christian/Muslim/Hindu/Pagan of P.O Box \_\_\_\_\_ for the purpose of carrying out a specific contract which require dispensation.

DO HEREBY solemnly take oath/affirm and state as follows:

That I \_\_\_\_\_ a.m the (position) \_\_\_\_\_ of applicant Company M/s \_\_\_\_\_ with Certificate of Registration No. \_\_\_\_\_ that the company has contracted works with a specific project at \_\_\_\_\_ for a period of \_\_\_\_\_ months/years.

That the duration of the project is \_\_\_\_\_ months/years commencing from \_\_\_\_\_ and that once the contracted works are completed we shall not engage in any other project under granted dispensation.

On behalf of the applicant I declare that the facts deposed to hereinabove are true to the best of my knowledge.

DEPONENT

Sworn/Affirmed at \_\_\_\_\_ by the said \_\_\_\_\_ who is the \_\_\_\_\_ of M/s \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

BEFORE ME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_