



GUIDELINES FOR PROJECT REGISTRATION

Preamble

Project Registration is a statutory requirement according to **Paragraph 19A of the Contractors Registration (Amendment) By-Laws, 2004**. The main objective of the procedure is to collect industry data to help the Board to plan and develop better initiatives. All Projects involving Construction Works of a single project with value (including cost of materials, labour and taxes as estimated by the Project Consultant) of TZS 10 million and above must be registered by the Contractor.

Application Procedures

- The Contractor will upon being awarded the contract, submit the Application for Registration of Project on a prescribed form within 14 days from the date on which the offer to perform construction works contract is accepted in writing by the employer/developer.
- Application Forms are available at no cost at CRB Head Office & Zonal Offices, CATA Regional Offices and can be downloaded from the CRB Website; www.crbtz.org/downloads
- **The Form should be filled by the Managing Director, Technical Director or an authorized person with a valid Power of Attorney which has to be attached to the application.** The application should be accompanied by a copy of letter of acceptance from the Employer or contract agreement. For Building projects, certified floor plan and vertical section architectural drawings on A4/A3 size must be attached with the application.

Subcontractors

Both nominated Subcontractors (those who tendered for the works separately and were directly awarded by the Employer/Developer) and Domestic Sub-Contractors (those who are employed by the Main Contractor), will have to apply for Project Registration separately prior to commencement of sub-contract works. Subcontractors will need to provide details of the main contractor as indicated in the application form.

Labour Contracts & Phase Development

Labour only contracts or phase development shall not be accepted as project values. The contractor undertaking any phase to a project should be qualified to undertake the value of the completed project as estimated by the Project Consultant.

Submission & Registration Fees

The Contractor shall submit the filled form to any CRB office together with a non-refundable registration fee depending on the value of the project as follows:

Project Value Range (TZS)	Registration Fees (TZS)
10Mil to 100Mil	50,000
Above100Mil to 1Bil	100,000
Above 1Bil to 10Bil	200,000
Above 10Bil	500,000

Mailed applications must be attached with money fax receipt, pay in slip etc., proof of payment being retained by the contractor.

Processing

The Board will process the application and notify the applicants within a period not exceeding 14 days from the submission date.

Placing of Project Registration Sticker

- The Project Registration Sticker bearing the CRB logo with a unique Serial Number for a single project shall be placed besides the contractor's name on the project signboard and shall remain on the project signboard throughout the project execution period.
- For a project with more than one sign board (e.g. Road works), the Contractor will paint the Serial Number of the sticker on the sticker position for each extra signboard.

Application Not Approved

For pending applications due to minor shortfalls, the applicant may be contacted by telephone to clarify or provide the missing details. The Board may require the applicant to provide extra details. Shortfalls for deferred applications not rectified within 21 days from the date of notification will become stale followed by penalty for failure to register the project.

Project Completion/ Status Notification

Within 21 days of issue of a practical completion certificate, renewal, cancellation or termination of the contract, the Contractor will be obliged to inform the Board in writing of the status of the Project so that the Project Register could be updated.

Non-Compliance with Project Registration

According to *Paragraph 19E of the Contractors Registration (Amendment) By-Laws, 2004*, a Contractor is committing an offence when:

- Executing an eligible project without registration,
- Fails to affix the sticker on the signboard
- Fails to inform the Board in writing of the completion or termination of the project.

If convicted in any of the above, the contractor will be required to pay a fine equal to 1 % of the contract value or TZS 500,000/= whichever is higher.

Access to the Project Register

The Public may request and gain access to the Project Register by requesting for specific details and paying a prescribed fee.