



CONTRACTORS REGISTRATION BOARD

P.O. Box 13374
DAR ES SALAAM
Tel No. 2131169/2137962-3
Fax No. 2137964
E-mail : crb@afsat.com

CONTRACTORS ASSISTANCE FUND

Registration Form

1 Name of Contractor:

2 Registration Status:

Type	Class	Reg. No.

3 Postal Address:

4 Physical Address: HouseNo: Building: Street:
Area: Town:

5 Branch Office: HouseNo/Building: Street:
Area: Town:

6 Name(s) of Managing Director(s)/Partner(s): *(These will be the only persons allowed to make application for a Bank Guarantee under the Contractors Assistance Fund)*

S/No	Name	Position	Specimen Signature
1			
2			

*Attach (i) One Passport Size Photograph of each of the above Directors/Partners
(ii) Letter of Authority Signed by all Partners/Directors, or Power of Attorney authorising the above persons to act on behalf of the firm.*

7 Declaration:

I/We declare that to the best of my/ our knowledge, the information stated herein is true and correct. We further declare that we have read the conditions governing the operations of the Fund and that Messrs *(name of contractors)* undertakes to abide them. We understand that the Board reserves the right to issue guarantee to any applicant.

8 Signed on this day of in the year

Name: Signature: *(First Director/Partner)*

Name: Signature: *(Second Director/Partner)*

(Affix Company Seal/Stamp)

For Official Use Only

Date Received: Confirmation of Registration Information(AR/RS):

Registrars Approval: Payment Receipt No. Fund Ref. No.

CHECKLIST FOR APPROVING GUARANTEES UNDER THE CONTRACTORS ASSISTANCE FUND

The following criteria shall apply to determine whether a particular applicant qualifies for granting a Bank Guarantee or not.

S/No.	Criteria	Y/N	Remarks
1	Registration (i) Is the Current Registration for the type of Application within Classes V - VII? (ii) Has the contractor been reviewed?		(State type and class) Name, Signature and Date
2	Legal aspects: (i) Does the applicant have any pending Default Notice? (ii) Is there a pending case in court against the contractor?	 Name, Signature and Date
3	Professional Development:: (i) Has the applicant attended CRB Workshops in the last two years? (ii) Has the applicant participated in the SSTP courses in the last two years? (iii) Has the Applicant submitted Annual Returns for the current Year?	 Name, Signature and Date
4	Financial Aspects: (i) Is the applicant current on annual subscriptions? (ii) Does the applicant have any pending bills?	 Name, Signature and Date
5	Finance Related Issues (i) Is the applicant a member of the CRB? (ii) Is there an outstanding Guarantees in the name of the Applicant? (iii) Has the Applicant ever Defaulted against previous Guarantees	 Name, Signature and Date
6	Conclusion: Does the Applicant Qualify for the Loan (To be signed by the Registrar or his Deputy)	 Name, Signature and Date

Note: Successful applicant will be required to pay to CRB a commitment fee equal to 0.2% of the value of the guarantee. The applicant will also pay a commission to CRDB Bank equal to 0.75% of the guaranteed sum for the first quarter of the guarantee and 0.5% for subsequent quarters.