

International Federation of Surveyors
Application form for Membership as a Member Association

(PDF: double click to insert text)

1. Name of association:

in own language Valuers Registration Board

in English (if different from above)

.....
.....
.....

2. Address: Registrar
University of Dodoma, Administration Block
First Floor; P O Box 325, DODOMA.

3. Telephone no: (255) 733542654

4. Fax no: N/A

e-mail address: registrar@vrb.go.tz

Home page address: www.vrb.go.tz.

Logo (please attach a high resolution logo of the association as .jpg file or add the link):

.....

6. Name of President: Dr Cletus E Ndjovu

7. Administration:

Is the above address the address of the permanent office of the association? If so, please state the name of the chief executive and the number of any other permanent staff members.

.....
..... YES, Chief Executive: Joseph Shewiyo(Registrar), and four administration support staff
.....

8. Date of formation of association: 2017.

9. Objectives and ethics:

Please summarise on a separate sheet the objectives of the association and state whether it enforces disciplinary procedures; and enclose a copy of its constitution and rules (including, where applicable, its code of conduct).

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10. Routes of entry to membership:

Please provide the following information on a separate sheet

1. The title held by qualified members of the association;
2. The level of academic qualification required to obtain the title;
3. Whether academic training programmes to this level are available in your country (if not, please state how and where members obtain their academic training);
4. What approved professional experience is required on completion of academic training and prior to acquisition of the title;
5. What the requirements are for continuing professional development and whether this is mandatory or voluntary;
6. If the association also admits technician or sub-professional members and, if so, the qualifications required for entry to this grade of membership.

11. Members

No. of holders the title:

- > qualified
- > qualifying

Fully Registered Valuers: 160
Provisional Registered Valuers: 340

No. of technician or sub-professional members:

- > qualified
- > qualifying

XX
XX

12. Specialisations

% of qualified members whose principal specialisation is:

Hydrography	0 %
Positioning/measurement	0 %
Engineering surveys	0 %
Cadastre/land management	. . . 0 . . . %
Spatial planning/development	0 %
Valuation/real estate management	500 . . . 100 . . %
Construction cost management	0 %

13. Statutory recognition

Is the association constituted by statute? Yes

Please list on a separate sheet those activities undertaken by your members which are regulated by statute and state whether any or all of these can be performed only by members of your association. If not, please state who else can acquire the title to perform any of the activities.

14. Employment

% of qualified members:

Self-employed and employed in private practice	60 %
Teaching	5 %
Employed by government	27 %
Employed in the commercial or other sectors	8 %

15. Subscriptions

Please state the annual subscription payable by each grade of membership

Fully Registered Valuer: TZS 300,000 (\$ 120)
Provisionally Registered valuer: TZS 150,000 (\$60)
Corporate Member: TZS 500,000 (\$ 200)



16. Services to members

Does the association publish a journal (if so, please state title and frequency)

No

Please list on a separate sheet any other services that the association provides for its members.

As from 1 January 2019 the annual fee payable by a member association is 4.80 € per member of the association for a calendar year. Minimum fee is 25 members or 50 € per member association and maximum fee 5,500 members (26,400 €). Member associations from the poorest countries (countries listed by the World Bank as low-income economies or lower-middle-income economies) shall pay 2.40 € per member up to a maximum of 5,500 members.

Please send or email to FIG office: International Federation of Surveyors, Kalvebod Brygge 31-33, DK-1780 Copenhagen V, DENMARK, E-mail: FIG@fig.net, tel.+ 45 3886 1081

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GOVERNMENT NOTICE NO. 272 published on 5/4/2019

THE VALUATION AND VALUERS REGISTRATION ACT
(CAP. 138)

—
RULES
—

(Made under section 71)

THE VALUERS REGISTRATION (GENERAL) RULES, 2019

Rule Title

PART I

PRELIMINARY PROVISIONS

1. Citation.
2. Application.
3. Interpretation.

PART II

PROFESSIONAL TRAINING

4. Functions of Board in relation to training.
5. Academic qualifications required for registration and enlistment.
6. Recognition of training modes.
7. Professional accreditation standards.
8. Specialized content in valuation field.
9. Objective of Continuing Professional Education.
10. Key subject areas.
11. Management of Continuing Professional Education.
12. Continuing Professional Education requirements.
13. Consequences for not meeting CPE units.
14. Exemption from CPE requirements.
15. Logbook for valuers.

PART III
EXAMINATIONS

16. Examinations.
17. Mode of examinations.
18. Eligibility for examinations.
19. Application for examinations.
20. Examination fees.
21. Information for examinations.
22. Cheating in examinations.
23. Decisions of Board on examinations results.

PART IV
DISCIPLINARY MATTERS

24. Acts that constitute professional misconduct.
25. Seal for valuer.
26. Fees to be charged.

—————
SCHEDULE
—————

THE VALUATION AND VALUERS REGISTRATION ACT
(CAP. 138)

—
RULES
—

(Made under section 71)

THE VALUERS REGISTRATION (GENERAL) RULES, 2019

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Rules may be cited as the Valuers Registration (General) Rules, 2019 and shall come into operation on the date of publication.
- Application 2. These Rules shall apply to all enlisted, temporary, provisional and fully registered valuers.
- Interpretation 3. In these Rules, unless the context otherwise requires-
- Cap. 138 “Act” means the Valuation and Valuers Registration Act;
“Board” means the Valuers Registration Board established under section 12 of the Act;
“Chairman” means the Chairman of the Board appointed under section 13 of the Act.
“Chief Valuer” has the meaning ascribed to it under section 3 of the Act;
“Continuing Professional Education” in its acronym "CPE" means a post qualifying training programme used in a systematic way for maintaining, improving and broadening knowledge and skills and developing personal qualities necessary for the execution of professional and technical duties;
“examinations” means professional training report, professional interview and professional examinations or a combination thereof;
“Registrar” means the Registrar of the Board;

GOVERNMENT NOTICE NO. 581 published on 31/7/2020

THE VALUATION AND VALUERS REGISTRATION ACT,
(CAP. 138)

CODE OF ETHICS

(Made under section 66)

THE CODE OF ETHICS FOR VALUERS AND VALUATION CONSULTING FIRMS, 2020

ARRANGEMENT OF PARAGRAPHS

Paragraph Title

PART I
PRELIMINARY PROVISIONS

1. Citation.
2. Application.
3. Interpretation.

PART II
CODE OF ETHICS

4. Fundamental principles.
5. Fundamental canons.
6. Obligations to general public and profession.
7. Conflict of interest.
8. Obligation to employer or client.
9. Prohibited practices.
10. Solicitation of professional assignment.
11. Conduct of valuer.
12. Upholding integrity.
13. Upholding valuation reputation.
14. Impartiality.
15. Confidentiality of information.
16. Fair compensation and working agreements.
17. Valuer diligence.
18. Valuer's competence and documentation of information.
19. Valuer's professional responsibility.

PART III
BREACH OF CODE OF ETHICS

20. Adherence to Code of Ethics.
21. Breach of Code of Ethics.

THE VALUATION AND VALUERS REGISTRATION ACT,
(CAP. 138)

CODE OF ETHICS

(Made under section 66)

THE CODE OF ETHICS FOR VALUERS AND VALUATION CONSULTING FIRMS, 2020

PART I
PRELIMINARY PROVISIONS

- Citation 1. This Code of Ethics may be cited as the Code of Ethics for Valuers and Valuation Consulting Firms, 2020.
- Application 2. This Code of Ethics shall apply to fully registered valuers, provisionally registered valuers, temporary registered valuers, technician valuers and valuation consulting firms registered in Mainland Tanzania.
- Interpretation 3. In this Code of Ethics, unless the context otherwise requires-
- Cap. 138 “Act” means the Valuation and Valuers Registration Act;
 “Board” means the Valuers Registration Board established under section 12 of the Act;
 “Registrar” means the Registrar of the Board appointed pursuant to section 23 of the Act;
 “firm” means a private or government owned entity registered purposely for carrying out valuation activities; and
 “valuer” means a person who holds at least a first degree in real estate or equivalent qualification with specialization in valuation.

PART II
CODE OF ETHICS

- Fundamental principles 4. A valuer shall endeavour to uphold and advance integrity, honour and dignity of the valuation profession by-
- (a) acting with honesty and impartiality and serving the public, his employer and clients with fidelity;

Fundamental
canons

- (b) conducting affairs of the profession with highest degree of honesty, skills, integrity, confidentiality, objectivity, and observe the code of conduct as described in the Act;
- (c) striving to enhance the competence and prestige of the valuation profession; and
- (d) supporting the professional and technical societies of his disciplines through coaching, mentoring and nurturing valuation aspirants.

5. A valuer or valuation consulting firm shall-

- (a) act with integrity, competence, diligence, respect and in an ethical manner with the public, clients, prospective clients, employers, and colleagues in the valuation profession;
- (b) act consistently in a way that emphasises compliance with applicable and related laws and regulations;
- (c) issue public statements only in an objective and truthful manner;
- (d) act in a professional manner for each employer or client as faithful agents or trustees, and shall endeavour to avoid conflicts of interests;
- (e) place the integrity of the valuation profession and the interest of the clients above his own personal interest;
- (f) use reasonable care and exercise independent professional judgments when conducting valuation data collection, analysis, making recommendations, undertaking valuation assignment and engaging other professional activities;
- (g) practice and encourage others to practice in a professional and ethical manner that will reflect credits on themselves and the professional; and
- (h) maintain and improve his professional competence and strive to maintain and improve the competence of other valuation professionals.

Obligations to
general public
and profession

6.-(1). Every valuer shall have the following primary obligation-

- (a) protection of the welfare of the public and profession; and
- (b) certification of documents or reports which are in conformity with the prescribed best practice guidelines in valuation.

(2) A valuer shall, in the event that professional judgment is overruled under circumstances where the welfare of the public is endangered, notify in writing his employer or client, the Board and such other authorities as may be appropriate.

(3) A valuer shall, in the event of professional misconduct or malpractice by a valuer, firm or general public, notify the Board or appropriate authority.

Conflict of interest

7.-(1) Every valuer shall disclose to his employer or client all known or potential conflicts of interest which may influence his judgment or the quality of services.

(2) A valuer in public service as a member, advisor or employee of a government body or department shall not participate in decisions with respect to professional services to which he has interest in.

Obligation to employer or client

8.-(1) A practicing valuer shall, when undertaking valuation assignment, valuation analysis, making valuation, judgments, conclusions and recommendations, inform his clients and employers of societal and environmental consequences of projects or actions thereto in which he is involved, and he shall interpret issues to the public in an objective and truthful manner.

(2) Every valuer using data or recommendation by a client shall ensure that the idea remains the property of the client which shall not be used or duplicated by the valuer for others without the express permission of the client.

Prohibited practices

9. A registered valuer or firm shall not, when offering professional services, act as an agent for an unregistered valuer, firm or any other person.

Solicitation of professional assignment

10.-(1) A valuer shall not solicit for professional employment under the following circumstances:

- (a) falsifying or permitting misrepresentation of himself, his associates, relevant academic or professional qualifications, or exaggerate his degree of responsibility and capability;
- (b) offering, giving, soliciting or receiving, either directly or indirectly, any financial or material consideration of any amount intended to influence the award of a contract;
- (c) proposing or accepting a professional commission under circumstances in which his professional judgment may be compromised;

- (d) in self-laudatory language, presentations or in any manner derogatory to the dignity of the valuation profession, advertise or write articles for publication; and
 - (e) associating with reports, returns or communications of which the valuer believes that the information-
 - (i) contains false, misleading or biased documents, analyses or results; or
 - (ii) withhold or omit required information that might lead to misleading results.
- (2) Every valuer shall build his professional reputation on the merit of the services and shall not compete unfairly with others or engage in any actions that violet any other written law.

Conduct of
valuer

11. A valuer shall not-

- (a) permit the use of his name or firm name, his associate in business venture with any person or firm which he reasonably believes that such person is involved in fraudulent or dishonest business or unprofessional practices;
- (b) accept payment, from more than one party for services on the same assignment, or for services pertaining to the same assignment, unless the circumstances are fully disclosed to and agreed for, by all interested parties;
- (c) present himself directly or by implication in a professional category that he is not registered or in academic category irrelevant in professional practice;
- (d) disclose classified information concerning the business affairs or technical processes of any present or former client or employer without his consent; and
- (e) be influenced in his professional duties by his political lenience, involvement or conflicting interests and shall-
 - (i) not accept commissions or allowances, directly or indirectly from other parties dealing with clients or employers of the valuation in connection with the work for which the valuer is responsible; and

- (ii) refrain from profession misconduct which may constitute price undercutting, forgery or falsification of information, intentional under valuation or over valuation, and collusion with third party to falsify valuation report or advice.

Upholding
integrity

12.-(1) A valuer shall be objective and truthful in making or presenting professional reports, statements or testimonies.

(2) A valuer shall take all reasonable steps to avoid negligence, overestimation or underestimation of material, particular or information obtained in the course of valuation.

(3) A valuer shall not solicit or accept financial or other valuable consideration, directly or indirectly from client, employer, his agents or other parties in connection with work for which he is engaged except the acceptable fee.

(4) A valuer shall not advertise his professional service in a manner that is self-laudatory or which is not true or factual or which is derogatory to the dignity of other valuers in the profession.

(5) A valuer shall not accept valuation assignment or prepare any valuation report that involves a predetermined or pre-planned opinion or view.

Upholding
valuation
reputation

13.-(1) A valuer shall avoid actions or practices which are likely to discredit the valuation profession or deceive the public.

(2) A valuer shall not maliciously attempt to injure directly or indirectly, the professional reputation, prospects, practice or employment of another valuer, and shall not in that respect criticize valuation report of another valuer.

(3) Where a valuer believes that another valuer is unethical, that person shall present such information to the proper authority for action.

(4) A valuer whose professional advice is not accepted shall take all reasonable steps to ensure that persons overruling or neglecting his advice are aware of the dangers the valuer believes may result from such overruling or neglect.

Impartiality

14.-(1) A valuer shall, when reviewing a report prepared by another valuer, always be impartial, make fair judgments and justify the reasons for his agreement or disagreement with the report's conclusions.

(2) A valuer in private practice shall not review the work of another valuer for the same client except with the knowledge of such other valuer or unless the relationship of such valuer and client has been terminated.

Confidentiality
of information

15.-(1) A valuer shall not, for personal advantage, use confidential information obtained as a result of professional relationships.

(2) A valuer shall take reasonable steps to ensure staff under his control and persons from whom advice and assistance is sought, respect the duty of confidentiality.

(3) A valuer shall uphold the principle of confidentiality even after the end of his professional relationships with the client or employer.

(4) A valuer shall handle the client's information sensitively all the time, and in that respect not disclose confidential information or results relevant to an assignment or would be beneficial to another party or person.

(5) A valuer shall not, unless authorised or required to do so by law, reveal facts, data or information obtained in his professional capacity without the prior consent of the client or employer.

Fair
compensation

16. A valuer or valuation firm shall-

- (a) uphold the principle of appropriate and adequate compensation for those engaged in valuation work; and
- (b) formalise working agreements for those engaged in professional valuation assignment.

Valuer
diligence

17.-(1) A valuer shall commit to working with professionalism and diligence and present work in a timely manner in accordance with requirements and applicable technical and professional standards, and avoid any actions that discredit the profession, including-

- (a) understand the dimensions of the required assignment and ensure the scope of the work is sufficient to achieve credible results;
- (b) receive precise instructions from the client and document it in writing in accordance with guidelines before engagement to avoid any misinterpretation of meanings or scope of work; and
- (c) not accepting assignments if the circumstances do not permit the achievement of accurate and reliable high quality results.

(2) A valuer shall obtain the consent of the client when requiring the help of the external source.

(3) Where valuation requires engagement of a third party, information of that third party shall be disclosed and acknowledged including the identity of the assistants and their role in the preparation of the valuation report.

(4) A valuer shall work according to the requirements of the assignment carefully, diligently and in a timely manner.

(5) A valuer shall work hard to provide the best service for the clients and exercise due care to ensure that the provided services is in accordance with all applicable professional and technical regulations and standards of valuation.

(6) A valuer shall treat clients and the public with courtesy and respond quickly and effectively to reasonable instruction and complaints.

Valuer's
competence
and
documentation
of information

18.-(1) A valuer shall for each assignment prepare and maintain a work file which shall contain a hard or soft copy of every written report, correspondence notes and documentation in addition to the information, data and procedures adequate to support the valuer's opinion inquires, inspection, sources, methods, analyses and calculations.

(2) A valuer shall verify the data used in the valuation and identify the extent of its reliability.

(3) A valuer shall not rely on information presented by the client or any other person without verification of their eligibility or source and reliability, unless the valuer specifies the nature and extent of the information as a restriction.

Valuer's
professional
responsibility

19.-(1) Every valuer shall accept personal responsibility for every professional activity under his charge and-

(a) shall conform with registration laws in the practice of valuation; and

(b) shall not associate with a non-valuer corporation or partnership as a "cloak" for unethical acts.

(2) Every valuer shall give credit for valuation assignment of those to whom credit is due, and recognize the proprietary interests of others.

(3) Every valuer shall cooperate in extending the effectiveness of the profession by interchanging information and experience with other valuers and students, and will endeavour to provide opportunity for the professional development and advancement of valuers under his supervision and in that case he shall-

- (a) encourage valuation employees' efforts to improve their education;
- (b) encourage valuation employees to attend and make presentations at professional and technical society meetings;
- (c) encourage valuation employees to become registered at the earliest possible date; and
- (d) take part in training and supervising young valuers.

PART III
BREACH OF CODE OF ETHICS

Adherence to
Code of Ethics

20. A valuer or valuation firm shall adhere to the Code and shall do all necessary endeavours to support those who seek to uphold it and report immediately any unethical valuation decisions or practices by valuers, firms and others to the Board.

Breach of
Code of Ethics

21. A person who contravenes any provision to this Code of Ethics shall be deemed to have committed a professional misconduct and shall be pursued against by the Board as provided under the Act.

Dar es Salaam,
4th June, 2020

CLETUS ELIGIUS NDJOVU,
Chairman of the Board

Valuers Registration (General)

G.N. NO. 272 (Contd.)

G.N No.
136 of 2018

“Regulations” means the Valuation and Valuers (General) Regulations;
“valuer” has the meaning ascribed to it under section 3 of the Act.

**PART II
PROFESSIONAL TRAINING**

Functions of Board
in relation to
training

- 4.** For the purpose of training, the Board shall:
- (a) set and review the minimum content of valuation training;
 - (b) set the mechanism to audit the content of delivery of valuation training;
 - (c) accredit continuing professional education training programmes;
 - (d) develop special valuation programmes;
 - (e) certify various documents issued by the Board;
 - (f) carry out any other related training activity.

Academic
qualifications
required for
registration and
enlistment

5.-(1) Pursuant to the provisions of sections 27, 28, 29, 30 and 38 of the Act, the Board shall recognize the following academic qualifications as sufficing the requirements for registration and enlistment:

- (a) problem solving;
- (b) valuation professionalism;
- (c) independent learning ability;
- (d) individual, team and multidisciplinary working;
- (e) application of scientific, research and valuation knowledge;
- (f) professional and technical communication; and
- (g) investigation, experiment, data analysis and report writing.

(2) Subject to subrule (1)(e), the Board shall give guidelines on the contents and duration of valuation training programmes necessary to meet the requirements for registration or enlistment.

Recognition of
training modes

- 6.** The Board shall recognize the following training modes as detailed in the respective manuals and guidelines:
- (a) professional training approved by the Board;
 - (b) field attachment;
 - (c) professional training recognized by the Board;
 - (d) activities under Continuing Professional Education;

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- (e) attendance on workshop, conferences and seminars;
- (f) presentation of professional papers and journals;
- (g) any other professional activity as the Board may find fit.

Professional accreditation standards

7.-(1) The Board may collaborate with Tanzania Commission for Universities and other relevant institutions on standards and professional accreditation criteria to be used for accrediting valuation Continuing Profession Education programme offered by the Board.

(2) Subject to subrule (1) and as provided in the training manual, accreditation criteria shall include but not limited to:

- (a) academic and professional qualifications of teaching staffs;
- (b) training facilities and infrastructure;
- (c) training duration; and
- (d) adequacy of professional contents and requirements in curricula.

Specialised content in valuation field

8.-(1) A valuation short course shall have specialized content that will be recognized by the Board.

(2) Any valuation short course of specialized content which is recognized as contributing to Continuing Professional Education shall be provided in the Continuing Professional Education manual and guidelines.

(3) The Board shall register and accredit all valuation short courses of specialized content and allocate Continuing Professional Education units.

Objectives of Continuing Professional Education

9. The objectives of the Continuing Professional Education programmes shall be to-

- (a) assist practicing valuers to increase capacity of learning so as to be more capable, confident and adaptable when faced with challenges or changes;
- (b) reinforce the need for life-long learning among valuers;
- (c) provide framework through which practicing valuers can systematically maintain and enhance their professional competence; and
- (d) encourage practicing valuers to broaden

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knowledge, skills and experience in order to improve work performance and enhance career prospects.

Key subject areas

10. The key subject areas of Continuing Professional Education shall include but not limited to the following-

- (a) technical skills;
- (b) communication skills;
- (c) emerging and new technologies;
- (d) creativity, adaptation and innovation;
- (e) valuation knowledge in relevant disciplines;
- (f) marketing and business development;
- (g) relevant knowledge in associated professional areas;
- (h) management;
- (i) standards and regulatory updates; and
- (j) contemporary issues in valuation.

Management of Continuing Professional Education

11.-(1) The Board shall conduct Continuing Professional Education programmes for all practicing valuers as a key to enhance professional competence and competitiveness of valuers and valuation firms.

(2) The Continuing Professional Education programme shall also apply to valuation technicians as specified in training manual and guidelines established by the Board.

Continuing Professional Education requirements

12.-(1) Every valuer shall commit himself to the process of life-long learning in order to maintain, update and enhance professional competence on a continuous basis by participating in various professional education programmes and activities.

(2) Every practicing valuer shall obtain a minimum of ten professional education units in every calendar year which shall be obtained from various professional education programmes or activities as may be determined by the Board annually.

(3) Where a valuer exceeds the annual requirements of ten professional education units, a maximum of two excess professional education units obtained from professional education programmes may be carried forward into the following year.

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GN. NO. 272 (Contd.)

(4) A valuer who has not obtained sufficient professional education units in the year under review shall be allowed to carry over the short fall into the following year; provided that he has accumulated a minimum of twenty five professional education units in the past three years.

Consequences for not meeting CPE units

13.-(1) Where a valuer fails to meet the prescribed professional education units for two consecutive years the Board shall not renew his practicing certificate.

(2) A valuer who fails to renew his practicing certificate for failure to meet the required professional education units shall be required to obtain a total of twenty professional education units within a year before he applies for a renewal of practicing certificate

Exemption from CPE requirements

14. A valuer may be exempted from Continuing Professional Education requirements if he experiences disabilities, prolonged illness or other extenuating circumstances which may prevent him from practicing provided that there is certification by the recommendable institution to prove such disabilities, illness or circumstances.

Logbook for valuers

15.-(1) There shall be a Continuing Professional Education logbook for every valuer to enter the Continuing Professional Education activities and their durations.

(2) All valuers shall submit to the Board Continuing Professional Education logbooks annually for assessment but in any case not later than three months following the end of the calendar year under review.

PART III
EXAMINATIONS

Examinations

16.-(1) The Board shall administer:

- (a) examinations for professional valuers who are applying for registration;
- (b) examinations for valuation technicians who are applying for enlistment

(2) Pursuant to subrule (1), the Board shall administer examinations in accordance with the requirements prescribed in the examinations guidelines.

Valuers Registration (General)

GN. NO. 272 (Contd.)

Mode of
examinati
ons

17.-(1) The mode of examinations should require the submission of logbook and:

- (a) conduct of written examinations;
- (b) detailed professional training report as may be determined by the Board;
- (c) conduct of professional interviews; and
- (d) attainment of preliminary courses to the examinations areas as may be set by the Board.

(2) The Board may refer any applicant to do additional practical training to meet the qualifications for registration or enlistment.

Eligibility for
examinations

18. An applicant wishing to sit for examinations must satisfy the Board that-

- (a) he or she is a holder of Bachelor Degree in real estate with specialization in valuation for the case of professional valuers' examinations, or a holder of diploma in real estate with specialization in valuation for the case of valuation technician examinations;
- (b) he or she has been engaged in valuation works for not less than three years; and
- (c) he or she has paid the requisite examination fees.

Application
for
examinations

19.-(1) A valuer wishing to sit for examinations shall apply to the Board by completing the application Form set out in Part I of the Schedule to these Rules.

(2) Except for reasons approved by the Board, the application and the fees paid to sit for the examinations shall be valid only for the scheduled examinations applied for.

(3) Subject to subrule (2), a candidate who does not appear for the examinations applied for, shall be required to make a fresh application.

Examination
fees

20.-(1) Every eligible candidate shall pay a non-refundable examination fee that has been determined by the Board.

(2) The Board shall prescribe fees for application, examinations and any other fees related to examinations.

Information

21.-(1) Information on the date, time, and venue of

Valuers Registration (General)

GN. NO. 272 (Contd.)

- for examinations the examinations shall be communicated to the candidate not later than four weeks before the examinations.
(2) The examinations shall be conducted twice a year and results shall be informed to the candidate within ninety days after examinations.
- Cheating in examinations 22. A candidate found to be cheating shall be disqualified and disciplinary action against him shall be determined by the Board.
- Decision of Board on examination results 23.-(1) The Board shall make a decision on examination results.
(2) The Board may review its decision on examination results upon appeal by the candidate.
(3) The Board's decision after the appeal shall be final and binding.

PART IV
DISCIPLINARY MATTERS

- Acts that constitute professional misconduct 24. The following acts constitute valuation professional misconduct-
(a) price under cutting;
(b) forgery or falsification;
(c) intentional under-valuation or overvaluation;
(d) practicing without registration or license;
(e) collusion with clients or third party to falsify valuation report.
- Seal for valuer 25.-(1) There shall be a seal for every fully registered valuer that shall be prepared by the Board and handled to a valuer after registration and upon payment of fees thereof.
(2) The seal shall be used on all valuation reports prepared by the valuer and shall be endorsed on certification page of the report that describes the value of the property and detailed information of a particular valuer.
(3) The seal shall show the following details:
(a) full name and address of a registered valuer;
(b) year and registration number of a registered valuer.
(4) No valuation report shall be received for approval

Valuers Registration (General)

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by the Chief Valuer or for records of the Board if it does not have a seal.

(5) By placing a seal on the valuation report, the valuer is termed to have taken full responsibility over anything that may occur from the report prepared by him.

Fees to be
charged
G.N. No.
136 of 2018

26.-(1) Subject to the Valuation and Valuers (General) Regulations, the fees to be charged by the Board shall be as set out in Part II of the Schedule to these Rules.

- (2) The following fees shall be charged by the Board-
- (a) fees for Continuing Professional Education trainings, seminars and workshop;
 - (b) application for examinations fee;
 - (c) examination fees;
 - (d) fees for registration of valuers (provisional and full registration);
 - (e) fees for registration of temporary valuer;
 - (f) fees for enlistment;
 - (g) fees for registration of valuation firm;
 - (h) fees for valuation practicing certificate;
 - (i) fees for renewal of valuation practicing certificate;
 - (j) certification (rubber stamp) fees;
 - (k) fees for lodging complaint;
 - (l) fees for lodging of an appeal;
 - (m) fees for change of address of valuer or valuation firm;
 - (n) fees for obtaining Seal for a valuer;
 - (o) fees on other services rendered by the Board.

(3) A valuer may be temporarily exempted from paying fees for renewal of practicing certificate as stipulated under subrule (2)(i) where he informs the Board in writing the reasons for his or her non-practising.

(4) A valuer shall resume practising upon applying to the Board about his resume, paying his annual subscription fees and after being issued a practising certificate thereof.

(5) The Board may, after being satisfied with the application made by a valuer pursuant to subrules (3) and (4), grant a temporary exemption from paying subscription fee or issue a practising certificate.

Valuers Registration (General)

G.N. NO. 272 (Contd.)

SCHEDULE

PART I

(Made under rule 19)

EXAMINATION APPLICATION FORM



To: The Registrar
Valuers' Registration Board

I hereby apply to sit for..... *(fill type of examination)* Examination set by the Board.

A: PERSONAL PARTICULARS

1. Surname..... Other names.....
2. Gender.....*(Male/Female)*
3. Nationality.....
4. Address: P.O. Box.....
5. Date of birth *(DD/MM/YYYY)*.....

B: EDUCATION BACKGROUND

Education Level*	Name of School/Institution	Year Commenced	Year Ended	Award

*Start by the latest level attended

C: PREVIOUS PROFESSIONAL EXAMINATIONS SAT FOR

Type of Examination	Institution/Board Issued	Year Attended	Award

Valuers Registration (General)

GN. NO. 272 (Contd.)

D: DECLARATION

I.....hereby declare that the above mentioned particulars are true and correct to the best of my own knowledge and belief.

Declared at..... this..... day of.....20.....

Signature

.....

Applica
nt

FOR OFFICAL USE ONLY

Date received.....

Receipt

No.....

Remarks:

.....

.....

.....

.....

Signature.....

Dare Official Stamp.....

- Notes:**
1. Application shall be submitted in triplicate.
 2. Attach certified copies of relevant certificates.
 3. Attach payment receipt for application fees.

Valuers Registration (General)

GN. NO. 272 (Contd.)

PART II
(Made under rule 26)

FEES CHARGED BY THE BOARD

S/N	Item	General	Registered	Provisional	Enlisted	Temporary	Firm
1.	Continuing Professional Education		300,000/=		200,000/=		
2.	Application for examinations (per course)		20,000/=		5,000/=		
3.	Examination fees		30,000/=		20,000/=		
4.	Registration Fee		50,000/=	50,000/=	20,000/=	500USD	150,000/=
5.	Enlistment				30,000/=		
6.	Valuation practicing certificate		100,000/=		50,000/=		
7.	Renewal of valuation practicing certificate		200,000		50,000/=		
8.	Certification (per each rubber stamp)	20,000/=					
9.	Lodging complaint	30,000/=					
10.	Lodging appeal	50,000/=					
11.	Seal	350,000/=					
12.	Change of address	20,000/=					
13.	Other services rendered by the Board	30,000/=					

Dodoma,
25th March , 2019

WILLIAM V. LUKUVI
*Minister for Lands, Housin and
Human Settlements Development*