



ERB-ReTAD-FRM-002



Rev: 00

Registration of Individuals checklist form

S/N	DESCRIPTION	CHECK YES/NO	Date	Remarks	Signature
1	Application submission Form				
2	Payment of Application fee				
3	Payment Receipt Attached				
4	Evaluation by Secretariat				
5	Sent to External Evaluators				
6	Received from External Evaluators				
7	Minute sheet to Chairman on request for approval				
8	Issuing of Approval letter to applicant and payment details				
9	Payment of registration fees				
10	Payment Receipt Attached				
	Issuance of Registration Tools				
1	Practicing License				
2	Certificate				
3	Rubber stamp				