

HIGHER EDUCATION STUDENTS' LOANS BOARD

REQUIREMENTS FOR REGISTRATION OF CORPORATE SPONSORS

1. REQUIREMENTS FOR REGISTRATION

- i. Official business name
- ii. Registration Certificate
- iii. Tax Identification Number
- iv. Physical address (Region, District, Ward, Street)
- v. Email address of the contact person
- vi. Nature of business (core business, ownership, and sector)
- vii. Principal Contact Person (Preferably Senior Management member)

2. HOW TO CREATE A PROFILE

- i. Go to <https://olas.heslb.go.tz/olams/pre-applicant>
- ii. Under Corporate Sponsor's Portal, click Register
- iii. Choose Corporate Sponsor from the drop-down menu to open the registration page.
- iv. Fill in the details of the entity
- v. Click on Register to confirm
- vi. After successfully registering, a new Registration Number will be displayed, and it will be used together with the created password to Log In.

3. HOW TO EDIT PROFILE AND ATTACH REGISTRATION DOCUMENTS

- i. From the Dashboard, click the drop-down menu and select My Profile
- ii. Click Edit Sponsor Details to edit or add information
- iii. Fill in the details and attach relevant certificates (TIN and registration)
- iv. Click Update Sponsor Details to save

4. HOW TO UPLOAD A LIST OF BENEFICIARIES AND SUPPORTING DOCUMENTS

- i. From the Dashboard, Click the drop-down menu and select Import Applicants Via Excel
- ii. Click Download Excel Template to get the required template
- iii. Fill in the details of all beneficiaries as required in the excel sheet and save the file
- iv. Click Choose File to select the saved excel file
- v. Click Submit to upload the file

5. HOW TO UPLOAD PROOF OF SPONSORSHIP

- i. From the Dashboard, Click the Payment Proof drop-down menu and select Upload Payment Proof.
- ii. Choose Type of Proof and Enter Total Amount sponsored
- iii. Click Choose File to upload the proof of sponsorship document in PDF format
- iv. Search the beneficiaries and tick against their names
- v. Click Upload Payment Proof to save.