

## **HIGHER EDUCATION STUDENTS' LOANS BOARD**

### **REQUIREMENTS FOR REGISTRATION OF CORPORATE SPONSORS**

- a) Official business name
- b) Registration Certificate
- c) Tax Identification Number, where relevant
- d) Physical address (Region, District, Ward, Street)
- e) Email address of the contact person
- f) Nature of business (core business, ownership, and sector)
- g) Principal Contact Person (Preferably Senior Management member)

### **HOW TO CREATE A PROFILE**

1. Go to <https://olas.heslb.go.tz/olams/pre-applicant>
2. Under Corporate Sponsor's Portal, click **Register**
3. Choose Corporate Sponsor from the drop-down menu to open the registration page.
4. Fill in the details of the entity
5. Click on **Register** to confirm
6. After successfully registering, use the Corporate Registration number and password created to Log In.

### **HOW TO EDIT PROFILE**

1. From the Dashboard, click the drop-down menu and select **My Profile**
2. Click **Edit Sponsor Details** to edit or add information
3. Fill in the details and click **Update Sponsor Details** to save
4. Attach relevant certificates (TIN and registration)

### **HOW TO UPLOAD A LIST OF BENEFICIARIES AND SUPPORTING DOCUMENTS.**

1. From the Dashboard, Click the drop-down menu and select **Import Applicants Via Excel**
2. Click **Download Excel Template** to get the required template
3. Fill in the details of all beneficiaries as required in the excel sheet
4. Click **Choose File** to select the excel file
5. Click **Submit** to upload the file