



# The Tanganyika Law Society

The Bar Association Of Tanzania Mainland

REF/TLS/ED/2021/02

11<sup>th</sup> August 2021

Dear Valued Member,

**RE: GUIDANCE ON HOW TO ACCESS, USE, EDIT AND UPDATE INFORMATION IN WAKILI DATABASE**

Kindly make reference to the above subject matter.

The Tanganyika Law Society established a system, commonly known as “**Wakili Database**” which enables its members to communicate or inquire any matter concerning their membership. Therefore, any member wishing to access, use, edit and or update his or her information into the Wakili Database can do so as follows:

1. To login click <https://wakili.tls.or.tz> then enter you email address and your password;
2. For updating your Personal Information:-
  - i. Click Profile to access your information;
  - ii. Select the type of information you want to edit;
  - iii. Click Edit to update/edit your information;
  - iv. Click update to save changes made.
3. For Payment of Annual Subscription Fees:-
  - i. Click Annual Subscription Fees to get the amount to pay;
  - ii. Click **Pay** to acquire control number;
  - iii. Click get Invoice to generate an Invoice
  - iv. Use the control number acquired to make payment by following payment instructions attached in your Wakili Database Account;
  - v. Click Receipt to get the receipts of the payments made.
4. For Payment of CLE Seminars:-
  - i. Click Seminars to access list of upcoming CLE Seminars;
  - ii. Select the title of the Seminar you wish to attend;
  - iii. Click Register to get the control number
  - iv. Use the control number acquired to make payment by following payment instructions attached below the seminar you registered in your Wakili Database Account

## 5. For Online attendance of CLE Seminars:-

- i. Click Seminars to access list of upcoming CLE Seminars;
- ii. Select the title of the Seminar you wish to attend;
- iii. Click Register to get the control number
- iv. Use the control number acquired to make payment by following payment instructions attached below the seminar you registered in your Wakili Database Account
- v. Click Join Zoom Meeting
- vi. Fill your personal details to register to zoom Meeting.

## 6. How to Carry over CLE Points

- i. Click Request to carry over CLE Points;
- ii. In a single PDF scanned document attach a letter of request to carry over with evidence to support your request addressing to:-

**Chairperson,  
Continuing Legal Education,  
Tanganyika Law Society,  
P.O. Box 2148,  
Dar es Salaam.**

- iii. Click submit.

## 7. For Payment of Health Insurance:-

- i. Click Health Insurance;
- ii. Select the package of your desire and click **Pay**;
- iii. Make your payment as per payment instruction;
- iv. Scan your deposit slip in PDF form;
- v. Go to the package you selected in your Wakili Database and click add payment;
- vi. Enter the amount you have paid and attach the deposit slip for proof;
- vii. Click submit.

## 8. For Purchasing TLS Law Reports:-

- i. Click Law Reports;
- ii. Select the Law Reports of your desire and click **Purchase**;
- iii. Make your payment as per details below;

**Bank Name: NBC Bank Ltd**

**Branch: Corporate**

**A/C No: 011101018617**

**A/C Name: Tanganyika Law Society**

- iv. Go to the Report you selected in your Wakili Database and click add payment;
- v. Enter the amount you have paid and attach a PDF Scanned bank slip;
- vi. Click submit.

## 9. For updating your DATF Information :-

- i. Click Profile to access your information;
- ii. Go to DATF and click Edit;
- iii. Edit/Update your information;
- iv. Select the Next of Kin to add their information;
- v. Go to Beneficiaries and edit/add/remove their information;
- vi. Click submit.



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Kindly use the “**Wakili Database**” effectively for your benefits in practice and legal services to serve your precious time in communication with the Society and the Judiciary.

Sincerely Yours,

**Kaleb Lameck Gamaya**  
**Executive Director**