TFN 211
Rev. Mch 2001

JAMHURI YA MUUNGANO WA TANZANIA

FOMU YA MAOMBI YA LESENI YA BIASHARA
(BUSINESS LICENCE APPLICATION FORM)

Imetolewa chini ya Kifungu cha 11(1) cha Sheria ya Leseni za Biashara Na. 25 ya 1972 – (Issued under section 11(1) of Business Licensing Act No. 25 of 1972).

(i) Jaza fomu mbili (2) kwa maombi ya leseni Kundi "A" na fomu moja (1) kwa Kundi B. Futa isiyohusika kila kwenye alama ya nyota (*) (Fill in two (2) forms for licences in schedule "A" and one, (1) for schedule B").

(ii) Maombi yanayorudiwa yapalekwe moja kwa moja kwa ofisa mtoaji leseni anayehusika kwa uamuzi, baada ya kujazwa na mwombaji. (applications for renewal should be sent directly to licensing officer).

(iii) Maombi mapya yanayopitia ngazi zote za mwanzo (Tazama kifungu (14) ni yale ya Kundi B pekee (Item No. 14(i) - (ii) applies to new licences in schedule "B" only).

(vi) Leseni itakayotolewa bila kukamilika ngazi zinazoihusu haitatambuliwa kuwa leseni halali. (Any Licence issued without under going the prescribed procedure will be illegal).

(v) Mwombaji atakayetoa maelezo ya uongo atashitakiwa na/au ombi lake kukataliwa. (An applicant who gives a false information may be sued or his application may be rejected).

(vi) Viwango vya ada za leseni vitarekebishwa mara kwa mara kulingana na kifungu cha 6(2) cha Sheria ya Leseni za Biashara Na. 25 ya mwaka 1972. (Licence fees will be revieved from time to time as per section 6(2) of act 25 of 1972).

(vii) Maombi ya leseni yasihusishwe na ulipaji wa michango au malipo mengineyo yoyote yasiyohusu sheria hii, isipokuwa ada ya leseni ya biashara, faini au adhabu pale inapohusika chini ya sheria hii. (Collection of fees/contributions from applicant other than those prescribed in the schedule to Act 25 of 1972 and the current finance Act, are illegal).

1. Jina la Mwombaji (Taja kama ni Kampuni, jina la biashara au mtu binafsi) (Name of applicant, Co; or natural person).....

2. Namba ya Hati ya kuandikishwa (Reg./Cert of incop. No.).....
   tarehe ilipotolewa (Date of issue).....

3. Uraia wa mwenye biashara (mwenye hisa) (Shareholders/Citizenship).....
   .....

4. Anuani ya Posta (Postal address).....*Mji/Kijiji (Town/Village)
   .....

5. Wilaya (District)..... Kata (Ward).....
   Mtaa (Street).....

6. Namba ya kiwanja cha biashara (Business Premises) Plot..... Block.....
   (Nyumba Na.) House No. .....

7. Namba ya leseni iliyomalizika (iwapo ni ombi jipya andika (mpya) (No. of Previous licence/state if new) ..... Tarehe ilipotolewa (Date of issue) ...../..... Tarehe ya mwisho kutumika (Expiry Date).....Ada iliyolipwa (Fee paid).....

8. Namba ya Jalada la kodi ya mapato na VAT/Sales Tax (Income Tax and VAT/Sales Tax file No.).....

9. Jina la "Mkurugenzi au Meneja (Director's/Manager's name).....
.....

10. Aina ya biashara inayoombwa (Line of business being applied for).....
.....
(tazama makundi ya aina za biashara kwenye form hii) (see Business categories/lines in this form).

11. Ikiwa leseni inayoombwa ni kwa ajili ya tawi (branch) la biashara yako basi eleza: (State whether it is Branch/subsidiary Licence).

(i) Namba ya leseni yako Kuu (No. of Principal licence).....

(ii) Ada iliyolipwa (Fee paid).....

12. Umewahi kuhukumiwa kwa kosa lolote la jinai katika miezi kumi na miwili iliyopita? Ndiyo/Hapana. Kama Ndiyo eleza kosa (Have you ever been convicted for any criminal offence for the last 12 months? Yes/No. Explain if yes).....
.....
.....

13. **UTHIBITISHO WA MWOMBAJI: (CERTIFICATE OF APPLICANT):**

* Ninathibitisha/Tunathibitisha kwamba yote yaliyoelezwa hapo juu ni ya kweli kama nijuavyo/tujuavyo na niaminivyo/tuaminivyo. (I/We declare that the above information is correct to the best of my knowledge/our knowledge).

Tarehe ya kujaza Fomu (Date of application).....

Saini ya Mwombaji au Mkurugenzi kwa niaba ya Kampuni iliyo "Limited" (Applicant/Director's Signature)
.....

Muhuri (Rubber Stamp).....

14. Maoni/Uamuzi kuhusu maombi (For official use at Village/Land/Health and Licensing Committees).

	Apewe/Asipewe	Maelezo	Tarehe	Sahihi/Muhuri
(i) Serikali ya Kijiji (maombi mapya) ya Vijijini Kundi B				
(ii) Afisa wa Afya (maombi yote mapya) ya Hoteli za kawaida, Vilabu vya Pombe, utengenezaji/uuzaji vyakula na vinywaji				
(iii) Afisa Biashara (maombi yote)				
(iv) Halmashauri ya Wilaya/Miji/ Manispaa/Jiji na Wizara				

15. Kwa matumizi ya ofisi tu (For official use).

Ada iliyolipwa Sh. ..... Namba ya Stakabadhi .....

ya tarehe .....20..... Income Tax No & VAT No. .....

ya tarehe.....

.....

Sahihi na Mhuri wa Mpokeaji

Namba ya Hati ya Kodi ya Mapato..... ya tarehe.....20.....

Sahihi na muhuri wa Idara ya Kodi ya Mapato.....

Namba ya Leseni ..... ya tarehe .....20.....

.....

Sahihi na Mhuri wa Mpokeaji

MAKUNDI YA AINA ZA BIASHARA (LINES OF BUSINESS)

KUNDI (SCHEDULE) A

Maombi yapelekwe Wizara ya Viwanda na Biashara (To be sent to Licencing Officer/Committee at the Ministry of Industry and Trade)

1. Wakala wa mali (Estate Agent, Estate Developer & property management).
2. Wakala wa shughuli za meli (Shipping Agency & Cargo Tallying).
3. Uendeshaji wa shughuli za meli (Shipping Business).
4. Commercial Traveller.
5. Wakala wa kupokea na usafirishaji mizigo (Clearing and Forwarding).
6. Bima (Insurance and Assurance, Insurance Broker and Stock Exchange Broker).
7. Hoteli za Kitalii (Tourist Hotels and Lodges).
8. Benki na Huduma za Fedha (Banking & Financial Institutions, Capital Market & Stock Exchange).
9. Usafirishaji wa abiria na mizigo kwa ndege (Transportation of Passengers or goods by air).
10. Huduma za Posta (Postal Services).
11. Usafirishaji abiria na mizigo kwa reli (Transportation of Passengers and goods by railway).
12. Huduma za simu, fax, telex, E-mail, Internet Services provider n.k. (Telecommunication services).
13. Cargo Valuation (Uthamini wa mizigo).
14. Bandari (Harbours and Cargo Handling).
15. Utengenezaji na Usambazaji Umeme (Electricity Production and Distribution).
16. Maduka ya kubadilisha fedha (Bureau de change).
17. Kupakia na kupakua mizigo melini (Stevedoring or lighterage).
18. Wakala wa kusafirisha vifurushi na barua (Courier services and mail agent).
19. Vituo vya Radio na Television (Broadcasting & Television).
20. Ship Chandlers/Miscellaneous Port Services.
21. Usafirishaji wa mafuta mazito (Refining crude oil).
22. Uendeshaji biashara ya kamari (Casino, Slot Machines, Lotteries and Games and Night Clubs).
23. Uuzaji na usambazaji wa silaha na risasi (Dealers in Arms and Ammunition).
24. Uuzaji na usambazaji wa baruti (Dealers in explosives).
25. Huduma ya hifadhi ya Jamii (Social Security provider).
26. Uuzaji bidhaa nje (Export).
27. Uchimbaji na Usambazaji Maji (Water Drilling and Supply).
28. Uuzaji wa vifaa vya utangazaji (Dealers in Broadcasting Apparatus).
29. Utengenezaji na uuzaji bidhaa (Manufacturing & Selling).
30. Uwindaji Wanyama (Hunting).
31. Wakala wa ushuru (Commission Agent or Manufacturer's Representative).
32. Uagizaji wa bidhaa nje ya Nchi (Import and Selling)
33. Wakala wa shughuli za usafirishaji (Travel Agent).

KUNDI (SCHEDULE) B

Maombi yapelekwe Halmashauri ya Wilaya/Mji/Manispaa/Jiji (To be sent to licencing officer of District, Town/Municipal or City Council).

1. Wakala wa Bima (Insurance Agent).
2. Mgahawa, Hotel za kawaida, nyumba za kulala wageni (Restaurants and Ordinary Hotels & Guest House).
3. Mnada (Auctioneer).
4. Kutembeza bidhaa (Itenerant trade).
5. Ununuzi na uuzaji magari (Buying and Selling Motor Vehicles).
6. Kampuni za Biashara za Mikoa (Regional Trading Companies).
7. Vyama vya Ushirika (Co-operative Societies).
8. Uuzaji Bidhaa jumla (Wholesale trade).
9. Ujenzi wa Kondrasi (Building Contractors).
10. Huduma au Ushauri wa Kitaalamu (Specified profesionals).
11. Uchapishaji Vitabu na Magazeti (Printing and Publishing of Books and Newspapers).
12. Vipuri (Spareparts).
13. Udalali (Broker).
14. Usafirishaji wa Abiria Mijini (Transportation of Passengers within the City, Municipal and Township).
15. Viwanda Vidogo (Small Scale Manufacturing and Selling).
16. Simu za kwenye Vibanda (Attended Telephone Services).
17. Biashara yoyote ambayo haikutajwa na ambayo haina sura ya kitaifa au kimataifa na isiyoongozwa na sera (Any other business which is not of National/International nature or governed/preceeded by policy).

MASHARTI YA KUOMBA LESENI ZA BIASHARA KWA MAKUNDI A NA B (APPLICATION REQUIREMENTS FOR BUSINESS LICENCE IN SCHEDULE A & B)

1. Alete photocopy ya Certificate of Incorporation ua Registration kama ni jina la biashara. (Attach photocopy of Certificate of incorporation (in case of a Company) or Certificate of Registration in case of Business Names).
2. Kama ni Kampuni, alete Memorandam, and Articles of Association ambazo zitaonyesha kuwa Kampuni imeruhusiwa kufanya biashara anayoiomba. (Photocopy of Memorandum and Articles of Association showing among other things that objects of the company allows it to do the business which is being applied).
3. Uraia. Alete photocopy ya passport ya Tanzania au cheti cha kuzaliwa (kama anacho) na kama mgeni alete Hati ya kuishi nchini daraja la "A" (Residence permit class "A") inayomruhusu kuwekeza katika biashara hiyo. (Proof of Tanzania citizenship - Photocopy of passport, birth certificate or in case of non-citizens, Residence Permit Class "A" - showing the holder to be investor in that company/business).
4. Endapo wenye hisa wote wa kampuni wapo nje ya nchi itabidi maombi yaambatane na hati ya kiwakili (Powers of Attorney). In case the shareholders of the company are non-residents, Powers of Attorney to citizen/Residence should be submitted/attached).
5. Alete ushahidi wa maandishi kuwa ana mahali pa kufanyia biashara (business premises). (Proof by the applicant having a suitable business premises for the business applied. The following can be submitted as a proof, a copy of title deed, Tenancy agreement etc.)
6. Hati ya kuonyesha kuwa amelipa kodi za TRA (Business Licence Tax Clearance Certificates). (Proof of payment of Taxes under TRA — Business Licence Tax Clearance Certificates, — VAT/Stamp/Sales Tax Duty/Sales Tax/Income Tax Clearance Certificates).

MASHARTI YANAYOHUSU BIASHARA MAALUM (ADDITIONAL REQUIREMENTS FOR SPECIFIC CLASS OF BUSINESS)

7. Leseni ya Wakala wa Forodha (Customs Agency) kwa biashara ya Clearing and Forwarding tu. (Customs Agency licence (CAL) for those applying for clearing and forwarding licences).
8. Tourist Agency licency (TALA) kwa biashara za, utalii tu mfano mahoteli ya kitalii, Travel Agency (Wakala wa usafiri) Tour operators n.k. (Tourist Agency licence (TALA) - for those applying licences related to tourist promotions e.g. Tourists Hotels, Travel Agents, Tour operators, hunting etc.
9. Hati ya utalaam (Professional certificates) - kwa biashara zote za kitaalam - mfano leseni za kuendesha hospitali; zahanati, udakitari, sheria, ujenzi, uhandisi, urubani wa ndege, captain wa meli n.k. (Professional certificates/Authority for all professional businesses eg. running hospitals, dispensaries; advocates, engineers, pilots, ship captains etc.).
10. Hati zinazoruhusu chombo kufanya kazi ya uchukuzi (Air Worthiness kwa ndege na Sea Worthiness kwa meli) (Certificate to authorize air craft to fly (Air Worthiness) or ship to sail (sea Worthiness).

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