JAMHURI YA MUUNGANO WA TANZANIA

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

Imetolewa na kifungu cha 11(1) cha Sheria ya leseni za Biashara Na. 25 ya 1972 - (Issued under section 11(1) of Business licencing 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 yapelekwe moja kwa moja kwa Ofisa mtoaji leseni anayehusika (angalia makundi "A" na "B" ukurasa wa 3-4) kwa uamuzi baada ya kujazwa na mwombaji. (applications for renewal should be sent directly to relevant licensing officer - (see schedule "A" and "B" page 3 and 4).

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

(iv) leseni itakayotolewa bila kukamilika ngazi zinazoihusu haitatambuliwa kuwa leseni halali. (Any Licence if issued without under going the prescribed procedures is illegal).

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

(vi) Viwango vya ada ya leseni vitarekebishwa mara kwa mara kulingana na kifungu cha 8(2) cha Sheria ya leseni za Biashara Na. 25 ya mwaka 1972. (Licence fee will be reviewed from time to time as per section 8(2) of Act 25 of 1972)

(viii) Maombi ya leseni yasihusishwe na ulipaji wa michango au malipo mengineyo yo yote yasiyohusu Sheria hii. isipokuwa ada ya leseni ya biashara. faini au adhabu pale inapohusika chini ya Sheria hii. (Compulsory Collection of fees/ contributions from applicant other than those prescribed in the schedule to Act. 25 of 1972 and in 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 Incorp. No.)

.....

3. Uraia wa mwenye biashara (mwenye hisa) (Shareholder's. citizenship)

.....

4. Anuani ya posta (Posta Address)..... *Miji/ Kijiji

(Town/Village)..... Simu (telephone).....

Fax No. .....E-Mail.....

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

Mtaa(Street).....

6. Namba ya kiwanja cha biashara (Business Premises) Plot No.....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 ya kutumika (Expiry Date).....Ada iliyolipwa (fee paid).....

8. Namba ya mlipa kodi (Tax Payer Identification Number)-

TIN .....

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

.....

5. Wakala wa kupokea na usafirishaji mizigo (Clearing and Forwarding/ Freight Forwarders).

6. Bima (Insurance and Assurance, Insurance Broker, Re-insurance).

7. Biashara za kitalii (Tourist Hotels, Lodges, Camps, Tour Operators, Hunting Safaris, Travel Agent, Car Hiring or Renting, Tourist photographic and Tourist promotion).

8. Benki na Huduma za Fedha (Banking and Financial Institutions, Capital Market and Credit card Management, Stock exchange and stock exchange Brokers).

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 mawasiliano, (Fax, Telex, E-Mail, Internet Services Provider, Internet café, Internet Surfing, Telecommunication Services and Sales of Telecommunications Equipments).

13. Uthamini wa mizigo (Cargo Valuation, Cargo superintendence and pre-shipment inspection).

14. Uhesabu na Upangaji wa mizigo melini (Cargo talling).

15. Bandari (Harbours and Cargo Handling).

16. Utengenezaji na Usambazaji Umeme (Electricity Production and Distribution).

17. Maduka ya kubadilisha fedha (Bureau de change).

18. Kupakia na kupakua mizigo melini (Stevedoring or lighterage).

19. Wakala wa kusafirisha vifurushi na barua (courier services and mail agent).

20. Vituo vya Radio na Television (Broadcasting and Television).

21. Ship Chandlers/ Miscellaneous Port Services.

22. Usafirishaji wa mafuta mazito (Refining crude oil).

23. Klabu za usiku (Night clubs).

24. Uuzaji na usambazaji wa silaha na risasi (Dealers in Arms and Ammunition).

25. Uuzaji na usambazaji wa baruti (Dealers in explosives).

26. Huduma ya hifadhi ya jamii (Social Security provider).

27. Uuzaji bidhaa nje (Export and selling).

28. Uchimbaji na Usambazaji Maji (Water Drillig and Supply).

29. Uuzaji wa vifaa vya Utangazaji (Dealers in Broadcasting Apparatus).

30. Utengenezaji na uuzaji bidhaa (Manufacturing and Selling).

31. Ununuaji na Uuzaji wa magari (Motor vehicles Dealers).

32. Wakala wa Ushuru (Commission Agent or Manufacture's Representative).

33. Uagizaji wa bidhaa nje ya Nchi (Import and Selling).

34. Sonara na Biashara ya Madini (Gold and Silver Smith and Gemstone Dealers).

35. Biashara yo yote ambayo haikutajwa yenye sura ya kitaifa au kimataifa au inayoongozwa na sera. (Any business of National or International nature or Governed by policy).

KUNDI "B" - (SCHEDULE "B")

Maombi yapelekwe Halmashauri ya Wilaya/ Mji/ Manispaa/ Jiji **ambayo pia itapokea ada na kutoa leseni** (to be sent to licencing officer of District/ Town/ Municipal or City Council **who will also collect the licencing Fees and issue the licence).**

1. Wakala wa Bima (Insurance Agent).

2. Mgahawa, Hotel za kawaida, Nyumba za kulala wageni (Restaurants and Ordinary Hotels and guest Houses).

3. Mnada (Auctioneer).

4. Kutembeza bidhaa (itenerant trade).

5. General Merchandizing (Super markets, Departmental Store etc.).

10. Aina ya biashara inayoombwa (Line of business being applied for) .....

.....

(Tazama baadhi ya makundi ya aina za biashara kwenye fomu hii uk. 3-4 (see some of Business categories/ lines in this form page 3-4). kama aina ya leseni unayoomba haipo katika orodha. iandike (if the line not listed-simply write it).

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 lo lote 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 hapa 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).....

.....

Mhuri (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) - Afisa Mipango Miji/ Halmashauri ya Wilaya/Manispaa/ Jiji				
(v) - Halmashauri ya Wilaya/ Miji/ - Manispaa/ Jiji - Wizara				

15. Kwa matumizi ya ofisi tu (for official use only)

Ada iliyolipwa Shs. .....Namba ya Stakabadhi.....

ya tarehe.....200.....

.....

Sahihi na Mhuri wa Mpokeaji

Namba ya leseni..... ya Tarehe..... 200 .....

.....

Sahihi na Mhuri wa Mpokeaji

Tarehe.....200.....

MAKUNDI YA AINA ZA BIASHARA - KUNDI 'A' ("LINES OF BUSINESS SCHEDULE "A"):

Maombi yapelekwe Wizara ya Viwanda na Biashara **ambayo pia itapokea malipo ya ada** na kutoa leseni (to be sent to licencing officer/ Committee at the Ministry of Industry and Trade. **which will also collect the licence fees and issue the licence).**

1. Umiliki/ ujenzi majengo/ Wakala wa mali (Estate Agent. Estate Developer. Property Managements. Real Estate Agent).

2. Wakala wa shughuli za meli (Shipping Agency).

3. Uendeshaji wa shughuli za meli (Shipping Business).

4. Commercial Traveler.

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, Electrical Contractors, Mechanical Contractors, Civil works Contractors etc.).

10. Utaalam au Ushauri wa Kitaalamu (Specified Professionals).

11. Uchapishaji vitabu na Magazeti (Printing and Publishing of Books and News papers).

12. Vipuri (Spare parts, machine tools).

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 yo yote 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 not governed/ proceded by policy).

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

Fomu za maombi ziambatanishwe na (Attach application forms with):

1. Photocopy ya Certificate of Incorporation au 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 Name and Extract).

2. Kama ni kampuni, "Memorandum, and Articles of Association" ambazo zitaonyesha kuwa Kampuni imeruhusiwa kufanya biashara anayoiomba (Memorandum and Article of Association showing among other things, that objectives of the company allows it to do the business which is being applied).

3. Uraia:Photocopy ya passport ya Tanzania au cheti cha kuzaliwa au Hati ya kiapo (affidavit) kuonyesha kuwa ni Mtanzania, na kama mgeni alete Hati ya kuishi nchini daraja la "A" (Residence permit class "A") inayomruhusu kuwekeza katika biashara hiyo. (Proof of Tanzania citizenship e.g photocopy of passport) birth certificate or in case of non-citizen, 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 a citizen/Resident should be submitted/attached).

5. Alete ushahidi wa maandishi kuwa ana mahali pa kufanyia biashara (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 agreements, Receipts of Rent or Property payment).

6. Hati ya kujiandikisha kama mlipa Kodi TRA (Tax payer Identification Number (TIN).

MASHARTI YANAYOHUSU BIASHARA MAALUM (ADDITIONAL REQUIREMENTS FOR SPECIFIC BUSINESS)

7. Leseni ya Wakala wa Forodha (Customs Agency Licences) kwa Biashara ya Clearing and Forwarding tu. (Customs Ageney licence (CAL) for those applying clearing and forwarding licences).

8. Tourism Ageney licence (TALA) kwa biashara za, utalii tu mfano mahoteli ya kitalii, Travel Agency (Wakala wa usafiri), Tour operators n.k. (Tourist Ageney licence (TALA)-for those applying licences related to tourist promotions e.g. tourists Hotels, Travel Agents, Tour operators, hunting etc.

9. Hati ya utaalam (Professional Certificates)- kwa biashara zote za kitaalam-mfano leseni za kuendesha Hospitali, Zahanati, Udaktari, Sheria, Ujenzi, Uhandisi, Urubani wa Ndege, Captain wa meli n.k (Professional certificates/ Authority for all Professional Businesses, e.g Running Hospitals, Dispensaries, Advocates, Pilots, Ship Captains etc.).

10. Hati zinazohusu chombo kufanya kazi ya uchukuzi (Air Worthiness kwa ndege na Sea Worthiness kwa meli) (Certificate to authorize aircraft to fly (Air worthiness) or ship to sail (Sea Worthiness)).

Government Printer, Dsm