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# JAMHURI YA MUUNGANO WA NTANZANIA

## FOMU YA MAOMBI YA LESENI YA BIAHARA (BUSINESS LICENCE APPLICATION FORM)

Imetolewa na kifungu cha 11(1) cha sharia ya leseni za Biashara Na.25 ya 1972 –(Issued under section 11(1) or 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 () (Fili in two(2) forms for licence in schedule “A” and one ,(1) for schedule B”).
- (ii) Maombi yanayorudiwa yapelekwe moja kwa moja kwa ofisi ya mtoaji leseni anayehusika ( angalia makundi “A” na “ B” ) kwa uamuzi baada ya kujazwa na mwombaji .(applications for renewal should be sent directly to relevant licencing officer-( see schedule “A” and “B” ).
- (iii) Maombi mapya yanapitia ngazi zote za mwanzo (Tazama kifungu (14) na yale ya kundi B pekee ( item NO. 14(i) –(ii) applies to new licences in schedule “B” only).
- (iv) Leseni itakayotolewa bila kukamilika ngazi zinazohusika haitatambuliwa kuwa leseni halali (Any licence if issued without undergoing the prescribed is illegal).
- (v) Mwombaji atakayetoa maelezo ya uongo atashitakiwa /au ombi lake kukataliwa . (an applicant who gives 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 8(2) cha sharia 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).
- (vii) Maombi ya leseni yasihusishwe na ulipaji wa michango au malipo mengine yoyote yasiyohusu sharia hii, isipokuwa ada ya leseni ya biashara , faini au adhabu pale inapohusika chini ya sharia 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. Anuaniya Posta(Postal Address).....\*Miji/Kijiji  
(Town/Village).....simu  
(telephone).....
5. Fax No ..... E-Mail.....
6. Wilaya (district).....  
Kata(ward).....  
Mtaa (street).....



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7. Namba ya kiwanja cha biashara (Business premises) plot No.....Block .....
- Nyumba Na .(House No).....
8. Namba ya leseni iliyomalizika ( iwapo ni ombi jipya andika (mpya) (NO.of Previous licence/state if new).....I.Tarehe ilipotlewa (date of issue).....tarehe ya mwisho ya kutumika (expiry date) .....Ada iliyolipwa (fee paid ).....
9. Namba ya mlipa kodi (Tax payer Identification Number)
- TIN.....
10. Jina la “Mkurugenzi au meneja (Director’s Manager’s name
- .....
11. Aina ya biashara inaayombwa (line ofa business being applied for)
- .....
12. Ikiwa leseni inayombwa 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 principallicence).....
- (ii) Ada iliyolipwa (fee paid).....
13. 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.....
- .....
14. Uthibitisho wa Mwombaji (Certificate of Applicant):
- \*Ninathibitisha /Tunathibitisha kwamba yote yaliyoelezwa hapa juu ni kweli kama nijuavyo /tujuavyo na niaminivyo .(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).....
15. Maoni/Uamuzi kuhusu maombi(for official use at Village/Land/Health and Licensing Committees).

	Apewe/Asipewe	Maelezo	Tarehe	Sahihi/Mhuri
(i) Serikali ya kijiji (maombi mapya ya vijijini kundi B				



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(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 Wialaya /miji /Manispaa/jiji - Wizara				

16. 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.....



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**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 licensing officer/comette 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 Agency, 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
5. Wakala wa kupokea na usafirishaji wa mizigo (Clearing and forwarding/Freight forwarders)
6. Bima ( Insurance and Anssurance, Insurance broker, Re-Insurance)
7. Biashara za kitalii (Tourist hotel, Lodge, Camps, Tour operators, Hunting safaris, Travel Agent, Car hiring or Renting, Tourist photographic and Tourist promotion)
8. Benki na huduma za fedha (Bank and financial institution, Capital market, 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 wa abiria na mizigo kwa reli (Transportation of passengers and Goods by railways)
12. Huduma za mawasiliano (Fax, Telex, Email, Internet service provider, Internet cafe, Internet surfing, Telecommunication Service and sells of telecommunication equipment)
13. Uthamini wa mizigo (Cargo valuation, Cargo superitendence and Pre- shipment inspection)
14. Uhesabu na upangaji wa mizigo melini (Cargo talling)
15. Bandari ( Habour and Cargo Handling)
16. Utengenezaji na usambazaji umeme (Electricity Production and Distribution)
17. Maduka ya kubadilishia fedha ( Bureau de exchange)
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 (Handles/miscellaneous port services)
22. Usafirishaji wa mafuta mazito (Refining Crude oil)
23. Klabu za usiku (night club)
24. Uuzaji na usambazaji wa silaa na risasi (Dealers in Arms and Ammunition)
25. Uuzaji na usambaji wa baruti (Dealers in Explosives)
26. Huduma ya hifadhi ya jamii (Social security providers)
27. Uuzaji wa bidhaa nje ya nchi (Export and selling)
28. Uchimbaji na usambazaji wa maji (water drilling and supply)
29. Uuzaji wa vifaa vya utangazaji (dealers in broadcasting apparatus)
30. Utengenezaji na uuzaji wa bidhaa ( Manufacturing and selling)
31. Ununuaji na uuzaji wa magari ( Motor vehicles dealers )
32. Wakala wa ushuru ( Commission agent or manufacture representatives)
33. Uagizaji wa bidhaa nje ya inchi (Import and selling)
34. Sonara na biashara ya Madini (Gold and Silver smith and Gemstone dealers)
35. Biashara yoyoye ambayo haikutajwa na yenye sura ya kitaifa au kimataifa au inayoongozwa na sera (Any business of National or International nature or governed by policy)



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**KUNDI "B" ("LINES OF BUSINESS SCHEDULE "B")**

Maombi yapelekwe Halmashauri ya wilaya/Mji/Manispaa/jiji ambayo pia itapokea ada na kutoa leseni (to be sent to licencing officer or District/Town/Municipal 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 (Internet trade).
5. General merchandizing (Super markets, department store etc.)
6. Kampuni za Biashara za Mikoa (Regional Trading companies).
7. Vyama vya Ushirika (Co-operative societies).
8. Uuuzaji Bidhaa jumla (Wholesale trade).
9. Ujenzi wa kondrasi (Building contractors, Electrical contractors, Mechanical contractors, Civil workers contractors etc.)
10. Utaalamu au ushauri wa kitaalamu (Specified professionals).
11. Uchapishaji vitabu na magazeti (Printing and publishing of Books and Newspapers).
12. Vipuri (Spare parts, machine tools).
13. Udalali (Brokers).
14. Usafirishaji wa 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/proceeded by policy.)

**MASHARTI YA KUOMBA LESENI YA BIASHARA KWA MAKUNDI "A" NA "B"**

**(Application requirement for business licence in schedule "A" and "B")**

**FOMU ZA MAOMBI ZIAMBATANISHWE NA (Attach Application Form with):-**

1. Photocopy ya certificate of Incorporation or au Registration, kama ni jina la biashara (Attach photocopy of certificate of Incorporation in case of company) or Certificate of Registration in case of Business name and extract).
2. Kama ni kampuni, "memorandum and articles of association" mbazo zitaonyesha kuwa kampuni imeruhusiwa kufanya biashara inayoiomba (memorandum and articles of association showing among other things that objectives of the company allows to it to do the business but which is being applied).
3. Uraia : photocopy ya passport ya Tanzania au cheti cha kuzaliwa au hati ya kiapo (affidavit) kuoonyesha kuwa ni Mtanzania na kama mgeni alete hati ya kuishi nchini daraja la "A" (Residence permit class "A") inayomrushu kuwekeza katika biashara hiyo (Proof of Tanzania citizenship example Photocopy of passport (Birth certificate or in case of non-citizenship, Residence permit class "A" showing the holder to be investor in that company/Business).
4. Endapo wenye hisa wote wa kampuni wapo nje ya inchi itabidi maombi yaambatane na hatia ya kiwakili (Power of attorney), (In case the shareholder of the company are non-resident power of attorney to citizen/resident should be submitted/Attached).
5. Alete ushahidi wa maandishi kuwa ana mahali pa kufanya biashara, (Proof by The Application having a suitable business premises for the business applied. (the following can be submitted as a proof of. Copy of Title deed, Tenancy Agreements, Receipts of rent or Property payment).
6. Hati ya kujianadikisha kama mlipa kodi TRA (Tax payer Identification number (TIN))



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**MAHARTI 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 Agency licence(CAL) for those applying clearing and forwarding licences).
  8. Tourism Agency licence (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 licence related to tourist promotions e.g tourists Hotels,Travel Agents,Tour operators, hunting etc
  9. hati ya utaaalam (profession certificates) – kwa biashara zote za kitaalam – mfano leseni za kuendesha hospitali; zahanati,udaktari,sharia, 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 )(ertificate to authorize to fly( Air worthiness) or ship to sail( sea worthiness)).
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