JAMHURI YA MUNINGANO WA TANZANIA

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


(i) Jaza fomu mbili (2) kwa maombi ya lesemi kundi 'A' na fomu moja (1) kwa kundi 'B'. Futa isiyohursika kilikwenye alama ya nyota (*). Fill in two (2) forms for licences in schedule “A” and one (1) for schedule “B”.

(ii) Maombi yanayorudia yapelekwe moja kwa moja kwa Otisa mtoaji lesemi anayohursika (tangalia makundi “A” na “B”) ukurasa wa 3-4 kwa umuzi baada ya kijarisha na mwombaji. (Applications for renewal should be sent directly to relevant licensing officer - see schedule “A” and “B” page 3 and 4).

(iii) Maombi mapata ziyamputia nguzi zote za mwanzo (lazama kifungu (11) m'wale ya kundi 'B' pekele {Item No. 11(1) (ii) applies to new licences in schedule “B” only). 

(iv) kesi ni itakoyotelia bila kukamiliika nguzi zinazojulisha hatatambulisha kwa kesi linala. (Any licence if issued without undergoing the prescribed procedures is illegal)

(v) Mwombaji itakoyopata maelezo ya nungo atashitakwa na au ombi lake kukatariwa. (An applicant who gives false information may be sued or his application may be rejected).

(vi) Vwango vya adha ya kesi ni atarekibiwa mata kwa mata kufungana na kifungu cha R(2) cha Sheria ya lesemi 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 lesemi yasisiwe ne ukipaji wa michungu au malipo mengineyo ya vose vasiyoohusa Sheria hii, isipokuwa ada ya lesemi ya biashara. (Any adhabu pale mapohursika 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 (Nama kama ni kampuni, jina la biashara au mtu binafsi) (Name of applicant-Co. or natural person)

2. Namba ya Hatari ya kuandikishwa (Reg/ Cert. of Incorp. No.)

3. Uraia wa mwene biashara (Surname, citizenship)

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

(lown/Village).......................................................... Sinu (telephone)........................

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

5. Wilaya (District).......................................................... Kata(ward)

MataStreet)..............................................................

6. Namba ya kwiana cha biashara (Business Premises) Plot No. ..................................Block

Nyumba Na. (House No.) ....

7. Namba ya lesemi dhiyomaliika (wapo ni ombi jipya andika (mpya) (No. of Previous licence/state it new)

.......................... Tarehe thipotelewa (date of issue).

Tarehe ya mwisho ya kutumika (Expire Date).......................... Ada dhulipa (fee paid)

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

TIN

9. Jina li "Mkurugenzi au Meneja (Director's/ Manager's name)"
5. WaKala wa kupokea na usafirishaji mizigo (Clearing and Forwarding/ Freight Forwarders).


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


9. Usafirishaji wa abiria na mizigo kwa ndege (Transportation of Passengers or goods by Air).


11. Usafirishaji abiria na mizigo kwa keli (Transportation of Passengers and goods by railway).

12. Huduma za mvuuvaliano, (Fax, Telex, E-Mail, Internet Services Provider, Internet cafe, Internet Surfing, Telecommunication Services and Sales of Telecommunications Equipments).

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

14. Uhesabu na Upungaji wa mizigo mchini (Cargo tailing).

15. Bandari (Harbours and Cargo Handling).

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

17. Maduka na kubahudhisha fedha (Currency de change).

18. Kupaka na kupokua mizigo mchini (Stevedoring or lighterage).

19. WaKala wa kusafirishaji vifurushi na bara (courier services and mail agent).


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

23. Klubu za usiku (Night clubs).

24. Uuzaji na usambazaji wa sitaha 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. Uchimbaaji na Usambazaji Maji (Water Drillig and Supply).

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

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


32. WaKala wa Ushuru (Commission Agent or Manufacture’s Representative).

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

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

35. Biashara yo vyote 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 yapelekwre Halmashauri ya Wilaya/ Mji/ Manispam/ Jiji ambayo pia itapokea ada na kutoa leseni (to be sent to licensing 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 wagani (Restaurants and Ordinary Hotels and guest Houses).

3. Mnada (Auctioneer).


5. General Merchandizing (Super markets, Departmental Store etc.).
10. Aina ya biashara inayoombwa (Line of business being applied for)

11. Ikwa leseni inayoombwa ni kwa ajili ya tavi (branch) la biashara yakono basi eleza: (state whether it is Branch/Subsidiary Licence)
   (i) Namba ya leseni yakono kuu (No. of Principal licence)
   (ii) Ada iliyolipwa (fee paid)

12. Umewahi kuhukumiwa kwakosa lo lote la jina la katika miezi kumi na miwili iliyoipa? Ndiyo/ Hapana. Kama ndiyo eleza kusa (have you ever been convicted for any criminal offence for the last 12 months? Yes/ No. Explain if yes)

13. Uthibitsa wa Mwombaji: (Certificate of Applicant):
   * Namilibitsa/Namilibitsa kwambwa yote yaliyoelewa hapa jau ni ya kweli kama mjiu yao/tujitavyo na niaminiyvo/ tsaminivyo. (I declare that the above information is correct to the best of my knowledge/ our knowledge).
   Tarche ya kujaza Formu (date of application)
   Saini ya Mwombaji au Mkurugenzi kwa niaba ya Kampuni iliyo “Limited” (Applicant/ Director ‘s Signature)

   Mhuri (Rubber stamp)

14. Mauoni/ Uamuzi kuhusu maombi (for official use at village/ Land/ Health and Licensing Committees).

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<th>Mucleza</th>
<th>Tarche</th>
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<tr>
<td>(i) Serikali ya Kiji (Maombi mapya) ya viyungi Kundu &quot;B&quot;</td>
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<td>(ii) Afoza wa Afo (Maombi yote mapya) ya Hoteli ya kwaanda vya pombe / Ufugincuzaji / Uzaji yako na vyakula na mwateri</td>
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<td>(iii) Afoza Biashara (maombi yote)</td>
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<td>(iv) - Afoza Mipango Miji/ Hulushani ya Wilaya/ Mwateri Jiji</td>
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<td>(v) - Hulushani ya Wilaya/ Miji/ - Mwateri/ Jiji</td>
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15. Kwa matumizi ya ofisi tu (for official use only)
   Ada iliyolipwa Sibs
   ya tarehe
   ya leseni
   ya tarehe
   ya tarehe

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<tr>
<th>Sahili na Mhuri wa Mwambaji</th>
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| Namba ya Stakabadhi
| 200
| Namba ya leseni
| 200
| Tarehe
| 200

MAKUNDYA YA AINUZA BIASHARA - KUNDI ‘A’ (“LINES OF BUSINESS SCHEDULE ‘A’ ”):

Maombi yapeclewé Wizaré na Vivanda na Biashara ambayo pia itapokea malipo ya ada na kutwa leseni
(1) tio be sent to licensing 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 mali (Shipping Agency).
3 Undeshaji wa shughuli za mali (Shipping Business).
4 Commercial Traveler.
6. Kampuni za Biashara za Mikoa (Regional Trading Companies).
7. Vyama ya Ushirika (Co-operative Societies).
8. Uzaji Bldhaa Jamila (Wholesale Trade).
9. Usanzo wa Kundasi (Building Contractors, Electrical Contractors, Mechanical Contractors, Civil works Contractors etc.).
10. Ufuludhuri wa Usaini wa Kitualamu (Specified Professionals).
11. Usalajaji wa Kitaabu wa Magazeti (Printing and Publishing of Books and Newspapers).
12. Vipuri (Spare parts, machine tools).
13. Utalifu (Broker).
14. Usafiri wa Ubiri ni Miji (Transportation of Passengers within the City, Municipal and Township).
15. Usamaria vingi (Small Scale Manufacturing and Selling).
16. Usalama wa Kwenye Vibanda (Attended Telephone Services).

17. Biashara yao ambayo hakikatwa na ambayo haina sura ya kitaifa au kitakula na tisiyoongozwa na sera (any other business which is not of National/International nature or not governed/proceeded by policy).

MASHARTI YAA KIOMBA LESENi ZA BIASHARA KWA MAKUNDI "A" NA "B"
(APPLICATION REQUIREMENTS FOR BUSINESS LICENCE IN SCHEDULE "A" AND "B")

Formu 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 zitaonyeshwa kuwa Kamapuni imenhusiwa kufanya biashara nayononja (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. Uranj: Photocopy ya passport ya Tanzania au cheki cha kuza wa hati ya kiape (affidavit) kuonyeshwa kuwa ni Mwanza. na kama mengi aleke hata ya kusudi ndani daraja la "A" (Residence permit class "A") niyanononja kuwekeza katika biashara huyo. (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. Idapato wamehe hisa wote wa kampuni wapo nje ya nchi tutibu maombi ziambatane 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. Aleke usalfahi wa maandishi kuwa ana mahali pa kuwasili 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. Hatu ya kujiandikisha kama mifupa Kodi TRA (Tax payer Identification Number /TIN).

MASHARTI YAA NAYOHOUSHU 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 utali tu mwendo mahoteli ya kijili. Travel Agency (Wakala wa usawaari). Tour operators n.k. Tourism Agency licence (TALA) for those applying licences related to tourist promotions e.g. tourists Hotels. Travel Agents, Tour operators, hunting etc.


10. Hatu za uchumi kwa kuwasili 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)).