



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”. Fura isiyohusika kila kwenye alama ya nyota (*) (Fill ino 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 3-4 kwa uamuzi baada y akujazwa 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) – (ii) applies to new licences in schedule “B” only).
- (iv) Leseni itakayotolewa bila kukamilika ngazi zinazoihusu haitatambuliwa kuwa Lewseni 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 za leseni vitarekebishwa mara kwa mara kulingana na Kifungu cha 8 (2) cha Sheria ya Leseni za Bishara Na. 25 ya mwaka 1972. (Lisence 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 mengineyo yoyote 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 Incop No.)
.....
3. Uraia wa mwenye biashara (Mwenye hisa) Shareholdr’s citizenship)
.....
4. Anuani ya Posta (Address) *Miji/Kijiji
(Town/Vilage) Simu (Telephone)
Fax No. E-mail
5. Wilaya (Discript) 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)
.....
10. Aina ya biashara inayoombwa (line of business being applied for)
- Tazama baadhi ya makundi ya aina za biashara kenye 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 lolote la jinai kaitika 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 yaliyelezwa hapo juu ni ya kweli kama nijuavyo/tujuavyo na naminivyo/tuaminivyo. (I/We declare that the above information is correct to the best of any 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/Mhuri
i) Serikali ya Kijiji (Maombi mapya ya vijijini Kundi B				
ii) Afisa wa Afya (maombi yote mapya) ya Hotel za kawaida, vilabu vya Pombe, utengenezaji/uuzaji wa vyakula na vinywaji				
iii) Afisa Biashara (maombi yote)				
iv) Afisa Mipango Miji/Halmashauri ya Wilaya/Manispaa/Jiji				
v) Halmashauri ya Wilaya/Miji/Wizara				

15. Kwa matumizi ya ofisi tu (for official use only)
- Ada iliyolipwa Shs. Namba 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 kuta 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 management, 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 mizigo (Clearing and Forwarding/Freight Forwarders).
6. Bima (Insurance and Assurance, Insurance Broker, Re Insurance).
7. Biashara za Kitalii (Tourist Hotel, Lodges, Camps, Tour Operators, Hunting safaris. Travel Agent, Car Hiring or Renting Tourist photographic and Tourist promotion).
8. Benki na Huduma za Fedha (Banking & Financial Institutions. Capital Marker & Credit car Management, Stock exchange & 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 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 Televitio (Broadcasting & 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 Arms and Ammunition).
26. Huduma ya hifadhi ya Jamii (Social Security provider)
27. Uuzaji bidhaa nje (Export and selling).
28. Uchimbaji na usambazaji Maji (Water Drilling and supply)
29. Uuzaji wa vifaa vya Utangazaji (Dealers in Broadcasting Apparatus).
30. Utengenezaji na Uuzaji bidhaa (Manufacturing & Selling)
31. Ununuaji na Uuzaji magari (Motor vehicle 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 yoyote ambayo haikutajwa yenye sura ya Kitaifa au Kimataifa au inayoongozwa na Sera (Any business of National or International nature or Govrnment by policy)

KUNDI “B” (CHEDULE “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 wa Hotel za kawaida Nyumba za kulala wageni (Restaurants and Ordinary Hotel & Guest House).
3. Mnada (Auctioneer)
4. Kutembeza bidhaa (Itenerant trade).
5. General Merchandizing (Super marker, Departmental Store etc).
6. Kampuni za Biashara za Mkoa (Regional Trading Companies)
7. Vyama vya Ushirika (Co – operative Societies)
8. Uzaji Bidhaa jumla (Wholesale Trade)
9. Ujenzi wa Kondrasi (Building Contractors, Electrical Contractor's, Mechanical Contractor's Civil works Contractor's etc)
10. Utaalamu wa 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 (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 not government/Proceeded by policy)

MASHARTI YA KUOMBA LESENI ZA BIASHARA KWA MAKUNCI “A” NA “B” (APPLICATION REQUIREMENTS FOR BUSINESS LICENCE IN SCHEDULE “A” & “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 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 imruhusiwa kufanya biashara anayoomba (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”)- showing the holder to 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 Numbers (TIN)

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 licences related to tourist promotions e.g tourists Hotels, Travel Agents, Tour operators hunting etc.
9. Hati ya utalamu (Professional certificates) – kwa biashara zote za kitaalamu – mfano leseni za kuendesha hospital, zahanati, udaktari, sheria, ujenzi uhandisi, urubani wa ndege, captain wa meli n.k (Professional certificates/Authority for all professional business e.g. running hospitals, dispensaries, advocates, pilots, ship captains etc.)
10. Hati zinazohusu chombo kufanya kazi ya uchunguzi (Air Worthiness kwa ndege na Sea Worthiness kwa meli (Certificate to authorize aircraft to fly (Air Worthiness) or ship to sail (Sea Worthiness’)).