



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 to (2) forms for licences in schedule "A" and one, (1) for schedule "B").
- (ii) Maombi yanayorudiwa yapelekwe moja kwa moja kwa ofisa mtoaaji leseni anayehusika (angalia makundi "A" na "B" ukurasa 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)-(ii) applies to new licences in schedule "B" only).
- (iv) Leseni itakayotolewa bila kukamilika ngazi zinazohusu 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 za 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).
- (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 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 (Postal 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)
.....
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, andike (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 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 vijiji Kundi B				
ii) Afisa wa Afya (Maombi yote maypya) 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.....20.....

Sahihi na Muhuri wa Mpokeaji

Namba ya leseni.....ya tarehe20.....

Tarehe.....20.....

Sahihi na Muhuri wa Mpokeaji

MAKUNDI YA AINA ZA BIASHARA – KUNDI “A” – (LINES OF BUSINESS SCHEDULE “A”).

Maombi yapelekwe Wizara ya Viwanda na Biashara **ambayo pia tapokea malipo ya ada** na kuto leseni (To be for liscencing Officer/ Committee at the Ministry of Industries and Trade, **wichi will also collet the lecence fees and issue the license**).

1. Umiliki/ Ujenzi majengo/Wakala wa mali (Estate Agent, Developer, Property managements, Real Estate Agent).
2. Wakala wa shghuli za meli (Shiping agency).
3. Uendeshaji wa shughuli zan meli (Shiping Business).
4. Commercial Traveller.
5. Wakala wa kupokea na usafirishaji mizigo (Clearing and forwarding/Freight Forwarders).
6. Bima (Inssurance and Assurance ,Inssuranc Broker,Re- ensurance).
7. Biashara za kitalii (Tourist Hotel, Lodges, Camps, Tour Oparators, Huntings Safari, Travels Agent, Car Hiring or Renting, Tourist photographc and Tourist promotion).
8. Banki na Huduma za Fedha (Baking&Financial Institutions. Castal market & Crediti card Mananagement, Stock exchange &stock exchange Brokers.
9. Usafirishaji abria na mizigo kwa ndege (Transportation of passenger or goods by air).
10. Huduma zza posta (Postal services)
11. Usafirishaji wa mizigo kwa reli(Transpoaration of passengers and goods by railway).
12. Huduma za mawasiliaono, fax, telex, e-mail, internat services care, internet surfing, telecommunication services,and sales of Telecommonications equipments).
13. Uthamini wa mizigo (Cargo valuation, cargosuprintendence and pre- shipment inspection).
14. Uhasibu wa Upagaji wa mizigo melini (Cargo telling).
15. Bandari (harbours and Cargos handing)
16. Utengenezaji na usambazaji umeme (Electricity production and distribution).
17. Maduka ya kubadilisha fedha (Bereau de change).
18. Kupakia na kupakua mizigo melini (Stevedoring or lightrage).
19. Wakala wa kusafirisha vifurushi na barua (Coueier services abd mail agent).
20. Vituo vya radio na television (Broadcasting & Television).
21. Ship chandlers/Miscellaneous port services).
22. Usafiriwa mafuta na mizigo (refining crude oil)
23. Klab za usiku (Night club).
24. Uuzaji na usambazaji wa siraha na risasi (Dealers in Arms and Arnmmunition).
25. Uuuzaji wa na usambaza wa vifaa baruti (dealers in explosives).
26. Huduma ya hifadhi ya jamii (social security provider).
27. Uuuzaji wa bidhaa nje (Export and selling).
28. Uchmbaji na usambazaji wa maji (Water Driling and supply).
29. Uuzaji wa vifaa vya utengenezaji (Dealers in broadcasting apparatus).
30. Utengenezaji na uuzaji bidhaa (Manufacturing and selling)
31. Ununuzi na utengenezaji wa magari (Motor vehcle dealers)
32. Wakala wa ushauri (Commission agent or manufacture’s Representative).
33. Uagizaji wa bidhaa nje ya nchi (Import and seling).
34. Sonara na biashara ya madini (Gold an silver simth and gemstone dealers).

35. Biashara yoyote ambayo haikutajwa yenye sura ya kitaofa au kimataifa au inayoongozwa na sera. (Any business of National or International nature or Governed by police).

KUNDI “A” (SCHEDULE “B”).

Maombi yapelekwe Halmashuri ya Wilaya/ Mji/Manispaa ambayo pia itapokea ada na kutoa lessen)to be sent to licencing officer od District officer of District/own/Municipal or city council when will also collect the licencing fees and issue the lisenca).

1. Wakala wa Bima (Insurance Agent).
2. Mgahawa , Haloel za kawaida, nyumba za kulala wageni (Restaurant and ordinary Hotels & guest Haouse).
3. Mnada (Autctioneer).
4. Kutembeza bidhaa (itinerant trade).
5. General merchadizing (super markets, Departimental store etc).
6. Kampuni za Biashara za Miko (Reginal Tracing Companies).
7. Vyama vya Ushirika (Co-perative Societies).
8. Uuuzaji bidhaa jumla (Wholesale Trade).
9. Ujenzi wa kondrasi (Builiding contractors, Electrical Contractors civil, work connractors etc.)
10. Utalaam au Ushauri wa kitaalamu (Specied professional).
11. Uchapisha vitabu na magazeti (Printing and Publishing of books and newspapers).
12. Vipuri (Spare parts, machine tools).
13. Udalali (Brokers)
14. Usafirishaji wa abria mjini (Transpoartation of passengers with the city, Municipal and Township).
15. Viwanda vidogo (small scale Manufactring and selling).
16. Simu za kwenye vibanda (attended telephone and seling).
17. Biashara yoyote ambayo haikutajwa na ambayo haina sura za kitaifa na Kimataifa na isiyoongozwa na sera (Any other business wichi is not of National or International nature or not governed/proceded by policy).

MASHARITI YA KUOMBA LESENI ZA BIASHARA KWA KIKUNDI “A” NA “B” (APPLICATION REQUIREMENTS FOR BUSINESS LECENS IN SCHEDULE “A” “B”

Fomu za maombi ziaziambatanishwe (Attachiment applicatiob form with):-

1. Phtocopy ya certificate of Incorporatation or R Registration, kama jina lla biashara (Attachment photocopy of certificate of incorporation (In caase of a company) or certificate or registration in case of business name and extra).
2. Kama ni kampuni, “ Memorandaum, and artices of association” ambazo zitaonyesha kuwa kampuni imeruhusiwa kufanya biashara anayoiomba (Memorandum and Articles of association showing among others thigns, that objectives of company allows it to do the business which is being applied).
3. Uraia: Photocopy ya passport ya Tanzania cheti cha kuzaliwa au hati ya kiapo (Affidavit) kuonyesha kuwa ni Mtanzania, na kama mgeni alete Hati ya kuishi

- nchini daraja la “A” inayomruhusu case: the citizen, Residence permit “A” showing the holder to investor in that company/business).
4. Endapo wenye hisa wote wa kampuni wako nje ya nchi itabidi yaambatanie na hati ya kiwakili (Powers of attorney). (In case the shareholders of the company are non-residents, powers of attorney to citizen/resident should be submitted/attached).
 5. Alete ushahidi wa maanidishi 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 proof, a copy of title deed tenancy agreements, receipts of rent or payment)).
 6. Hati ya kujiandikisha kwam mlipa kodi TRA (tax payer identification Number (TIN)).

MSHARITI YANAHUSU BIASHARA MAALUM (ADDITIONAL REQUIREMENTS FOR SPECIFIC BUSINESS)

7. Leseni ya wakala wa forodhani (Custom agency license) kwa biashara ya clearing and forwarding tu. (Customs Agency (CAL) for those applying clearing and forwarding license).
8. Tourism agency license (CAL) kwa biashara za utalii tumfano mahotel ya kitalii, traveling Agency (Wataalamu wa usafiri), Tour operatorsn. (Tourist agency license (TALA) for those applying license related to tourist promotions. Eg. Tourists hotels, traveling agency, tour operators, hunting etc).
9. Hati ya taaluma (professional certificates. Kwa biashara zote za kitaalum – mfano leseni za kuendesha hospital zahanati, udaktari, sheria, ujenzi, uhandisi, urubani wa ndege, captain wa meli nk. (Professional certificate/authority for all professional business eg, running hospital, despatches, advocates, pilots, ship captain etc).
10. Hati zinazo husu chombo kufanya kazi ya ukaguzi (Air worthiness kwa ndege and sea Worthiness kwa meli) certificate to authorized aircraft to fly (Air worth