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Simplified Export Procedures Manual for SME Exporters in Tanzania



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It is not easy to mention all who participated in developing this manual, but UNIDO and TANEXA are grateful to everyone who contributed in one way or other.

Abbreviations and Acronyms

AGOA	African Growth and Opportunity Act
BRELA	Business Registration and Licensing Authority
CFA	Clearing and Forwarding Agent
EAC	East African Community
EBA	Every thing But Army
EU	European Union
FTA	Free Trade Area
GDP	Gross Domestic Product
GSP	Generalised System of Preferences
LDCs	Least Developed Countries
MDAs	Ministries, Departments and Agencies
MAFSC	Ministry of Agriculture, Food Security and Cooperatives
MSMEs	Micro Small and Medium Enterprises
NTBs	Non Tariff Barriers
OSBPs	One Stop Border Posts
ROO	Rules of Origin
SADC	Southern Africa Development Community
SBE	Single Bill of Entry
SMEs	Small and Medium Enterprises
SPS	Sanitary and Phytosanitary Measures
SIDO	Small Industries Development Organisation
SPT	Special and Preferential Treatment
TBT	Technical Barriers to Trade
TANEXA	Tanzania Exporters Association
TFDA	Tanzania Food and Drugs Authority
TCCIA	Tanzania Chamber of Commerce and Agriculture
TAEC	Tanzania Atomic Energy Commission
TRA	Tanzania Revenue Authority
TBS	Tanzania Bureau of Standards
UNIDO	United Nations Industrial Development Organisation
WTO	World Trade Organisation

1

Background

1.1 Overview/Summary of the Export Manual

UNIDO in collaboration with TANEXA have developed the Export Manual to facilitate the export process and particularly help small and medium-sized enterprises (SMEs) that export goods from Tanzania. The manual provides an overview of the exporting procedures to be followed and institutions to be visited whilst complementing the government's efforts in facilitating exports on the ground. The Export Manual/Guide aims at assisting SME exporters and motivate new ones to start exporting business within the East African Community (EAC), Southern Africa Development Community (SADC) and possibly globally.

The main objective for developing the export manual is to provide stakeholders with a portable document that clearly explains export procedures. The manual will, hopefully, help to improve knowledge and create awareness of SMEs on export management and enhance their skills so as to access local, regional and international markets.

The manual consists of four main parts. Apart from Part One which provides the background information, objectives and justification for developing the manual, and summary of export procedures, Part Two presents detailed export procedures comprising institutions, time and associated cost. In Part Three, the manual describes the marketing opportunities and specific requirements in accessing EAC, SADC, African Growth and Opportunity Act (AGOA), European Union (EU) and bilateral preferential markets. Part Four concludes the manual.

It is without doubt that the Export Manual will be useful to various stakeholders ranging from public to private sector. SMEs and bigger exporters will use the manual as a quick reference when planning to export; MDAs, trade support institutions will exploit the manual in analysing and reviewing various government policies. The Development Partners are the integral part of this process due to various initiatives and programmes undertaken with the aim of facilitating export process and reduce the cost of doing business.

1.2 Introduction

Tanzania, being a member of the EAC and SADC as well as a founding member of the World Trade Organisation (WTO), it is qualified for Special and Differential Treatments (SDT) under WTO with lesser obligations in such areas as market access and tariff cuts. Furthermore, Tanzania enjoys the preferential market opportunities under AGOA, Everything But Arms (EBA) and other bilateral arrangements with China, South Korea, Brazil, India and Japan.

According to National Export Strategy 2009, the SME sector generates about a third of the country's Gross Domestic Product (GDP), employs about 20 per cent of the labour force and has the greatest potential for further job creation. Also, the SME sector in Tanzania plays a major role in social economic development whereby it contributes significantly in employment creation, income generation and stimulates growth in both rural and urban areas. However, the sector faces many challenges ranging from limited access to markets and markets information to insufficient working capital.

Furthermore, limited participation of Tanzania's SMEs in the regional and international markets should be a cause for concern to the government, private sector, trade support institutions as well as Development Partners. It is time they study the limiting factors and come up with practical solutions so as to enhance growth.

In complementing government efforts in addressing the challenges which impede the export sector and facilitate smooth access to international and regional markets, UNIDO within its mandate of promoting industrial development for poverty reduction, works with the Tanzania Exporters association (TANEXA) to extend its support towards building the capacity of SMEs to access national, regional and International markets. In this regard, UNIDO in collaboration with TANEXA embarked on the preparation of compendium on export requirements and procedures which will enhance the SMEs' knowledge on export procedures and requirements to access regional and international markets.

1.3 Rationale and Justification for Export Procedures Manual for SMEs in Tanzania

The contribution and linkage between agriculture and Small and Medium Enterprises (SME) sectors to the economic growth of Tanzania can not be underscored due to the crucial role that SMEs play in employment creation and income generation. National Baseline Survey Report of 2012 estimated GDP contribution of MSMEs to Tanzania to be 27.0 per cent in 2006 with growing projections. However, SMEs' potentials have not been fully exploited due to various challenges facing the growth of the sector.

One of the obstacles that export-oriented SMEs face is lack of awareness on the existing procedures and requirements in accessing local, regional and International markets. Therefore, clear guidelines and procedures for exporting coupled with knowledge to market requirements together with proper marketing efforts could open a range of business opportunities for SMEs within EAC, SADC and international markets.

This Export Manual/Guide is one among the concrete results of SMEs' needs assessment based on the detailed analytical report conducted by UNIDO in collaboration with TANEXA. It resulted from needs of the enterprises for practical knowledge on how to cross Tanzania's borders.

1.4 Summary of the Exporting Process and Procedures in Tanzania

Generally, an exporter in Tanzania needs to go through at least ten **(10)** export procedures starting from registering a business with the Business Registration and Licensing Authority (BRELA) to customs clearance with the Tanzania Revenue Authority (TRA). The exporter is expected fulfill all the export procedures and requirements within a **month** provided all necessary and supporting documents are obtained in time. The export procedures in Tanzania can be categorised into administrative and technical, whereby administratively any businessperson must register to obtain a business licence in order to start exporting. Technical procedures are associated with obtaining technical documents to support the export process. Below is a summary of the general export procedures in Tanzania.

- i. Register your business to obtain a business name at BRELA;
- ii. Identify the buyer, that is, counterpart in the importing country;
- iii. Obtain export licence or permit (this applies for some products like coffee, tea, tobacco, cotton, sisal, pyrethrum, food, forestry, fisheries, wildlife and minerals);
- iv. Apply for technical documents for the products. These are: Rules of Origin Certificate by TCCIA, Sanitary Certificate by Ministry of Livestock, Phytosanitary Certificate by the Ministry of Agriculture, Inspection and Quality Ascertainment Reports by TBS, Health Certificate by TFDA and Radioactivity Analysis Certificate by TAEC;
- v. Complete the Single Bill of Entry at TRA's Customs Department.

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Procedural Requirements for Exporters

The Government of Tanzania has taken several initiatives aimed at, among others, assisting SMEs to grow and export their products and services. These initiatives include the establishment of institutions whose main objectives are to provide assistance and advice to exporting SMEs.

The following are the procedures and requirements that need to be observed by an exporter when planning exporting goods and/or services:

2.1 Get technical advice from TANEXA

Tanzania Exporters Association (TANEXA), being the premier trade association representing growers, exporters, service providers in exportation, provides focal coordination point for export industry by providing technical advice and marketing information. TANEXA conducts active lobbying and advocacy programmes to enhance exporter's competitiveness while providing guidance to exports. It links exporters and global markets for all Tanzanian products including agriculture.

For more details contact:

Chairman, TANEXA, P. O. Box 1175, Tel: +255-732-924564,
Fax: +255-22-2125432, Dar es Salaam, Tanzania,
Email: info@tanexa.com, Web: www.tanexa.com

2.2 Get an introductory letter from SIDO

SIDO offers various services to SMEs including, but not limited, to providing training, advocacy, micro credit facilitation as well as enabling accessibility to market information, raw materials and packaging.

SMEs can visit SIDO offices for guidance on how to start and run their businesses. It is really advisable to start with SIDO.

SIDO issues introductory letters so that players are recognised as SMEs and exempted in paying fees for obtaining Quality Mark at TBS. The letter can be obtained within a day, free of charge, from any SIDO Office.

For more details contact:

The Director General, SIDO Headquarters, P. O. Box. 2476,
Dar es Salaam, Tel: 022-2151948, E-mail: dg@sido.go.tz,
Website: www.sidotz.org or contact SIDO regional offices.

2.3 Register your business with BRELA

Under Business Activities Registration Act 2007, all companies in Tanzania, irrespective of their legal nature must register with BRELA, which is an institution under the Ministry of Industry and Trade (MIT).

2.3.1 Procedures for Obtaining Certificate of Registration

- i. Submit a letter for name clearance (can be done online);
- ii. Submit an application form and the required application fee (if it is a group, then attach the list of group members with their signatures);
- iii. Searching, examination approval of application by BRELA; and
- iv. Issuance of Certificate of Registration.

For more details contact:

The Chief Executive Officer, BRELA,
P.O. Box: 9393, Dar es Salaam. General Line: 2180141,
Direct Line: 2180048, 2180385, Fax: 2180371 / 2184727 / 2180411,
Email: info@brela-tz.org, ceo@brela-tz.org, usajili@brela-tz.org,
Web www.brela-tz.org,

Contact TCCIA Regional Offices.

2.4 GET export permit/business licence from the Local Government Authority (LGA)

2.4.1 Role in relation to trade

According to Business Licensing Act of 1972, all exporters, regardless of their size should obtain business/export licences which are issued by Ministry of Industry and Trade. However, LGAs can also issue business licences for small businesses on behalf of the MIT.

2.4.2 Procedures for obtaining export license

- i. Obtain and fill a business licence application form at MIT or LGAs;
- ii. MIT will issue export/business licence the same day provided application requirements are fully complied;
- iii. Some fee applies depending on the type of licence.

For more details contact:

Permanent Secretary, MIT, P. O. Box 9503 Dar es Salaam,
Tel:+255-22-2127897/8, Fax:+255- 22-2125832, Web www.mit.go.tz

2.5 Obtain health certificate from TFDA

2.5.1 Role in relation to safety and quality control

In Tanzania **Health Certificate** is issued by TFDA for any exporter including SMEs whose trading partners require such certificate. The certificate contains type, quantities and quality status of the food to be exported, whether **processed** in registered and licensed premises and any requirements specified by the importer.

The Health Certificate will be issued after inspection and laboratory analysis of samples of the consignment to ascertain quality and safety has been done.

2.5.2 Procedures for Obtaining Health Certificate

- i. Submit an application letter to TFDA;
- ii. The application letter should declare the port of exit, mode of transport and accompanied by proforma invoice and processing fees;
- iii. After examination and be satisfied with the information submitted, the Health Certificate/Export Permit will be issued, the certificate is valid for three months; and
- iv. Some fees apply depending on the type of tested products.

For more details contact:

Director General, TFDA,
P.O. Box 77150, Dar es Salaam
Tel:+255-22-2450512/2450751/2452108, Fax:+255-22-2450793,
Website; www.tfda.or.tz, E mail: info@tfda.or.tz

2.6 Obtain product quality certification from TBS

2.6.1 Role of TBS in relation to trade and standards

According to Standards Act 2009, TBS is responsible for promotion of standardisation of quality assurance within industry and commerce in Tanzania. Specifically, TBS is mandated to undertake measures of quality control of products of all descriptions and to promote standardisation in industry and commerce.

2.6.2 Procedures for Obtaining TBS Quality Certification

- i. Obtain introductory letter from SIDO so that you are recognised as an SME and exempted in paying fees for obtaining TBS Quality Certification;
- ii. Submit the application to TBS accompanied with an introductory letter issued by SIDO and a duly filled in application form;
- iii. TBS inspectors will conduct physical Inspection and Issue Physical Inspection Report;
- iv. TBS inspectors will take samples and conduct laboratory tests on the product, thereafter, issue Quality Ascertainment Report;
- v. TBS Quality Certification will be issued depending on the results of both Physical Inspection and Quality Ascertainment Report.
- vi. For SMEs with introductory letters from SIDO, the process is free but some fees may apply for other exporters.

For more details contact:

Director General, TBS, P. O. Box 9524,
Dar es Salaam, Telephone +255 22 245 0298 | +255 22 245 0206 |
+255 22 245 0949, Telefax: +255 22 245 0959, E-mail: info@tbs.go.tz,
Website www.tbs.go.tz

2.7 Obtain food export permit and phytosanitary certificate from the Ministry of Agriculture

2.7.1 Role in relation to trading safely and food security control

All exporters of agricultural food products must have food export permit and phytosanitary certificate. In ensuring food security and availability within the country, MAFSC has the responsibility of issuing food export and import permits and phytosanitary certificates for exported products.

2.7.2 Procedures for Obtaining Phytosanitary Certificate

- i. Obtain Food Export Permit at MAFSC Headquarters for food products specifically grains and cereals, copy of which will be sent to TRA Headquarters. Food Export Permit is valid for three to six months;
- ii. Exporter applies for phytosanitary certificate;
- iii. Agriculture Ministry officials inspect the consignment; and
- iv. Phytosanitary Certificate is issued depending on the Plant Quarantine Inspector's report. The certificate is usually issued at exit point and is paid for.

For more details contact:

Permanent Secretary, MAFSC, P.O. Box 9192 Dar es Salaam,
Tel +255 22 2862480, +255 22 2862481,
Email: psk@kilimo.go.tz, Website www.kilimo.go.tz

2.8 Obtain radioactivity analysis certificate from the Tanzania Atomic Energy Commission (TAEC)

2.8.1 Mandate in relations to export and quality of food products

Radioactivity Analysis Certificate is required for all imports and exports of Foodstuff and related products in Tanzania. According to Control of Radioactivity Contaminated Foodstuff Regulation 1998, TAEC is responsible for ensuring safety of foodstuff and related food products

and is mandated to inspect and issue a Radioactivity Analysis Certificate. Hence all exporters need to follow the following procedures in obtaining Radioactivity Analysis Certificate.

2.8.2 Procedures for obtaining Radioactivity Analysis Certificate

- i. Submit commercial/proforma invoice, and TAEC issues invoice for radioactivity analysis;
- ii. Exporter settles the invoice through the bank, then sends samples to TAEC attached with filled sample record form;
- iii. The Radioactivity Analysis Certificate will be issued if the results of radioactivity analysis comply with recommended levels or limits; and
- iv. Some fees do apply.

For more details contact:

Director General, TAEC, P.O. Box 743, Arusha, Telephone: (+255) 27 2508554, 2506789, 2506790,
Mobile: Fax: +255 27 2509709, E-mail: taec@habari.co.tz,
Website: www.taec.or.tz

2.9 Obtain Rules of Origin Certificate from TCCIA

2.9.1 Role and mandate in issuing Rules of Origin Certificates

A Certificate of Origin is an important international trade document indicating that goods exported have been wholly obtained, produced, manufactured or processed in a particular country. Goods exported to EAC, SADC, AGOA, EU, China, Japan, India, South Korea and other non preferential markets should be accompanied by a Certificate of Origin to confirm Tanzania originality. In Tanzania, the Certificate of Origin is issued by TCCIA.

2.9.2 Procedures for Obtaining Certificate of Origin

- i. Fill and Submit an application form either online or manually at any TCCIA in the country;

- ii. TCCIA will access the products, raw materials used, criterion such as wholly obtained, value addition or Change of Tariff Heading (CTH) and the like;
- iii. After fulfilling all the criterion, the Certificate of Origin will be issued at a small fee as indicated below:

S/N	TYPE OF CERTIFICATE	FEES IN Tsh (SUBJECT TO CHANGE)
1	AGOA	20,000/=
2	CHINA	20,000/=
3	EAC	5,000/=
4	SADC	20,000/=
5	EURO 1 (For EBA)	30,000/=
6	GSP	20,000/= to 50,000/=
7	INTERNATIONAL (Non Preferential)	20,000/= to 50,000/=

- iv. Special arrangements within EAC allow exporters (many of them being SMEs) with the consignments valued below USD 2000 to use Simplified Rules of Origin Certificates/forms which are obtained at the border or crossing point free of charge.

For more details contact:

Chief Executive Officer, TCCIA Dar es Salaam Tel: (22) 218-4670 Fax: (22) 218-2890 Email: dsm@tccia.com;
 Website www.tccia.com. Also Contact TCCIA Regional Offices.

2.10 Get barcode and barcode certificate from GS1

2.10.1 Role in relation to issuance of barcodes

Since 2011, Tanzania became a member of GS 1, an internationally established organisation that provides barcodes and supports traceability of services and other trade related issues. Products with barcodes will

increase access to domestic, regional and international markets, value addition and product identification. In this regards, all producers as well as exporters are advised to register their products with GS 1 Tanzania for products identification and barcode certificate.

2.10.2 Procedures for obtaining GS 1 barcode and Certificate

- i. Register for membership with GS 1 Tanzania;
- ii. Submit membership registration form which can be obtained from GS1 offices or their websites attaching all required documents depending on the type of products; and
- iii. After fulfilling all the requirements, GS 1 Tanzania will issue barcode and barcode certificate at a small fee depending on the amount of products submitted. The process takes about two days to complete.

2.11 The role of financial and insurance institutions

In ensuring that the exporters will be paid after delivering the products to the buyers, it is important to note that financial institutions and banks have a vital role to play during the exportation process by processing a Letter of Credit on behalf of exporters and importers. Therefore, all exporters are advised to visit their bankers to process a Letter of Credit in order to guarantee payments by the buyer upon delivery.

Furthermore, it is advisable that all exported consignments should be insured to avoid any risk which may arise before, during and after delivery.

2.12 Complete Single Bill of Entry at TRA / Customs

2.12.1 Role in relation to export and documentation

According to TRA's legal interpretation, "Export" means to take or cause goods to be taken out of Tanzania. Exports are free of duty and taxes except for raw hides and skin and raw cashews with the aim of encouraging value addition and processing.

2.12.2 The export procedures and documents needed at TRA

- i. Export documents required by TRA

Once an exporter has obtained an order from the buyer abroad and an agreement has been reached to export goods to the buyer and the mode of shipment has been agreed upon, the exporter needs to prepare the following documents:

 - a commercial/proforma invoice;
 - a packing list;
 - a copy of TIN certificate;
 - a copy of export licence;
 - export permits from relevant authorities depending on the nature of products to be exported. In Tanzania the following products need export permit:
 - ❖ Food products like cereals and grain -- from Ministry of Agriculture, Food Security and Cooperatives;
 - ❖ Forestry products -- Ministry of Natural Resources and Tourism;
 - ❖ Fisheries products -- Ministry of Livestock and Fisheries Development;
 - ❖ Minerals or gemstone products -- Ministry of Energy and Minerals;
 - ❖ Wildlife products -- Ministry of Natural Resources and Tourism;
 - ❖ Coffee, tobacco, sisal fibre, cotton, raw tea and raw pyrethrum products -- the relevant marketing boards or authorities; and
 - ❖ Technical documents which include Certificates of Rules of Origin, Sanitary, Phytosanitary, Inspection and Quality Ascertainment Report, Health and Radioactivity Analysis from the relevant bodies as explained above.

- ii. The procedures of processing the export documents
- The initial export documentation procedures at TRA start with the exporter appointing a clearing and forwarding agent (CFA) who will handle the processing of the documents;
 - The exporter hands over the documents to CFA either manually or electronically and the CFA lodges the same to the TRA systems for clearance; and
 - Process a Single Bill of Entry (SBE) at customs by filling the form and attaching all required/above documents for release or approval.

For more details contact:

The Commissioner, Customs and Excise Department, TRA,
P.O. Box 9053, Dar es Salaam, Tel. +255 22 2119269/2127783-4,
Fax: +255 22 2124523, Email: customs@afsat.com,
Website: www.tra.go.tz

3

Market Opportunities and Requirements

Tanzania, like other least developed countries (LDCs) enjoy a number of market preferences in the global market and therefore qualify for the less restricted Duty Free Quota Free (DF & QF) market access to a number of countries. It means terms of importation in the destination countries have set no duties and no limits to exporters in the countries of origin. The export preferences that Tanzania enjoys emanate from EAC, SADC and AGOA. The benefits include Everything But Arms (EBA) and bilateral preferential arrangements such as Special Preferential Treatment (SPT) from China and India, Generalised System of Preferences (GSP) from Canada, Japan, Turkey and South Korea.

Despite all available market opportunities in the regional and international markets, Tanzania has not benefited fully from these arrangements due to various factors including inability to meet markets requirements such as stringent Rules of Origin (RoO), Sanitary and Phytosanitary Measures (SPS) and Technical Barriers to Trade (TBT). However, the government in collaboration with the private sector and development partners has taken various initiatives and implements programmes like ASDP, TTIS and MUVI in addressing the aforementioned challenges.

3.1 East African Community

Opportunities

EAC Common Market is a single free trade area with combined population of more than 140 million people, whereby Tanzania and other EAC partner states enjoy free movements of goods across borders. EAC is a nearby, larger and easily accessible market without stringent SPS, TBT and Rules of Origin requirements hence Tanzania can benefit from it by increasing productivity, exports and subsequently poverty reduction due to increased income generation. Strategically, Tanzania is the only EAC member that shares borders with all EAC countries. General experience shows that a reasonable number of Tanzanian exporters easily access the EAC market, specifically, the Kenyan market.

Requirements

- Rules of Origin Certificate; and
- Sanitary and Phytosanitary Certificate.

3.2 The Southern Africa Development Community

Opportunities

SADC is a FTA with a combined population of more than 277 million people and \$575.5 billion GDP (2010 data). Tanzania being a member, it can trade with 15 other member states without paying tariffs. This means that goods originating from Tanzania and destined for any SADC member countries will on arrival at the country of destination enjoy reduced tariff rates and quantitative restrictions with no tariff barriers. But these goods must be accompanied by Certificate of Origin (issued by TCCIA) to confirm its originality issued. Actual practice from exporting enterprises evidenced that SADC market is easily accessible with the exception of South Africa.

Requirements

- Rules of Origin Certificate; and
- Sanitary and Phytosanitary Certificate.

3.3 Other Preferential Markets/Bilateral Arrangements

3.3.1 African Growth and Opportunities Act

Opportunities

AGOA provides a Duty Free and Quota Free market access for over 1800 designated products from Sub-Saharan Africa including Tanzania to the United States market. Despite the opportunities available under AGOA, many exporters mentioned it as a very far market with stringent market requirements.

Requirements

- Preferential Rules of Origin Certificate;
- Sanitary and Phytosanitary Certificate;
- Private Standards requirements like NTBs;
- Specific Packaging materials, sizes, colours and tastes; and
- Sophisticated regulations and requirements such as Sanitary Phytosanitary (SPS) and Technical Barriers to Trade (TBT) Measures;

3.3.2 Everything But Army (EBA)

Opportunities

EBA is an initiative of the European Union which gives an opportunity to Least Developed Countries including Tanzania to export all products to the EU market at duty free and quota free with exception of armaments. The market constitutes more than 27 countries. As of current, Tanzania exports more of horticulture and fish to EU Market.

Requirements

- Preferential Rules of Origin Certificate (EURO 1);
- Sanitary and Phytosanitary Certificate;
- EURO 1;
- Organic Certificate;
- Private Standards requirements; and
- Specific requirements depending on the type of product being exported, for example, temperature and size of fish.

3.3.3 CHINA

Opportunities

Bilateral trade cooperation with China provides a number of opportunities including Special Preferential Treatment (SPT) Duty Free and Quota Free Market Access for 4720 products originating from Tanzania. Among the products are live animals, marine products, agricultural produce, minerals, leather and leather products. The Chinese market is one of the emerging markets with less stringent requirements compared to the European market.

Requirements

- Preferential Rules of Origin Certificate; and
- No specific and stringent requirements compared to AGOA and EBA markets.

3.3.4 INDIA

Opportunities

India provides Duty Free and Quota Free Market Access for 468 products originating from Tanzania. Processed cashews are among the products accepted by India under this arrangement. The Indian market is of paramount importance to Tanzania due to production of cashews in the southern regions. Statistics shows the growing trend of Tanzania cashew exports to India.

Requirements

- Preferential Rules of Origin Certificate; and
- No specific and stringent requirements compared to AGOA and EBA

3.3.5 SOUTH KOREA

Opportunities

The scheme provides a duty free and quota free for about 87 products to Tanzania and other LDCs. The products include marine, agriculture commodities such as cotton, tobacco, copra, cocoa, skins/hides and natural resources like wood and minerals.

Requirements

- Preferential Rules of Origin Certificate

3.3.6 JAPAN

Opportunities

Japan through GSP provides duty free quota free for imports from Tanzania and other LDCs mainly the agricultural produce.

4

Conclusion

The exporters are advised to fulfill all export procedures and market requirements so that they access and benefit from the local, regional markets which will lead to increased economic growth and hence poverty reduction.

The producers and exporters are encouraged to export processed products, that is, after making adequate value-addition. This will ensure that they fetch higher prices at international markets and in turn create more jobs within the country.

With the support from the government, development partners and other stakeholders, exporters can adhere, fulfill and comply with export procedures, standards and other market requirements.

It is without doubt that, the manual will be useful for government policy makers, development partners, trade support institutions, private sector players, large exporters, SMEs, and others stakeholders in devising, analysing, reviewing and evaluating export policies and programmes.

5

Appendices

Appendix I

List of institutions and their requirements/procedures/documents for exportation

S/N	Name of Institution	Name of the Document	Where to Obtain it
1	TANEXA	Technical Advice	Dar es Salaam and some border points
2	SIDO	Introductory Letter	Dar es Salaam and all regions
3*	BRELA	Registration Certificate	Dar es Salaam and all regions
4*	MIT/LGAs	Export/Business Licence	Dar es Salaam
5*	TFDA	Health Certificate	Dar es Salaam and some border points
6*	TBS	Inspection Report, Quality Ascertainment Report and TBS Quality Certification	Dar and some border points
7*	MAFC	- Food Export Permit - Phytosanitary Certificate	- Dar es Salaam - All borders
8*	TAEC	Radioactivity Analysis Certificate	Dar es Salaam and some border points
9*	TCCIA	RoO Certificate	Dar es Salaam and all regions
10*	GS1	Barcode Certificate	Dar es Salaam
11*	TRA	Single Bill of Entry and other Export Documents	Dar es Salaam and all border points

Note: * Means Mandatory Requirements

Appendix II

Step by step guide for a Tanzanian Exporter *(A Working Example of Company XYZ that processes and exports wine)*

1. Company XYZ based in Dodoma registered with the Business Registration and Licensing Authority (BRELA) in 2000. After obtaining the 'Company Registration' certificate, it obtained a Taxpayer's Identification Number (TIN) from the Tanzania Revenue Authority (TRA). Since the company has its headquarters in Dodoma Municipality, it obtained its business licence from the Dodoma Municipal Council. The company also holds a bank account through which all company monies are transacted and kept. This is to say Company XYZ is a legal entity operating in the United Republic of Tanzania and which fully complies with all the required conditions for it to exist.
2. Company XYZ's core business is processing wine. Its market extends from within Tanzania to the East African Community and the Southern Africa Development Community regions.
3. Company XYZ is in close contact with the Small Industries Development Organisation (Dodoma Regional Office) as well as the Tanzania Exporters Association (TANEXA) in a bid to obtain guidance and advice on how to process the best quality wine but also ensuring that it exports its products to EAC and SADC smoothly.
4. Company XYZ ensures that all the essential documents for exporting wine are in place. These include:
 - Given the fact that wines are for oral consumption by human beings, it is important to obtain a 'Heath Certificate and Export Permit for Food Products' from the Tanzania Food and Drugs Authority (TFDA). Obtaining this certificate and permit takes about seven days. The reason for the number of days is to give room to TFDA to test the samples in its Dar es Salaam-based laboratories to establish that the product is safe for human consumption.

- Inspection and Quality Ascertainment reports by the Tanzania Bureau of Standards (TBS). Company XYZ must obtain the TBS Mark Certificate for its product. The samples of the product must be inspected for quality and the TBS Mark Certificate is issued in about two weeks.

Up to this step the wine from Company XYZ can be sold at local market (Tanzania)

Since Company XYZ obtained an order from Rwanda whereby delivery of the consignment will be done through road transport, in addition to the above documents, the company will need the following documents to smoothly export the product:

- Rules of Origin Certificate issued by the Tanzania Chamber of Commerce, Industry and Agriculture (TCCIA). The certificate shows that the wine is produced and processed in Tanzania and will access the EAC, SADC and other preferential Market on the Duty Free Quota Free arrangement.
5. Once Company XYZ obtains the above documents, it must also attach, copy of company registration, copy of TIN, and copy of business licence. These are handed to a selected Clearing and Forwarding Agent for processing of border exit permits for the products (Customs Department of TRA). So, the agent lodges Company XYZ's documents to TRA systems for export clearance. The agent finalised the documentation procedures by processing a Single Bill of Entry (SBE) at customs by filling the form and attaching all required/above documents for release or approval.
 6. At this stage, Company XYZ is ready to export its wine consignment to Rwanda and other countries.

Checklist for key documents required for a company to export its products

S/N	Name of Institution	Name of the Document	Where to Obtain it
1	TANEXA	Technical Advice	Dar and Some Border points
2	SIDO	Introductory Letter	Dar and All Regions
3*	BRELA	Registration Certificate	Dar and All Regions
4*	MIT/LGAs	Export/Business Licence	Dar and municipal and council offices
5*	TFDA	Health Certificate	Dar and Some Border points
6*	TBS	Inspection Report, Quality Ascertainment Report and TBS Quality Mark	Dar and Some border points
7*	TCCIA	RoO Certificate	Dar and All Regions
8*	TRA	Single Bill of Entry and other Export Documents	Dar and All Borders
9	TRA	Taxpayer's Identification Number	TRA offices
10	Banker	LCD	Bank's branch

Note; * Means Mandatory Requirements

Appendix III: Certificate of Origin

a. China

1. Exporter (full name, address and country):			Certificate No.: 00007070			
2. Producer's name and address, if known:			<p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">DUTY-FREE TREATMENT Granted by China (Combined Declaration and Certificate)</p> <p align="center">Issued in _____ (See Instruction Overleaf)</p>			
3. Consignee (full name, address and country):						
4. Means of transport and route (as far as known)						
Departure date Vessel /Flight/Train/Vehicle No. Port of loading Port of discharge			5. Remarks			
6. Item number	7. Marks and numbers on packages	8. Number and kind of packages; Description of goods	9. HS Code (6-digit)	10. Origin Criterion	11. Gross weight, quantity (quantity unit) or other measures (litres, m ³ ,etc)	12. Number, date of invoice and invoiced value
13. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in ----- (country) and that they comply with the origin requirements specified for these goods under the Duty-Free Treatment exported to China. ----- Place and date, signature of authority signatory.			14. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct. ----- Place and date, signature and stamp of issuing body.		15. Customs verification This is to certify that the goods declared for exportation correspond to what is stated under this certificate ----- Place, date, signature and stamp of exporting customs authority.	

b. East African Community

EAST AFRICAN COMMUNITY CERTIFICATE OF ORIGIN HATI YA UASILI WA BIDHAA YA JUMUIYA YA AFRIKA MASHARIKI					
1. Exporter (Name & Office address) <i>Msafirishaji (Jina na Anwani ya ofisi)</i>		Serial No. <i>Mfulizo Na.</i> 60032			Ref. No. <i>Kumb. Na.</i>
2. Consignee (Name & Office address) <i>Mpelekewa (Jina na Anwani ya ofisi)</i>		 EAST AFRICAN COMMUNITY			
3. Particulars of Transport <i>Maelezo Kuhusu Usafiri utakaotumika</i>		4. For Official use <i>Kwa matumizi ya kiofisi tu</i>			
5. Marks & Numbers; number and kind of Package, description of goods; <i>Alama na Namba; namba na aina ya kifurushi, maelezo ya bidhaa.</i>		6. Customs Tariff No. <i>Na. ya ushuru wa Forodha</i>	7. Origin criterion <i>Kigezo cha uasili wa bidhaa</i>	8. Gross weight or other quantity <i>Uzito wa jumla au Idadi nyingine</i>	9. Invoice No. and date <i>Namba ya Ankara Na tarehe</i>
10. DECLARATION BY EXPORTER / PRODUCER/SUPPLIER <i>Tamko la Msafirishaji/Mzalishaji/Mgavi</i>		11. CERTIFICATION OF ORIGIN <i>Uthibitisho wa Uasili wa Bidhaa</i>			
I, (mimi)..... the Undersigned, hereby declare that the above details and Statements are correct, that all goods are produced in (Country)		It is hereby certified that the above mentioned goods are of origin.			
Place (<i>Mahali</i>)		Name (<i>Jina</i>)			
Date (<i>Tarehe</i>)		Signature of Competent Authority (<i>Saini ya Mamlaka Husika</i>)			
Signature of declarant (<i>saini</i>)		STAMP/SEAL (<i>Muhuri/Lakili</i>)			

See overleaf for instructions

c. European Union



MOVEMENT CERTIFICATE

1. Exporter (Name, full address, country)		EUR. 1 No TZ - A 77665	
		See notes overleaf before completing this form	
3. Consignee (Name, full address, country) (Optional)		2. Certificate used in preferential trade between	
	 and (Insert appropriate countries, groups of countries or territories)	
6. Transport details (Optional)		4. Country, group of countries or territory in which the products are considered as originating	5. Country, group of countries or territory of destination
		7. Remarks	
(1) If goods are not packed, indicate number of articles or state "in bulk" as appropriate	8. Item number; Marks and numbers; Number and kind of packages (1); Description of goods		9. Gross mass (kg) or other measure (litres, m ³ , etc.)
			10. Invoices (Optional)
(2) Complete only where the regulations of the exporting country or territory require	11. CUSTOMS ENDORSEMENT Declaration certified Export document (2) Form No Customs office..... Issuing country or territory:..... Date:..... (Signature)		12. DECLARATION BY THE EXPORTER I, the undersigned, declare that the goods described above meet the conditions required for the issue of this certificate. Place and date: (Signature)

d. Combined declaration and certificate

1. Goods consigned from (exporter's business name, address, country)		Reference No A 020803			
2. Goods consigned to (consignee's name, address, country)		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A Issued in (country) See notes overleaf			
3. Means of transport and route (as far as known)					
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Origin criterion (see notes overleaf)	9. Gross weight or other quantity	10. Number and date of invoices
11. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct. Place and date, signature and stamp of certifying authority			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in (country) and that they comply with the origin requirements specified for those goods in the generalized system of preferences for goods exported to (importing country) Place and date, signature of authorized signatory		

e. Tanzania Chamber of Commerce, Industry and Agriculture

UNITED REPUBLIC OF TANZANIA		CERTIFICATE OF ORIGIN	
1. Exporter (Name and Address)		2. Reference No. A 69518	
3. Consignee (Name and address)			
4. Particulars of transport (if required by importer)			
5. Marks & Number, Number of packages, Description of goods		6. Gross weight	7. Invoice reference
			
8. Other information F.O.B. VALUE:		9. It is hereby certified that the above mentioned goods originate in Place: Date: _____ Authorized signature	

f. Southern African Development Community

Registration No. (Optional) 1. Exporter (Name and Office Address)		3. Country Ref. No. TZ 25745 SOUTHERN AFRICAN DEVELOPMENT COMMUNITY (SADC) CERTIFICATE OF ORIGIN			
2. Consignee (Name and Office Address)		4. Particulars of transport:		5. For official use only	
6. Marks and numbers; number and kind of package, description of goods:		7. Customs Tariff No.	8. Origin Criterion (See overleaf)	9. Gross weight or other quantity	10. Invoice No. and date (Optional)
(i) Marks and Nos.	(ii) Description of goods				
11. DECLARATION BY EXPORTER I, the undersigned, declare that the goods described above meet the conditions required for the issue of this certificate, and are originating in (Country) Place and date Signature		12. CERTIFICATION OF ORIGIN Declaration Certified: <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> (Origin Stamp and Signature) Certificate of Customs or Other Designated Authority		13. FOR CUSTOMS PURPOSES (Optional) Export Document No. Date Customs Office Country Date Signature <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto; text-align: center;"> Stamp </div>	

g. African Growth and Opportunity Act

African Growth and Opportunity Act Textile Certificate of Origin

00950

1. Exporter Name and Address:	3. Importer Name and Address:
2. Producer Name and Address:	4. Preference Group:
5. Description of Article:	

Group	<i>Each description below is only a summary of the cited CFR provision</i>	19 CFR
1-A	Apparel assembled from U.S. fabrics and/or knit-to-shape components, from U.S. yarns. All fabric must be cut in the United States.	10.213(a)(1)
2-B	Apparel assembled from U.S. fabrics and/or knit-to-shape components, from U.S. yarns. All fabric must be cut in the United States. After assembly, the apparel is embroidered or subject to stone-washing, enzyme-washing, acid washing, perma-pressing, oven-baking, bleaching, garment-dyeing, screen printing, or other similar processes.	10.213(a)(2)
3-C	Apparel assembled from U.S. fabrics and/or U.S. knit-to-shape components and/or U.S. and beneficiary country knit-to-shape components, from U.S. yarns and sewing thread. The U.S. fabrics may be cut in beneficiary countries or in beneficiary countries and the United States.	10.213(a)(3) or 10.213(a)(11)
4-D	Apparel assembled from beneficiary country fabrics and/or knit-to-shape component, from yarns originating in the United States and/or one or more beneficiary countries.	10.213(a)(4)
5-E	Apparel assembled or knit-to-shape and assembled, or both, in one or more lesser developed beneficiary countries regardless of the country of origin of the fabric or the yarn used to make such articles.	10.213(a)(5)
6-F	Knit-to-shape sweaters in chief weight of cashmere.	10.213(a)(6)
7-G	Knit-to-shape sweaters 50 percent or more by weight of wool measuring 21.5 microns in diameter or finer.	10.213(a)(7)
8-H	Apparel assembled from fabrics or yarns considered in short supply in the NAFTA, or designated as not available in commercial quantities in the United States.	10.213(a)(8) or 10.213(a)(9)
9-I	Handloomed fabrics, handmade articles made of handloomed fabrics or textile folklore articles - as defined in bilateral consultations.	10.213(a)(10)

6. U.S./African Fabric Producer Name and Address:	7. U.S./African Yarn Producer Name and Address:
	8. U.S. Thread Producer Name and Address:
9. Handloomed, Handmade, or Folklore Article:	10. Name of Short Supply or Designated Fabric or Yarn:

I certify that the information on this document is complete and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document. I agree to maintain, and present upon request documentation necessary to support this certificate.

11. Authorized Signature:	12. Company:
13. Name: (Print or Type)	14. Title:
15. Date: (DD/MM/YY)	17. Telephone: Facsimile
16. Blanket Period From: To:	

NPC-SFF

Appendix V: Business licence application form



TFN 211
REV. MARCH 2004

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 mtoaaji 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)-(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 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 yote yasiyohusu Sheria hii. isipokuwa ada ya leseni ya biashara, lainj 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 kuanikishwa (Reg/ Cert. of Incorp. No.)

3. Uratia 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).....

farehe 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 inayombwa (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, landike (if the line not listed-simply write it).

11. 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 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 ninaayo/tujuavyo na niaminiyo/ tuaminiyo. (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).

	<i>Apewe Asipewe</i>	<i>Maelezo</i>	<i>Tarehe</i>	<i>Sahihi Mhuri</i>
(i) Serikali ya Kijiji (Maombi mapya) ya vijijini Kundi "B"				
(ii) Afisa wa Afya (Maombi yote mapya) ya Hoteli za kawaida, vilabu vya Pombe, Uengenezaaji/ 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 AINAZA BIASHARA- KUNDI 'A' ("LINES OF BUSINESS SCHEDULE "A"):

Maombi yapelekwé 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.

5. Wakala wa kupoka na usafirishaji mizigo (Clearing and Forwarding/ Freight Forwarders).
6. Bima (Insurance and Assurance, Insurance Broker, Re-insurance).
7. Biashara za kutali (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 cafe, 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 tallying).
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 lightering).
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. Uzaji na usambazaji wa silaha na risasi (Dealers in Arms and Ammunition).
25. Uzaji na usambazaji wa baruti (Dealers in explosives).
26. Huduma ya hifadhi ya jamii (Social Security provider).
27. Uzaji bidhaa nje (Export and selling).
28. Uchimbaji na Usambazaji Maji (Water Drilling and Supply).
29. Uzaji wa vifaa vya Utangazaji (Dealers in Broadcasting Apparatus).
30. Utengenezaji na uzaji bidhaa (Manufacturing and Selling).
31. Ununuaji na Uzaji wa magari (Motor vehicles Dealers).
32. Wakala wa Ushuru (Commission Agent or Manufacture's Representative).
33. Ugazaji wa bidhaa nje ya Nchi (Import and Selling).
34. Sonara na Biashara ya Madini (Gold and Silver Smith and Gemstone Dealers).
35. Biashara 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 yapelekewe Halmashauri ya Wilaya/ Mji/ Manispaa/ Hiji 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.).

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 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/ preceded 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 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") 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 kufanya 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 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 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)).

Definition

1. Letter of Credit

A letter of credit (L/C) is an arrangement whereby a bank (the issuing or opening bank) guarantees on behalf of its customers (the applicant or importer) to make payment to the beneficiary (or exporter) upon presentation of documents specified in the credit, under specified terms and conditions. The financial transaction may be secured by the intervention of another bank. The intervening bank informs the exporter of the issue of the L/C and may add its confirmation to it, thereby guaranteeing the payment against the risk of default of the issuing bank. It contains a brief description of the goods, a listing of documents required to obtain payment, the shipping date, and the expiry date after which the payment will no longer be made. The L/C guarantees the exporter will be paid only after fulfilling certain terms and conditions. Upon the fulfilment of all the conditions set in the L/C, the exporter can submit appropriate shipping documents to the bank to collect payment.

