

LABOUR –TIC SERVICES DURING CORVID19

This is to inform our Esteemed Customers that as from 21 April 2020 the following is an updated list of required documents that must be attached when submitting application for Work Permit and how the feedback will be obtained.

ALL submissions must be done through workpermit.tic@gmail.com and ALL feedback to be obtained through www.kazi.go.tz

SN.	REQUIRED DOCUMENT	WORK PERMIT CLASS
1	Justification Letter	All Classes
2	Online application form (TFN 901)	All Classes
3	Recent two (2) passport size photographs (with blue back ground)	All Classes
4	Copy of a Valid Passport (valid not less than 6 months)	All Classes
5	Scanned Copies of Original Academic or Professional Certificates	Class B, C and D
6	Translated documents and scanned copies of original certificates before translation	Class B, C and D
7	Detailed Curriculum Vitae/Resume	Class B, C and D
8	Current Proof of Shares (from BRELA Online Search System) and BRELA Returns for renewal of Work Permit	Class A
9	Employment/Engagement Contract	Class B, C and D
10	Detailed Job Description	Class B, C and D
11	Sectoral Approvals/Permits/Registrations (where applicable) i.e. TALA, TMDS, TBS, ERB, NBAA, TCAA, CRB, LATRA, TASAC, Ministry of Education, Science and Technology, Mining Commission etc.	All Classes
12	Previous Work Permit (For renewals)	All Classes

13	Succession Plan (For renewals)	Class B, C and D
14	Industrial/Business/Operating License	Class A, B and C
15	TIC Certificate	Class A, B and C
16	Proof of payment of prescribed fee for Work Permit (Original Bank Slip)	All Classes
17	Lease Agreement/Certificate of Occupancy/Title Deed	Class A
18	Proof of NSSF and WCF registration and remittance of employees' contributions	All Classes
19	Certificate of Tax identification Number (TIN)	All Classes
20	Certificate of Value Added Tax	All Classes
21	Tax Clearance Certificate	All Classes
22	Certificate of Incorporation/Registration for Companies, Universities, Schools and other Institutions	All Classes
23	Memorandum and Article of Association	All Classes
24	Introduction letter authorizing employee of the Organization to handle work permit application and copy of such employee's Work Identity Card, email address phone number which is active to be attached	All Classes
25	Passport valid not less than 6 months (Travelling Document) and all company documents must be certified (Advocate)	All Classes
26	Letter of No objection must be submitted for applicant who worked with another company a part from the company he/she applying for	Class B and C
27	All documents should be scanned in PDF format and making a single zipped folder. If there are more than one application, every single applicant must have his own zipped folder (named). Passport size photos of applicant - blue background must be scanned	All Classes

28	Academic Certificates Should be certified (Advocate)	Class B and C
29	Verification of academic / professional qualifications by TCU for Bachelor, Masters & PhD degrees and NACTE for Diploma and Certificate.	Class B and C
30	The Original work permits (renewals) , cancellations/ surrender must be submitted during the time for collection of work permit / rejection letter (Hard Copies)	All Classes
31	Applications, differed, Appeals, appeal letters , succession plan, exemption for final grant due to five years expiration to be submitted through email address: workpermit.tic@gmail.com and the status for all to be obtained through www.kazi.go.tz	All Classes
32	Translation of Academic/Professional Certificates which are in languages other than English or Swahili MUST BE APPROVED BY COMPETENT AUTHORITY, EMBASSY OR CONSULAR OFFICE.	Class B and C

N.B The above checklist must be always used to avoid submission of incomplete documents

