

I. ONLINE APPLICATION PROCEDURE FOR CERTIFICATE OF INCENTIVES

Starting from 21st April, 2020, all documents for Certificate of Incentives application should be submitted through the following email address. certificate.tic@gmail.com; in case of inquiries please use the email address; info@tic.go.tz or the following phone numbers during working hours (0730 to 1600 hours)

1. +255 734 150 648 Facilitation department
2. +255 734 150 649 Facilitation department
3. +255 222 116 320 TIC general line

For application of TIC Certificate of Incentives please be guided that prior to submitting documents to TIC make sure you have nine documents listed below and check their completeness by ticking the boxes:

1. Cover Application Letter with

- i. Company headed letter with full address ii. Two contact persons and their phone numbers iii. Signature of the director and company stamp

2. TIC application form this can be obtained from TIC website www.tic.go.tz just download make sure

- i. Filled in all fields ii. Shareholders' percentage well calculated iii. Financing Plan
ii. Similar Intended investment capital, financing plan and Investment breakdown

3. Business plan

- i. Clear statement of the investment objective, sector and products ii. Investment Costs and sources of finances iii. Job creation
iv. Investment funds expenditure breakdown v. Sources of supply of inputs v. Marketing plan vii. Implementation schedule
viii. Financial projection for at least 5 years ix. Capacity of the project

4. Board resolution Extract

- i. On legal or letter head signed and stamped ii. Resolution of applying to TIC

5. Evidence of land

- i. Belongs to same company ii. Certified original iii. Lease valid for at least 3 years

6. Copy of Company Certificate of Incorporation

- i. Same company as the memorandum and Certified

7. Memorandum and Articles of Association (MEMATS)

- i. Same company as on Certificate of Incorporation ii. Has objective accommodating project activity
iii. Same shareholders as on application forms and business plan iv. Balanced distribution of shares

8. Evidence of funds for the project

- i. Bank statement of the investing company or shareholder with at least 25% of the project Value and/or
ii. Legal Commitment agreement to fund the project.

9. Evidence of payment for the TIC application

- i. A receipt of USD 1,100.00 or equivalent (in Tshs) issued and stamped by TIC

B. Application for Extension and Amendments Submissions should be:

- i. Original Certificate of Incentives ii. Project Progress report for the past 6 months Project photo
iii. Official application letter (as in A1) stating the purpose and reason(s) iv. TIC Payment receipt stamped

Then if amendments are for:

- i. **Company/project name, shareholders and shares** – evidence of change from BRELA
ii. **Location** – evidence of new land iii. **Financing** – new business plan

C. Application For Loss of Certificate submission should be:

- i. police loss report
- ii. Advertisement cutting
- iii. TIC payment

10. Tax Identification Number Certificate (TIN)

For more details on documentation, incentives and payments please read PROERURES from the website

II. ONLINE APPLICATION PROCEDURE FOR TRA TAX EXEMPTION

Prepare

- i. Application letter as format given below.
- ii. SCHEDULE OF MATERIALS (BOQ) /A LIST OF ITEMS (as per format given below),

Attachments:

- iii. Copy of TIC Certificate of Incentives (must be certified),
- iv. Attach TIN Certificate,
- v. Bank Statement (for one year)
- vi. A copy of Business/Project Plan/Feasibility Study

Application Letter

COMPANY LETTER HEAD

.....
 Commissioner of Customs & Excise
 Tanzania Revenue Authority,
 P.O. Box 9053,
 DAR ES SALAAM

Date.....

UFS
 Executive Director,
 Tanzania Investment Centre,
 P.o. Box 938,
 DAR ES SALAAM

Dear Sir,

RE: DUTY EXEMPTION ON DEEMED CAPITAL GOODS FOR CERTIFICATE OF INCENTIVES NO:

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We are TIC approved project with certificate of incentives No;
 Which is valid up to

The Company has been registered with objectives of

Attached herewith please find a list of Deemed Capital Goods for Duty exemption approval.

Yours sincerely

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Managing Director

SCHEDULE OF MATERIALS (BOQ) in case of construction, The List of materials should be endorsed by a Quantity Surveyor.

B/ SOFT COPY (Re - type your list in EXCEL FORMAT - attached) – Put in Flash Disk after getting the exemption approval

A) **Re- Type the List in the Excel Format**

LETTER HEAD
LIST OF ITEMS FOR IMPORT DUTY EXEMPTION

NO:	ITEM NAME	UNIT MEASUREMENT	HS CODE	QUANTITY	ITEM GROUP	TIN
1.						
2.						
3.						
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.						
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.						
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Note; Item Group is the classification of the item as plant & machinery, equipment, building materials, vehicle, furniture, hotel equipment, communication equipment, etc.

Please call the same telephone numbers +255 734 150 648 or +255 734 150 649 to get services of NEMC, NIDA, TMDA, TBS, LAND, TRA, BRELA, LABOUR, IMMIGRATION and OSHA provided at TIC