



# Mwongozo wa Ukuaji wa Uchumi Jumuishi na Endelevu kwa Wasindikaji wadogo







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## Dibaji

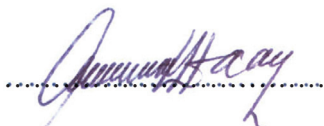
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Kufuatia sera ya maendeleo ya viwanda nchini Tanzania, suala la kufuata kanuni za maendeleo endelevu katika sekta ya kilimo ni jambo la msingi. Kama ilivyo kwa dira ya dunia kwenye Malengo ya Maendeleo Endelevu, Tanzania inatekeleza miradi na programu zake mbalimbali kwa kufuata mpango huo japo kwa kiwango tofauti na mataifa mengine. Kadhalika, katika mpango wa SAGCOT, Maendeleo Endelevu na Jumuishi/Shirikishi (Inclusive Green Growth -IGG) ni miongoni mwa suala linalozingatiwa na wawekezaji katika ubia wa SAGCOT. Mpango wa SAGCOT ni ubia kati ya serikali ya Tanzania na sekta binafsi kwa lengo la kubadilisha kilimo cha wakulima kuwa cha tija na cha kibiashara. Shabaha ya kubadilisha kilimo kuwa cha kibiashara ni kuimarisha uhakika wa chakula na lishe, kuboresha kipato hasa cha mkulima na mzalishaji mdogo kwa namna endelevu. Ubia wa SAGCOT umefikia wabia zaidi ya 127 katika kipindi cha miaka mitano. Kituo cha SAGCOT kina jukumu la kuratibu shughuli za wabia ambao hutokea serikalini, sekta binafsi, asasi za kiraia, vyama vya wakulima na wadau wa maendeleo.

Tafsiri isiyo rasmi ya maendeleo endelevu na shirikishi (IGG) ni pale tu panapojumuisiwa ukuaji wa uchumi shirikishi, utunzaji wa mazingira, biashara endelevu na ushirikishwaji wa jamii katika shughuli za biashara na kilimo. Kupitia kamati ya SAGCOT inayoangalia utekelezaji wa kanuni hizo za maendeleo endelevu kijulikanancho kama ***Green Reference Group (GRG)***. Ili kuhakikisha utekelezaji wa azima hii ya IGG, SAGCOT na wabia wake waliandaa mwongozo juu ya namna bora ya kufanya shughuli za kilimo na biashara katika ubia wa SAGCOT. Mwongozo huu umegawanyika katika sehemu kuu tatu. Sehemu ya kwanza ni ushirikishwaji wa jamii kwa mapana yake kama inavyoelekezwa na sheria za nchi. Sehemu ya pili ni utunzaji wa mazingira kwa mujibu wa sheria za nchi, na tatu ni ubunifu wa biashara na mikakati endelevu katika biashara husika. Wabia wa SAGCOT walioshiriki katika uandaaji wa mwongozo wa IGG ni pamoja na The Nature Conservancy, World Wide Fund, International Union

for Conservation of Nature na CARE International chini ya mwenyekiti mwenza wa Ofisi ya Makamu wa Rais, Idara ya Mazingira.

Lengo kuu la IGG ni kuwezesha wabia wa SAGCOT kufanya shughuli zao kwa namna inayoheshimu sheria za nchi na kuwa endelevu. Wawekezaji wabia wa SAGCOT wakitumia mwongozo huu, wanaweza kujitathmini wenyewe na kutambua mapungufu mbalimbali katika utendaji wa kazi zao na kuchukua hatua za kuboresha mapungufu hayo. Wawekezaji walengwa wa kutumia mwongozo huu ni wazalishaji na wasindikaji wa ngazi ya chini, kati na wakubwa. Vile vile, mwongozo umetoa ushauri juu ya mambo ya ziada ya kuzingatia katika uwekezaji endelevu mbali na matakwa ya sheria za nchi. Hivyo, mwongozo unawapa wawekezaji uelewa juu ya namna bora ya kufanya biashara na kilimo katika ukanda wa SAGCOT. Wabia wa SAGCOT na wadau wengine wanahimizwa kutumia mwongozo huu si tu kwa manufaa ya biashara zao binafsi bali pia kwa kujenga misingi ya uchumi imara na mazingira endelevu kwa faida ya sasa na kwa siku zijazo.



**Ally Laay**

**Mwenyekiti wa Bodi ya Wakurugenzi,**

**Kituo cha SAGCOT,**

**Agosti 2019.**



## Shukrani

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Tafsiri isiyo rasmi ya maendeleo endelevu na shirikishi ni pale tu panapojumuisha ukuaji wa uchumi unaofaidisha wengi, unaoimarisha uhifadhi wa mazingira, unaoandaa biashara endelevu na unaojali ushirikishwaji wa jamii. Ili kuratibu utekelezaji wa azma hii, SAGCOT na wabia wake waliandaa kamati maalum inayojulikana kama **Green Reference Group (GRG)**. GRG inaratibu utekelezaji wa IGG kwa wabia wa SAGCOT chini ya uratibu wa Ofisi ya Makamu wa Rais ikishirikiana na Mwakilishi wa sekta binafsi. Mwongozo huu umegawanyika katika sehemu kuu tatu. Sehemu ya kwanza ni ushirikishwaji wa jamii kwa mapana yake kama inavyoelekezwa na sheria za nchi. Sehemu ya pili ni utunzaji wa mazingira kwa mujibu wa sheria za nchi, na tatu ni ubunifu wa biashara na mikakati endelevu katika biashara husika. Wabia wa SAGCOT walioshiriki katika uandaaji wa mwongozo wa IGG ni pamoja na The Nature Conservancy, World Wide Fund, International Union for Conservation of Nature na CARE

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.....  
**Geoffrey Kirenga**  
**Mkurugenzi Mtendaji**  
**Kituo cha SAGCOT**  
**Agosti 2019**

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## Orodha ya Vifupisho

CSR	Uwajibikaji wa Kampuni kwa Jamii
EIA	Tathmini ya Athari kwa Mazingira
EMA	Sheria ya Usimamizi wa Mazingira
EMP	Mpango wa Usimamizi wa Mazingira
GRG	Kikundi cha Ushauri kuhusu Kilimo Endelevu
IGG	Ukuaji wa Uchumi Jumuishi na Endelevu
IUCN	International Union for Conservation of Nature
OSHA	Mamlaka ya Usalama na Afya Kazini
PPE	Vifaa vya Kujikinga (Personal Protective Equipment)
SAGCOT	Mpango wa Kukuza Kilimo katika Ukanda wa Kusini mwa Tanzania
SCL	Kituo cha SAGCOT
TBS	Shirika la Viwango Tanzania
TFDA	Mamlaka ya Chakula na Dawa Tanzania
TNC	The Nature Conservancy
WWF	World Wide Fund for Nature

## Dhana ya Ukuaji wa Uchumi Jumuishi na Endelevu

Ukuaji wa Uchumi Jumuishi na Endelevu (IGG - Inclusive Green Growth) ni lengo la pamoja linalounganisha ukuaji wa uchumi endelevu na ushirikishaji wa jamii katika utekelezaji wa shughuli za kilimo-biashara. IGG ni msingi mkuu wa uendashaji wa Mpango wa Kukuza Kilimo katika Ukanda wa Kusini mwa Tanzania (Southern Agricultural Growth Corridor of Tanzania – SAGCOT).

SAGCOT ni ubia baina ya sekta ya umma na sekta binafsi, unaolenga kuleta mageuzi katika sekta ya kilimo katika ukanda wa kusini mwa Tanzania ili kuimarisha usalama wa chakula na kuboresha shughuli za wakulima wadogo pamoja na jamii kwa namna endelevu.

Mwongozo wa Ukuaji wa Uchumi Jumuishi na Endelevu (IGG guiding tool) unalenga kuwezesha na kutathmini uzingatiaji wa misingi ya Ukuaji wa Uchumi Jumuishi na Endelevu katika mpango wa SAGCOT. Mwongozo huu umeandaliwa na wadau wa SAGCOT kwa njia shirikishi. Wadau walioshiriki ni pamoja na TNC, WWF, IUCN, CARE International, Wazalishaji na Wasindikaji wa wadogo, wa Kati na Wakubwa. Jukumu la utekelezaji wa IGG linasimamiwa na Kamati ya Ushauri wa Kilimo Endelevu (Green Reference Group - GRG) chini ya uongozi wa Ofisi ya Makamu wa Rais kwa kushirikiana na sekta binafsi.

### 2.1 Lengo

Mwongozo huu unatoa maelekezo na kuweka vigezo vyaa Wazalishaji wa Kati na Wakubwa kuhusu namna ya uendeshaji wa shughuli za kiuchumi chini ya mpango wa SAGCOT.

### 2.2 Mawanda

Mwongozo huu ni kwa ajili ya Wazalishaji wa Kati na Wakubwa kulingana na misingi ya ubia ya SAGCOT ambayo inaelekeza kuhusu wajibu na majukumu ya washirika wa SAGCOT.

### 2.3 Muundo

Mwongozo huu umegawanyika katika sehemu kuu mbili ambazo ni: (i) vigezo vya uzingatiaji wa misingi ya IGG katika utekelezaji wa shughuli za kilimo-biashara na (ii) utekelezaji wa tathmini inayolenga kupima kiwango cha uzingatiaji wa misingi ya IGG.

Aidha, sehemu ya uzingatiaji wa misingi ya IGG imegawanyika katika makundi makuu matatu: ujumuishi, uhifadhi wa mazingira, na biashara endelevu. Kila kundi limegawanywa zaidi kama ifuatavyo: (a) vigezo vya msingi na (b) vigezo vya kimaendeleo.

- **Vigezo vya Msingi** (core requirements): vigezo ambavyo Wazalishaji Wa kati na Wakubwa wanapaswa kuzingatia kwa mujibu wa sheria husika za Tanzania.
- **Vigezo vya kimaendeleo** (developmental requirements): vinahusu maboresho endelevu kwa ajili ya Wazalishaji Wa kati na Wakubwa katika uzingatiaji wa misingi ya IGG chini ya ubia wa SAGCOT.

## 2.4 Marejeo

Mwongozo huu uliandaliwa kwa mujibu wa andiko la ‘SAGCOT Green Print’ ambalo linabainisha misingi mikuu ya IGG. Aidha, Sera na Sheria za kazi, hifadhi ya mazingira na uwekezaji zilizingatiwa katika uandaaji wa mwongozo huu. Kwa muktadha huo, SAGCOT inahimiza na kushauri washirika/wabia wake kuendelea kuzingatia sera na sheria husika zinazohusu uendeshaji wa shughuli zao.

## 3

## Utekelezaji wa Mwongozo

Ili kutekeleza mwongozo huu ipasavyo, orodha hakiki (check-list) imeandaliwa kwa lengo la kuwawezesha wabia wa SAGCOT kufanya tathmini ya utekelezaji wa misingi ya IGG.

- Tathmini: wabia watafanya tathmini kwenye uwekezaji kila mwaka kwa kutumia orodha hakiki.
- Utoaji Taarifa: Wabia watatoa taarifa za tathmini za mwaka na kukawasilisha SAGCOT kabla ya tarehe 31 Desemba ya kila mwaka.
- SAGCOT itachagua kwa njia nasibu taarifa za wabia kwa lengo la kuunda timu itakayofanya uhakiki wa hali halisi.
- SAGCOT itaandaa ripoti ya tathmini ya utekelezaji wa misingi ya IGG (kulingana na taarifa zitakazopokelewa). Muhtasari wa taarifa utaandaliwa na kusambazwa kwa wabia husika. SAGCOT haitoi taarifa ya mbia/uwekezaji kwa mtu nje ya uwekezaji husika bila ridhaa ya mbia husika. Taarifa fupi itakapohitajika kwa matumizi ya umma, sera ya mawasiliano ya SAGCOT itatumika kwa kuzingatia haki ya usiri ya biashara ya wabia.

### 3.1 Mchakato wa mapitio ya Mwongozo

Mchakato ufuatao utafuatwa katika kufanya mapitio ya mwongozo:

- SAGCOT itaunda Kamati ya Mapitio yenye uwakilishi kutoka kwa washirika wake kwa lengo la kufanya mapitio ya Mwongozo.
- SAGCOT itajumuisha maoni yotokanayo na ripoti za tathmini na fomu za mapendekezo ya marekebisho zinazopatikana SAGCOT kutoka kwa washirika wake wakati wa kufanya mapitio ya mwongozo.
- Majumuisho ya maoni yatatumwa kwa kamati ya Mapitio na tarehe

ya mwisho ya kutuma maoni ni mwezi Februari kila mwaka.

- Mapendekezo ya marekebisho ya mwongozo kutoka kwa Kamati yatatumwa kwa washirika wote ndani ya siku 30 za kalenda kwa ajili ya kupata maoni ya mwisho.
- Kamati itapokea mrejesho ndani ya siku 15 baada ya kutuma mapendekezo yake ya marekebisho ya mwongozo.
- Mwongozo uliofanyiwa marekebisho utachapishwa na kutumwa kwa wanachama ndani ya siku 15 baada ya kupokea mapendekezo ya mwisho kutoka kwa washirika.

### 3.2 Sifa za Wazalishaji wa Kati na Wakubwa

Wazalishaji wa Kati na Wakubwa wataendesha shughuli zao kwa mujibu wa Sera, Sheria na taratibu za nchi. Iwapo hakutokuwa na mwongozo, sifa zifuatazo zitazingatiwa:

#### **Wazalishaji wa Kati**

- Mara nyingi hutumia nguvu kazi ya kukodi
- Mtaji wa uwekezaji ni kati ya shilingi za kitanzania 50 milioni hadi 1 bilioni
- Uzalishaji wao hutumia mashine kwa wastani
- Uwezo wa uzalishaji ni wa wastani
- Ukubwa wa shamba ni kati ya hekari 10 hadi hekari 100

#### **Wazalishaji Wakubwa**

- Shughuli zinategemea mashine na teknolojia kwa kiasi kikubwa
- Ukubwa wa shamba ni zaidi ya hekari 100
- Uzalishaji unategemea nguvu kazi ya kukodi
- Mtaji wa uwekezaji ni zaidi ya shilingi za kitanzania 1 bilioni

### 3.3 Vigezo kwa ajili ya Wazalishaji wa Kati na Wakubwa

Misingi Jumuishi	
Vigezo vya msingi	Sheria husika
<b><u>Hadhi ya kisheria:</u></b> Wazalishaji watasajiliwa kwa mujibu wa sera na sheria za nchi.	<ul style="list-style-type: none"> <li>• Sheria ya Uwekezaji (1997)</li> <li>• Sheria ya Biashara (iliyofanyiwa marekebisho) Na. 3 ya mwaka 2012</li> <li>• Sheria ya Majina ya Makampuni (Usajili) Sura ya 213 ya mwaka 2015</li> <li>• Sheria ya Makampuni, Sura ya 212</li> <li>• Sheria ya Usawa wa Ushindani (iliyofanyiwa marekebisho) (2015)</li> </ul>
<b><u>Muundo wa Usimamizi:</u></b> Wazalishaji watakuwa na mifumo ya usimamizi inayoongozwa na katiba yao pamoja na taratibu za uendeshaji.	<ul style="list-style-type: none"> <li>• Sheria ya Biashara (iliyofanyiwa marekebisho) Na. 3 ya mwaka 2012</li> <li>• Sheria ya Majina ya Makampuni (Usajili) Sura ya 213 ya mwaka 2015</li> <li>• Sheria ya Makampuni Sura ya 212</li> <li>• Sheria ya Usawa wa Ushindani (iliyofanyiwa marekebisho) (2015)</li> </ul>
<b><u>Taratibu za uendeshaji:</u></b> Taratibu za uendeshaji zitakuwa na ufanisi na zitazingatia miongozo ya nchi.	<ul style="list-style-type: none"> <li>• Sheria ya Biashara (iliyofanyiwa marekebisho) Na. 3 ya mwaka 2012</li> <li>• Sheria ya Usalama na Afya Kazini (2003)</li> </ul>
<b><u>Sheria za ajira na kazi:</u></b> Wazalishaji watazingatia sera na taratibu za kazi za Tanzania.	<ul style="list-style-type: none"> <li>• Mwongozo wa Ukaguzi wa Rasilimali watu (2009)</li> <li>• Mwongozo juu ya Ajira (2011)</li> <li>• Sheria ya Ajira na Kazi, Na. 6 ya mwaka 2004)</li> </ul>
<b><u>Fursa sawa:</u></b> Mashirika ya wazalishaji yanayohusiana na SAGCOT hayatokuwa na ubaguzi na yataendeshwa kwa mujibu wa sheria za kazi.	<ul style="list-style-type: none"> <li>• Sheria ya Ajira na Kazi, Na. 6 ya mwaka 2004</li> <li>• Mwongozo juu ya Watu wenye Ulemavu (2004)</li> <li>• Sheria ya Mtoto (2009)</li> <li>• Sheria ya VVU/UKIMWI, Sura ya 2 kifungu cha 3 ya mwaka 2017</li> </ul>



<p><b><i>Ajira kwa Watoto:</i></b> Wazalishaji hawatoajiri watoto wala kutumia ajira ya kulazimishwa katika shughuli zao.</p>	<ul style="list-style-type: none"> <li>• Mwongozo wa Ukaguzi wa Rasilimali watu (2009)</li> <li>• Mwongozo juu ya Ajira (2011)</li> <li>• Sheria ya Mtoto (2009)</li> <li>• Sheria ya Ajira na Kazi, Na. 6 ya mwaka 2004</li> </ul>
<p><b><i>Utawala bora:</i></b> Wazalishaji watafanya bidii katika kudumisha utawala bora ikiwa ni pamoja na uwazi, uwajibikaji, na uadilifu kwa wadau na wabia kwa mujibu wa sheria husika za nchi.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Fedha (2018) (Vifungu vya Kodi)</li> <li>• Sheria ya Majina ya Makampuni (Usajili) Sura ya 213 ya mwaka 2015</li> </ul>
<p><b><i>Ushughulikiaji wa Migogoro:</i></b> Wazalishaji watakuwa na mbinu za ushughulikiaji wa migogoro kulingana na taratibu za serikali.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Biashara (iliyofanyiwa marekebisho) Na. 3 ya mwaka 2012</li> <li>• Sheria ya Mahakama (Ushughulikiaji wa migogoro ya ardhi) (2002)</li> <li>• Sheria ya Ajira na Kazi, Na. 6 ya mwaka 2004</li> </ul>
<b>Misingi ya Biashara Endelevu</b>	
<b>Vigezo vya msingi</b>	<b>Sheria husika</b>
<p><b><i>Uzingatiaji wa Sheria na Taratibu za Usimamizi wa Fedha:</i></b> Wazalishaji watafuata sheria na taratibu husika za fedha.</p>	<ul style="list-style-type: none"> <li>• Sera ya Uwekezaji (1997)</li> <li>• Sheria ya Biashara (iliyofanyiwa marekebisho) Na. 3 ya mwaka 2012</li> <li>• Sheria ya Majina ya Biashara (Usajili), Sura ya 2013 (2015)</li> <li>• Sheria ya Fedha (Vifungu vya Kodi)</li> </ul>
<p><b><u>Umiliki wa Hati (certification) kutoka kwa mamlaka za udhibiti</u></b> : Wazalishaji watazingatia sifa na masharti ya mamlaka za udhibiti (TFDA, TBS, nk.).</p>	<ul style="list-style-type: none"> <li>• Sheria ya Mamlaka ya Chakula na Dawa Tanzania (2003)</li> <li>• Sheria ya Viwango (2009)</li> </ul>
<p><b><i>Muunganiko wa kibiashara (business linkages):</i></b> Wazalishaji watatathmini fursa za biashara zitakazowawezesha wazalishaji wadogo kupata fedha kutoka mfuko wa maendeleo wa SAGCOT.</p>	<ul style="list-style-type: none"> <li>• Misingi ya IGG ya SAGCOT</li> <li>• Sheria ya Mikataba (2002)</li> </ul>

<p><b><u>Upatikanaji wa Masoko:</u></b> Wazalishaji watatathmini fursa za masoko ambazo zitawawezesha wazalishaji wadogo kupata masoko endelevu.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Baraza la Uwezeshwaji wa Kiuchumi, Na 16 ya mwaka 2004</li> </ul>
<p><b><u>Msaada kwa Wazalishaji Wadogo:</u></b> Wazalishaji watatoa msaada wa kiufundi kwa wazalishaji wa malighafi Wazalishaji watasaidia kupata fursa za misaada ya kifedha. Wazalishaji watasaidia kupata masoko endelevu</p>	<ul style="list-style-type: none"> <li>• Sheria ya Mikataba (2002)</li> <li>• Misingi ya IGG ya SAGCOT</li> <li>• Misingi ya Ubia za SAGCOT</li> <li>• Sheria ya Kukodisha (2008)</li> <li>• Sheria ya Benki na Taasisi za Fedha (2006)</li> <li>• Sheria ya Vyama vya Ushirika (Cooperative Societies Act), Na. 6 ya mwaka 2013</li> </ul>
<p><b><u>Thamani ya mchango wa uwekezaji katika jamii:</u></b> Wazalishaji watasaidia kujenga uwezo kwa wanajamii ili kuboresha hali za maisha.</p>	<ul style="list-style-type: none"> <li>• Misingi za IGG ya SAGCOT</li> </ul>
<p><b>Misingi ya Uhifadhi wa Mazingira</b></p>	
<p><b>Vigezo vya msingi</b></p>	<p><b>Sheria husika</b></p>
<p><b><u>Mbinu bora za Usimamizi wa Mazingira:</u></b> Wazalishaji wawe na mipango ya usimamizi wa mazingira na waitumie ipasavyo.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Usimamizi wa Mazingira (2004); Tathmini ya Athari kwa Mazingira (EIA) na Sheria ya Ukaguzi wa Mazingira (2015)</li> <li>• Sheria ya Mimitu (2002)</li> <li>• Sheria ya Usalama wa Viumbe hai (biosafety) (2008)</li> <li>• Sheria ya Usimamizi wa Rasilimali za Maji (2009)</li> <li>• Viwango vya Ubora wa Maji (2007) na sheria Ndogo husika;</li> <li>• Sheria ya Wanyamapori Tanzania (2009)</li> <li>• Sheria ndogo ya jamii husika (mfano: Sheria Ndogo ya Kamati ya Maliasili ya Kijiji/ Kamati ya Mazingira ya Kijiji , nk.)</li> </ul>

<p><b><u>Afya na Usalama Kazini:</u></b> Wazalishaji watazingatia taratibu na matakwa ya Afya na Usalama Kazini.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Afya na Usalama Kazini, Na. 5 (2003)</li> <li>• Sheria ya Usimamizi wa Mazingira (2004)</li> <li>• Sheria ya Zimamoto na Uokoaji (2007)</li> <li>• Sheria ya Fidia kwa Wafanyakazi (2015)</li> </ul>
<p><b><u>Mbinu za Kilimo Bora:</u></b> Wazalishaji wanafahamu na wanazingatia mbinu bora ya kilimo endelevu ili kuimarisha uzalishaji na uhifadhi wa mazingira.</p>	<ul style="list-style-type: none"> <li>• Sera ya Taifa ya Kilimo (2013)</li> <li>• Sheria ya Taifa ya Umwagiliaji (2013)</li> <li>• Sheria ya Mbolea (2011)</li> <li>• Mwongozo wa Kilimo Bora na Ufugaji (2016)</li> <li>• Mwongozo wa Kilimo kinachozingatia Mabadiliko ya Tabianchi 2017</li> <li>• Sheria ya Wanyamapori Tanzania (2009)</li> </ul>
<p><b><u>Matumizi salama ya kemikali za kilimo:</u></b> Wazalishaji wanafahamu na wanazingatia taratibu stahiki juu ya matumizi na usimamizi wa kemikali za kilimo.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Mbolea (2011)</li> <li>• Sheria ya Udhibiti ya Viuatilifu (1984)</li> <li>• Sheria ya Usimamizi wa Mazingira (2004)</li> </ul>
<p>Usimamizi wa Taka: Wazalishaji watakuwa na mipango na mikakati ya usimamizi wa taka.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Usimamizi wa Mazingira (2004)</li> <li>• Sheria ya Usimamizi wa Rasilimali za Maji (2009)</li> <li>• Sheria Ndogo za jamii</li> <li>• Sheria ya Udhibiti ya Viuatilifu (1984)</li> <li>• Sheria ya Taifa ya Umwagiliaji (2013)</li> </ul>
<p><b><u>Uhifadhi wa vyanzo vya maji na rasilimali maji:</u></b> Wazalishaji watachukua hatua stahiki ili kuhifadhi maji na rasilimali maji pamoja na kutumia teknolojia yenye ufanisi na kuzingatia mbinu bora</p>	<ul style="list-style-type: none"> <li>• Sheria ya Usimamizi wa Mazingira (2004)</li> <li>• Sheria ya Usimamizi wa Rasilimali za Maji (2009)</li> <li>• Sheria Ndogo za jamii</li> <li>• Sheria ya Taifa ya Umwagiliaji (2013)</li> </ul>
<p><b><u>Usimamizi na Udhibiti wa Uchafuzi wa Mazingira (Maji, Hewa, Ardhi, Kelele):</u></b> Wazalishaji watachukua hatua stahiki ili kudhibiti uchafuzi wa mazingira.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Usimamizi wa Mazingira (2004)</li> <li>• Mwongozo wa Kilimo kinachozingatia Mabadiliko ya Tabianchi 2017</li> </ul>

## Vigezo vya Kimaendeleo

Andaa Mpango Kazi unaozingatia misingi, vipaumbele na shabaha za IGG kwa mwaka.

Andaa muhtasari wa taarifa ya mwaka ya maendeleo ya utekelezaji kwa kuzingatia mpango kazi wa mwaka uliopita.

Andaa mipango ya taasisi yenye kulenga kusaidia ajira kwa wanawake, watu wa pembezoni, na watu wenye ulemavu.

Chagua kilimo asilia (organic farming) na mipango ya kumiliki hati za mazingira kwa hiari kwa ajili ya kuwezesha uzalishaji wa mazao yenye ubora wa juu kwa lengo la uhifadhi wa mazingira na kupata masoko maalum (premium markets).

Chukua hatua za kudumisha matumizi ya nishati rafiki kwa mazingira na teknolojia zinazowezesha kuokoa matumizi ya maji kwa lengo la kupunguza madhara kwa mazingira.

Weka programu za mafunzo kwa ajili ya kujenga uwezo wa wafanyakazi.

Ongeza juhudi za kusaidia wazalishaji wadogo kupata masoko endelevu

Toa msaada wa kitaalam na uzoefu, rasilimali fedha kwa wazalishaji wadogo pamoja na kuwaunganisha na taasisi nyingine wezeshi.

Wazalishaji watafanya juhudi kuchangia katika maendeleo ya jamii inayowazunguka kwa kuweka mikatati kama vile kutoa ajira na kujenga uwezo wa jamii husika, kilimo mkataba, huduma za ugani na kuwawezesha kupata teknolojia bora.

## ORODHA HAKIKI (CHECK-LIST)

Ili kuwezesha uendeshaji wa tathmini ya utekelezaji wa mwongozo huu, orodha hakiki (check-list) imeandaliwa kwa kuzingatia vigezo vya msingi na vigezo vya kimaendeleo (core and developmental requirements). Wazalishaji wa Kati na Wakubwa wa SAGCOT watatumia Mwongozo huu kwa ajili ya kufanya tathmini yao wenyewe kuhusu uzingatiaji wa misingi ya IGG.

### Tamko kuhusu utoaji wa taarifa

Taarifa zote zitakazokusanywa wakati wa tathmini kwa mujibu wa mwongozo huu zitachukuliwa kama taarifa nyeti na kuhifadhiwa kwakuzingatia usiri ili kuhakikisha zinatumiwa kwa malengo yaliyokusudiwa.

### Taarifa za Mtathminiwa

<i>Jina la Taasisi:</i>	
<i>Aina ya Kampuni :</i>	
<i>Makao Makuu:</i>	
<i>Eneo la Kazi (Mkoa):</i>	
<i>Jiji/Wilaya/Manispaa/Mji:</i>	
<i>Kijiji/Mtaa/Kata/Tarafa:</i>	
<i>Mhusika 1:</i>	
<i>Cheo:</i>	
<i>Namba ya Simu:</i>	
<i>Barua pepe:</i>	
<i>Mhusika 2:</i>	
<i>Cheo:</i>	
<i>Namba ya Simu:</i>	
<i>Barua pepe:</i>	

## Namna ya kutathmini uwekezaji kwa kutumia Mwongozo

- Toa maoni kwa ufupi kwa kila alama inayotolewa
- Kama swali halihusiani na aina ya kampuni, andika ‘Haihusiki’ kisha toa maelezo kama inavyofaa.

## Maelezo kuhusu utoaji wa alama

Katika tathmini ya uzingatiaji wa mwongozo huu, alama kuanzia 1 hadi 5 zitatolewa. ‘1’ ni alama ya kiwango cha chini cha uzingatiaji wa misingi ya IGG na ‘5’ ni alama ya kiwango cha juu. Tafadhali andika alama iliyochaguliwa kwa kila kundi ndani ya mabano ili kubainisha kiwango cha uzingatiaji wa misingi ya IGG.

Dhaifu sana 1	Dhaifu 2	Wastani 3	Nzuri 4	Nzuri sana 5
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## Maswali yanayohusu Vigezo vya msingi

### i. Uzingatiaji wa Misingi ya Jumuishi (pointi 30)

#### a) Aina ya Kampuni

- Je, kampuni yenu ni ya aina gani? (Kampuni ya Mmiliki Mmoja, Kampuni ya Dhima yenye Kikomo, n.k.)  
(.....)
- Je, kampuni yenu ina muundo rasmi wa uendeshaji/ usimamizi wa shughuli? Kama HAPANANA, ni lini mtauandaa? Je mnahitaji kuwezesha na SAGCOT? Toa maelezo  
(.....)

#### b) Taratibu za uendeshaji.

- Je, mnamiongozoyauendeshajikamavileSerayaRasilimaliwatu,nk (kama NDIYO, itaje) (.....)

#### c) Sera ya Ajira na Kazi:

- Mna wafanyakazi wangapi? Wanawake:.....

Wanaume:.....

- Wangapi wana mikataba rasmi? Wanawake:.....  
Wanaume:.....
- Je, mnalipa makato yao ya kisheria? (.....)
- Je, mnafuata sheria ya Ajira na Kazi? (likizo ya mwaka, likizo ya kuuguliwa, malipo kwa ajili ya masaa ya ziada, nk) Toa maelezo (.....)

**d) Kutokuwa na ubaguzi:**

- Je, kampuni yenu ina sera inayopinga ubaguzi (jinsia, dini, ukabila, umri) na je wafanyakazi wanaifahamu?
- Je, mnalipa stahiki sawa kwa makundi yote bila kubagua jinsia? (.....)
- Je, mna taratibu bayana za kinidhamu zinazowahakikishia wafanyakazi haki na usawa? (.....)
- Je, kuna uelimishaji kuhusu unyanyasaji wa kijinsia kazini katika shirika lenu? (.....)

**e) Utawala bora**

- Je, kuna mikutano ya mara kwa mara na wafanyakazi kuhusu masuala yanayowahusu? (.....)
- Je, kampuni ina mifumo inayoweza wafanyakazi kutoa maoni yao?

**f) Ajira kwa watoto**

- Je, kampuni ina sera inayokataza ajira kwa watoto na je inatekelezwa? (.....)

**ii. Misingi ya Biashara Endelevu (alama 30)**

**a) Uzingatiaji wa sheria na taratibu za kifedha:**

- Je, kampuni inafanya ukaguzi wa vitabu vya fedha kila mwaka kwa mujibu wa sheria? (.....)

**b) Umiliki wa Hati na leseni husika (certification) kutoka kwa mamlaka za udhibiti:**

- Je, shirika lenu lina leseni na hati zote zinazohitajika kwa ajili ya kuendesha shughuli zake? (.....)
- Je, leseni na hati zenu tajwa hapo juu hazijaisha muda wake wa kutumika?

**c) Ushughulikiaji wa Migogoro:**

- Je, kuna taribu za kushughulikia migogoro na inajulikana kwa wafanyakazi? (.....).
- Je, taratibu hizi zinafuatwa? (.....).

**d) Uwezesaji kwa Wazalishaji wadogo wanaoshirikiana na kampuni:**

- Je, kuna mikataba rasmi na wazalishaji wadogo wanaofanya kazi na kampuni yenu? (.....)
- Je, wazalishaji wadogo wanafahamu kwa undani vipengele vya mikataba baina yao na kampuni yenu? (.....)
- Je, kampuni inawezesha kitaalam na kifedha wazalishaji wadogo ambao mna mkataba nao? (.....)
- Je, kampuni inawezesha wazalishaji wadogo kuandaa mikakati ya uanzishaji na ukuzaji wa biashara? (.....)
- Je, mnawezesha wazalishaji wadogo kufikia masoko? (.....)

**e) Umiliki wa Ardhi**

- Je, kampuni yenu inaumiliki wa aina gani wa ardhi inayotumika kwa uwekezaji? (.....)
- Je mna changamoto zozote juu ya umiliki wa ardhi baina yenu na vijiji vinavyowazunguka? Kama NDIYO, mnazishughulikiaje? (.....)



**f) Mchango wa Uwekezaji na uwezesaji wa jamii jirani:**

- Je, kampuni yenu inashirikiana na jamii jirani?
- Je, ni kwa namna gani? (.....)
- Je, mna mpango wa muda mrefu wa kufanya kazi na jamii jirani? (.....)

**iii. Misingi ya Uhifadhi wa Mazingira (alama 35)**

**a) Maarifa na Stadi za uhifadhi wa mazingira**

- Je, kampuni ina sera na mpango wa uhifadhi wa mazingira? (.....)
- Je, kampuni ina afisa anayehusika na usimamizi wa mazingira? (.....)
- Je, kampuni ina hati ya Tathmini ya Athari kwa Mazingira (EIA)? Kama HAPANA, kuna mpango gani? Kama NDIYO, unatekelezeka? (.....)
- Je, kampuni yenu inafanya ukaguzi wa mazingira mara kwa mara? (.....)

**b) Afya na Usalama Kazini**

- Je, kampuni ina sera ya afya na usalama kazini? (.....)
- Je, kampuni inazingatia masharti ya Mamlaka ya Usalama na Afya Kazini?
- Je wafanyakazi wanapewa mafunzo ya afya na usalama kazini?
- Je, wafanyakazi wanapewa vifaa vya kujikinga na je wanavitumia?
- Je, kampuni ina kisanduku cha huduma ya kwanza katika maeneo husika?
- Je, kampuni ina afisa anayehusika na Afya na Usalama Kazini?
- Je, kampuni inatoa huduma ya afya kazini kwa ajili ya wafanyakazi?

**c) Matumizi salama ya kemikali zinazotumika katika kilimo**

- Je, kampuni inadhibiti vipi matumizi ya kemikali za kilimo pamoja na vitu vingine hatarishi ili kupunguza madhara kwa binadamu na mazingira? (.....)
- Kampuni ina mkakati gani wa kushughulikia ajali, au uvujaji wa kemikali katika maeneo ambayo yanatumika kuhifadhi au kuchanganya kemikali? (.....)
- Je, kampuni inafahamu aina za kemikali zilizopigwa marufuku na je inazingatia sharti hilo?

**d) Usimamizi wa taka**

- Je, kampuni inazingatia taratibu na sheria za usimamizi wa taka? (.....)
- Mna mikakati gani ya usimamizi wa taka inayotokana na shughuli zenu za uzalishaji? (.....)
- Je, wafanyakazi na viongozi wanaohusika katika kampuni yenu wamepeva mafunzo juu ya usimamizi wa taka? (.....)

**e) Uhifadhi wa rasilimali na vyanzo vya maji**

- Je, kampuni inazingatia utaratibu wa umbali wa mita 60 kutoka kwenye kingo za mito? (.....)
- Je, kampuni ina mbinu au mikakati ya kiteknolojia itakayoweza matumizi bora ya maji na inatekelezaje? (.....)
- Je, kampuni ina mkakati wa kutekeleza Kilimo kinachohimili Mabadiliko ya Tabianchi na je hii inatekelezwa? (.....)

**f) Udhibiti wa Uchafuzi wa Mazingira (maji, hewa, na kelele):**

- Je, kampuni inashughulikia vipi udhibiti wa uchafuzi wa maji, hewa, na kelele katika shughuli zake za uzalishaji? (.....)

**g) Mipango ya usimamizi wa bioanuwai na maeneo ya hifadhi**

- Kampuni inaendelezaje maeneo ya ushoroba (buffer zones) (mapori yanayozunguka maeneo yaliyohifadhiwa), maeneo muhimu ya bioanuwai, na maeneo ya urithi wa kiutamaduni na kidini.

**iv. Maswali kwa ajili ya Vigezo vya kimaendeleo (alama 50)**

- a) Je, kampuni yenu ina mpango kazi wa mwaka kwa ajili ya utekelezaji wa misingi ya Ukuaji wa Uchumi Jumuishi na Endelevu (IGG)? (.....)

Kama NDIYO, tafadhali onesha ushahidi wa uwepo wa mpango kazi huu kwa ajili ya uthibitisho. Vile vile fahamu ya kwamba mpango kazi unaweza kuwa sehemu ya mkakati wa kampuni kwa mwaka kwa ujumla wake.

- b) Je, mmeandaa ripoti fupi ya utekelezaji wa malengo ya mwaka uiopita? (.....)
- c) Je, kampuni yenu ina mkakati kwa ajili ya wazawa? Je, unatekelezwa?

Mfano:Je ukodishaji wa wataalam na ununuzi wa malighafi unafanyika ndani ya nchi?

- d) Je, kampuni ina sera ya ajira inayolenga wanawake, walemavu, na watu wengine walioko katika mazingira magumu kama vile watu wanaoishi na VVU-UKIMWI?
- e) Je, kampuni ina mkakati, mpango, au mwongozo (mfano utekelezaji wa kilimo kinachohimili mabadiliko ya tabianchi) wenye lengo la kuhakikisha kuwa shughuli za uzalishaji hazileti madhara makubwa kwa tabianchi?
- f) Je, kampuni yenu inamiliki hati ya uzingatiaji wa viwango vya uzalishaji au inashirikiana na taasisi nyingine yenye hati kama hizo na je, hii inachangia vipi kufikia misingi ya Ukuaji wa Uchumi Jumuishi na Endelevu (IGG)? (.....)

- g) Je, kampuni ina sera juu ya nishati banifu na endelevu na matumizi bora ya maji? Ni hatua zipi zilichukuliwa mwaka uliopita ili kufikia malengo ya sera hii?
- h) Ni kwa namna gani kampuni inawapa wafanyakazi fursa za kujiendeleza kwa ajili ya kuongeza tija katika uzalishaji? (.....)
- i) Je, kampuni yenu ina mikakati gani ya kitaalam, kiuendeshaji na kiuchumi inayolenga kuwawezesha wazalishaji wadogo kupata masoko. (.....).
- j) Je, kampuni ina mipango gani kuhusu kuimarisha ushirikiano na uhusiano na jamii inayoizunguka?

## Maoni

### Maoni ya Ujumla kuhusu Tathmini

.....

.....

.....

.....

.....

### Mapendekezo ya uboreshaji wa Mwongozo

Tafadhali toa mapendekezo yoyote kwa ajili ya kuboresha mwongozo huu.

.....

.....

.....

.....

## Muhtasari wa alama za tathmini

Na.	Vigezo vya uzingatiaji wa misingi	Alama zilizogawiwa	Alama zilizopatikana	alama katika asilimia
1	Misingi ya Ukuaji Endelevu na Jumuishi	30	x	x/30X 100
2	Misingi ya Biashara Endelevu	30	x	x/30 X 100
3	Misingi ya Utunzaji wa Mazingira	35	x	x/35 X 100
4	Vigezo vya Kimaendeleo	50	x	x/50 X 100
<b>Jumla ya alama</b>				

Dhaifu sana Chini ya 20%	Dhaifu (20-39%)	Wastani (40-59%)	Nzuri (60-79%)	Nzuri sana (80-100%)
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*Ufunguo wa Jedwali*

## Fomu ya kukubali kushiriki katika Tathmini ya utekelezaji wa Misingi ya Ukuaji wa Uchumi Jumuishi na Endelevu (IGG)

Jina la Kampuni: .....

Jina la mwendesha tathmini: .....

Mimi ..... nimekubali kushiriki katika tathmini hii. Lengo la tathmini hii limeelezwa na kueleweka vizuri kwangu.

Nakubali kuwa ushiriki wangu utabaki wa siri      NDIYO      HAPANA

(tafadhali chagua)

Nakubali kuwa, mwendesha tathmini anaweza      NDIYO      HAPANA

kuchukua picha/video/sauti yangu katika zoezi hili

Nakubali kuwa taarifa zitakazokusanywa katika      NDIYO      HAPANA

tathmini hii zitatolewa kwa mtu wa tatu huku jina langu likibaki kuwa siri

Saini.....

Jina la mshiriki.....

Tarehe.....

## **Kiongozi wa Timu ya Tathmini:**

Tathmini iliongozwa na:

*Jina Kamili:*

*Cheo:*

*Saini:*

*Tarehe:*



**ANNEX 1**

**SUMMARY OF REGULATORY  
REQUIREMENTS TO HELP SAGCOT PARTNERS  
IMPROVE COMPLIANCE WITH TANZANIA  
LAWS AND REGULATIONS**



## 1. INSTITUTION: NEMC

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
EIA	145 days (refer Obasanjo)	Permanent unless serious violation	-Registration fee=200,000 -Review cost depending value of investment categories e.g <5bill cost if 4mil. -consultant fees (negotiation between proponent and consultant) -transport cost during site verification	-land ownership status (lease agreement, title deed, derivative title) -	- <b>Fine:</b> between 500,000 to not exceeding 10 mill -imprisonment from 2 years not more than 7 years.	Southern highland zone, Mbeya. Zonal manager +255 2502469 Email: <a href="mailto:mbeyanemc@gmail.com">mbeyanemc@gmail.com</a>	Reference: EIA and audit regulation 2005. (Amended 2018) Website: <a href="http://www.nemc.or.tz">www.nemc.or.tz</a>
Provisional Environmental Clearance	No specific time but should be short	4 months	No	Application Letter			
Initial Environmental Audit (for projects without EIA). Otherwise is only EIA	Subject to NEMC's improvement order letter	5 years' time but review should be done.	As EIA	All relevant documents associated with that investment	As EIA compliance		
Regular EA (has no certificate, it base on the EIA report looking at EMP)							

Fees and Charges						
	NA	Annually	NA	NA	NA	Same
-Annual Environment management fee and other charges (regulation 2018; GN number 167, published 27 <sup>th</sup> April, 2018 )						
<b>2. INSTITUTION: WMA</b>						
Certification Weighing machine	1 day	Annually	Varies according to type of measuring instrument	Application letter and respective measuring instrument	100,000 to 50mil depending on estimated impact caused. Compounding cost is 300,000 to 50mil or up to 2 years' imprisonment or both.	Regional manager, Mobile: 0718 259320 Email: <a href="mailto:mbeva@wma.go.tz">mbeva@wma.go.tz</a> Website: <a href="http://www.wma.go.tz">www.wma.go.tz</a> WMA Acr 2002 cap 3-40 general regulations 2016.
Verification of measurements of packaged products.	1 day	Annually	Varies according to denomination of measures and volume of production annually (e-g 0 to 100 pays Tsh 30,000)	Batch number and lot size For imported: Factory on bond	As above	As above

3. INSTITUTION: TRA							
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Tax identification Number (TIN).	Approx. 1day but also online	Lifetime In case of business closure, notify TRA	None	-Locals: National ID or number -Foreigners: passport	<b>Fine:</b> To a fine of not less than 20 currencies and more than 50 currencies points (currency point 1 = tsh 15,000) or the imprisonment for a term of not more than six months or both.	Zonal manager,	Call Centre:(free) 0800780078 & 0800750075 Website: <a href="http://www.tra.go.tz">www.tra.go.tz</a>
<b>Foreigner:</b> consult BRELA		Write and letter for Tax clearance if leaving the business					
4. INSTITUTION: TBS							
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details

TBS Mark	Depend on category of the products: 3 days since application deliver to TBS office; 14 working days for sample taken from the processors to laboratory. 7days if everything is clear they will issue TBS Mark.	To be renewed annually	Test charges ( depends on type of the products and size of investment; Transport cost ( depends on the distance of investment from TBS Offices); Inspection cost.	Application letter; Business license and Business names (issued by BRELA); Environmental Clearance (issued by NEM(C); Product barcode;	Penalties for illegal use of TBS mark (fine and or imprisonment) around 20M to 60M)	Hotline: +0800 110827. P.O.Box 9524 DSM. +255 222450206/ 2450298/ 2451763-6. Nukushi +255 222450959. Barua pepe: <a href="mailto:info@tbs.go.tz">info@tbs.go.tz</a> . Southern Highlands Zone: P.O.Box 1674, Mbeya. Telephone: 0252502848. Mobil: +255 717 060536. Fax: 0252502848	<a href="http://www.tbs.go.tz">www.tbs.go.tz</a>
<b>For SMEs, SIDO to provide:</b> Introduction letter and assessment report, Food processing certificate	1 week	Permanent	Tsh 50,000	None	Closing business by TBS	Regional managers. For Njombe: Mobile 0784 798499 and 0767 698499 <a href="mailto:njombe@sido.go.tz">njombe@sido.go.tz</a>	Website: <a href="http://www.sido.go.tz">www.sido.go.tz</a>
TBS License	Procedures as above						
Batch Certification	3 days Imported products	Upon release of every batch. If imports: show certificate of conformity (COC)	If no COC: - product test charges -inspection charges (very consignment)	-Application letter and COC -TRA documents -List of products	-15% of the value of consignment (TRA Assessed) -if product doesn't conform to TBS standard – pay destruction cost ranging from 3 to 5 million. -re-export to original country.		

## 5. INSTITUTION: RUFJI WATER BASIN AUTHORITY

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Reference Documents
Provisional Water Use Permit	Minimum of four Months. Determined by board meeting schedule and stakeholders consultation.	One to five years (depends on type of Water Use but ranges)	Application Fee 100,000/= and 300,000/= (Depends on type of use)	<ul style="list-style-type: none"> <li>-Land ownership status document.</li> <li>-Dully completed application form issued by RWB.</li> <li>-Feasibility study of the project.</li> <li>-Detailed Design of infrastructure</li> <li>-Business Licenses.</li> </ul>	Up to 1,500,000/= or six month imprisonment or both.	<ul style="list-style-type: none"> <li>-Rufiji Basin Water Officer</li> <li>-Tel. 026 2720 951</li> <li>- Email: basins.rufiji@maji.go.tz</li> </ul>	<ul style="list-style-type: none"> <li><a href="http://www.maji.go.tz">www.maji.go.tz</a></li> <li>-The Water Resources Management Act No. 11 of 2009,</li> <li>-Water Abstraction, Use and Discharge Regulations 2010 , GN. No 190 published on 21/05/2010</li> </ul>
Final Water Use Permit	One Month	Five to ten Years depending on type of use and size of investment subject to review and or renewed	-Annual water user Fee depending on type of use and amount of water required, Not less than 300,000/=	<ul style="list-style-type: none"> <li>-Provisional Permit</li> <li>-EIA certificate</li> <li>-Completion report of infrastructure</li> </ul>	As above	As Above	As above

Provisional Waste water Discharge Permit (if required)	Minimum of four Months	One Year	Application Fee 300,000/=	-Land ownership -Dully completed application form issued by RWB -Feasibility study -Detailed Design of infrastructure	Between 1,500,000/= and 3,000,000/=. Damage related to discharge are punishable by EMA. 2004.	As Above	As Above and EMA.2004
Final Waste Water Discharge Permit	One Month	Five Years	-Annual Discharge fee depending on amount of discharge but not less than 500,000/=	-Completion report of infrastructure -Water Quality compliance report	NA	As Above	As Above
<b>6. INSTITUTION: ASSISTANT COMMISSIONER FOR LANDS</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Reference Documents</b>
Certificate of right of occupancy	30 to 90 days after receive documents from District Council	Not exceeding 99 years subjected to be renewed after expired	Application fee 20,000/=. Registration fee (20% of the land rent). Preparation fee (50,000/=). Stamp duty (15% of the land rent Deed Plan fee (20,000/=). Land Rent (depend on the	<b>Category 1 applicant:</b> Institutions/ Organizations under trustee; Citizenship or trustee (passport/birth certificate/ National ID). Consent/ Certificate of approval from RTTA.	None	Assistant Commissioner for lands Southern highland zone: Telephone: +255 252502127 Email: <a href="mailto:jane.darra@lands.go.tz">jane.darra@lands.go.tz</a>	<a href="http://www.tic.go.tz">www.tic.go.tz</a> land Act. No. 4 1999 and Village Land act. 5 1999 <a href="http://www.ardhi.go.tz">www.ardhi.go.tz</a>

			<p>size of the land and rate of the specific land) Survey fee. Premium fee (2.5% of the market value of the land).</p>	<p>Constitution of the organization. Act. Establish that institution for reference purposes. <b>Category two:</b> Companies Citizenship of the directors; Citizenship or trustee (passport/birth certificate/ National ID). MEMAT of the association. Certificate of incorporation. Certificate of registration. The Act. Establish the company for reference. Certificate of incentives for foreign companies (issued by TIC) <b>Category three:</b> Other organizations local. Citizenship. Act. that establish that organization. Constitution for CSO.</p>			
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Land Rent	One Day	Annually	As estimated on the certificate of right occupancy	Title deed.	Interest of 1% monthly of unpaid amount after six months from the beginning of the financial year.	As above	As above
<b>7. INSTITUTION: COMMISSIONER OF LABOUR</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Documents for Details</b>
Work permit	10 working days	2 years renewable	<p><b>Class A:</b> 1,000 USD for investors</p> <p><b>Class B:</b> USD 500 for specified professionals e.g Doctors.</p> <p><b>Class C:</b> Other professionals including CEO is 1,000 USD.</p> <p><b>Class D:</b> charitable activities are USD 500.</p> <p><b>Class E:</b> refugees – free and given by Minister Internal Affairs.</p>		10 million fine or imprisonment for 12 months or both.	For application visit office of Commissioner of Labor, email: <a href="mailto:ps@kazi.go.tz">ps@kazi.go.tz</a> . For further assistance visit regional office, Mbeya, Njombe, Iringa etc.....	website: <a href="http://www.kazi.go.tz">www.kazi.go.tz</a>



## 8. INSTITUTION: COMMISSIONER OF LABOUR

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Registration	14 working days	Permanent	free	TIN of employer. Names of employees featuring date of birth, professionalism, type of contract.	50 Million fine	Customer service hotline: 0800110028 or 0800110029. Southern highland zonal office: +255 737344015	Website: <a href="http://www.wcl.go.tz">www.wcl.go.tz</a>
Contributions	Every month	Time of employee working with that company	1% of salary Gross of each employee. Note: Employer supposed to contribute	WCP 1 and WCP 1 attachment.	10% of the amount an employer is required to contribute for such specific month	As above	As above

9. INSTITUTION: IMMIGRATION SERVICE

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Residence Permit Class A for shareholder.	14 working days	2 years renewable	Range from USD \$ 1,000 to \$ 3,000 depends on cost of investment and country of origin.	Immigration form number (T.I.F-1). Work permit. MEMART. Constitution of organization (NGOs). TTN. Certificate of Business Registration/ Incorporation. Copy of passport (all pages) CV of applicants. Job description. Covering letter from the company/ association.	USD \$ 600 for 2 months.	HQ: Telephone: Email: Regional office, Njombe: Telephone: +255 743651604 Email:	<a href="http://www.immigration.go.tz">www.immigration.go.tz</a>
Residence Class B employees (foreigners)	14 working days	2 years	USD \$ 500 (East African countries) to \$ 2000 (None East Africa)	As above	As above	As above	As above

10. INSTITUTION: BRELA (5 areas: registration of companies, business name, trade and service marks; patents; granting industrial license and business licensing category A – for mainland only (big businesses country wide))							
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
<b>Registration of Company:</b> Local companies (Certificate of incorporation)	Upon submission of documents – approx- 1 day.	Life time	Maximum Tsh 522,200 (capital above tsh 50 mill), minimum tsh 177,200 capital tsh 20,000 to 1 mil).	National IDs for local and Passport if foreigner, TIN, MEMART, form 14B, Consolidated form from the BRELA system, ethics form.	None	CEO, BRELA New Ushirika Towers, 6 <sup>th</sup> Floor, Lumumba str, Southern highlands zone, Zonal Manager. Mobile 0755014014, email: <a href="mailto:Mohamed.songoro@brela.go.tz">Mohamed.songoro@brela.go.tz</a>	Form 14B available on website <a href="http://www.brela.go.tz">www.brela.go.tz</a> -Link to systems documents <a href="https://ors.brela.go.tz/ors/start?returnUrl=%2fbrela%2fprod%2fors">https://ors.brela.go.tz/ors/start?returnUrl=%2fbrela%2fprod%2fors</a>
Foreign companies (Certificate of compliance)	Certified MEMART & certificate of incorporation	Lifetime	Registration of company USD 1,100	As above	As above	As above	
Certificate of Trade Mark	90 days (60 for objections -publication, 30days preparation of certificate)	7 years' initial period and renewable for 10 years consecutively.	Tsh 125,000	For Tanzanian fill TM1 form- available from BRELA website. Foreigner: appoint Tanzanian representative to fill TM2 form.	None	As above	

Patent Certificate	90 days	20 years	Tsh 2,2,000	Detailed information on invention	None	As above	As above
Industrial license certificate	5 days	3 years – temporary then you permanent license	Capital above 100 mil = 800,000/=, capital between n 50 to 100mil = 500,000/=, capital 10 to 50 mil = 100,000/=, 5 to 10 mil =50,000/= and less than 5 mil = 10,000/=.	MEMAT, certified certificate of incorporation, business plan, industrial license forms for investments capital above tsh 100 mil.	None	As above	All available on website
Business license category A	Max 5 days	1 year	Minimum tsh 80,000 maximum 100,000 if local.	Certified MEMMAT or name of individual, TIN, tax clearance, VAT certificate if available, lease agreement if rented building and title deed if land owned, filled business license form	None	As above	As above

## 11. INSTITUTION: TMDA (AREAS: MEDICINES FOR HUMAN AND ANIMALS, MEDICAL DEVICES, DIAGNOSTICS)

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Certificate of Registration for industry	10 days	Lifetime	Tsh 700,000 initial	TIC, NEMC & BRELA certificates, MERMAT, Plant lay out and process floor, TIN.	Not exceeding tsh 5 million or imprisonment not exceeding 2 years or both.	Zonal Manager, TMDA, NHIF Tower Building, 3 <sup>rd</sup> floor. Email: <a href="mailto:info.mbeva@tmda.go.tz">info.mbeva@tmda.go.tz</a> , Mobile 0767509879 and Tel. +255 252504425	Website: <a href="http://www.tmda.go.tz">www.tmda.go.tz</a> Procedures for establishment of pharmaceutical plant in Tanzania Guideline for submission of documentation registration and marketing authorization. GNP guidelines Import and export of pharmaceutical guidelines
Certificate of registration of products	60 to 120 days	Lifetime	USD 100 to 350 per product depending on category.	Certificate of Registration for industry	As above	As above	As above

Import permit for products	48 hrs	6 months	-Good Manufacturing Practice (GNP) fees depending on the blocks (refer fees and charges guideline 2015 on website) ranging from USD 4,000 to 8,000 per inspection. -2% of FOB (freight on-board)	Registration certificate as importer Pro-forma invoice Certificate of analysis	None	As above	As above
Permit for importation of raw materials for industry.	48 hrs	6 months	None	Registration certificate as importer Pro-forma invoice Certificate of analysis	None	As above	As above
<b>12. INSTITUTION: TANESCO (AREAS: POWER GENERATION, TRANSMISSION AND DISTRIBUTION)</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Documents for Details</b>

Power connection request reception	If is service line without pole – within 30days	Lifetime services	3Q = this 912,000 1Q= this 320,960. All if is within 30 meters, <b>VAT inclusive.</b>	Registration of the company, letter with power load requested as certified by the electrician /contractor.	Ruining TANESCO infrastructure will attract fines based on the lost cost.	TANESCO regional manager Mbeya – Tel +255 252503691, email: <a href="mailto:rm.mbeya@tanesco.co.tz">rm.mbeya@tanesco.co.tz</a>	Website: <a href="http://www.tanesco.co.tz">www.tanesco.co.tz</a> -customer service charter.
	If is line extension with less than 2 poles = 60 days <b>(1&amp;2 assuming transformer on place)</b>		1Q (1 pole) = tsh 439,960 1Q (2 poles) = tsh 590,398 3Q (1 pole) = tsh 1,058,801 3Q (2poles) = tsh 1,389,115. <b>VAT exclusive</b>				
	If line extension above 2 poles = 90 days <b>(whether transformer is on place or not)</b>		1Q and above 2 poles = not constant depending on distance, number of poles and other materials, labor charges.				

Repair of faults and other emergency services. We recessive enquiry through 0787 023422, +255 252504219	Less than 4 hours after reporting	24 hours	None	-show road to your destination	NA	As above	As above
Tariff and Monthly bill charges	1 Month	T1 = daily prepaid	292 VAT exclusive	Meter number		As above	As above
		T2 and T3 = monthly and post-paid.	-T2 = 195/unit VAT exclusive -T3 medium = 157/unit -T3 high =152/unit. All VAT exclusive		-power disconnection -2% of amount in arrears/month		
Other requirements	T2 monthly KVA charges =15,004 T3 medium voltage monthly KVA charges =13,200 T3 high voltage KVA charges = 16,550 Power factor will be advised by proprietor's contractor						
<b>13. INSTITUTION: FIRE &amp; RESCUE FORCE (Zawadi Maligha +255 756 407 591)</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Documents for Details</b>
Safety Inspection, Certificates and Fire levy (Advisory based on the engineering fire plan).	Depend on the size of the construction and type on investment Depend on the size of the area under operation)	Annual payment	Construction Site plan	Fine not exceed 3MTsh or imprisonment for the time not exceeding one year or both	Free toll: 114. <a href="mailto:malighazaward@yahoo.com">malighazaward@yahoo.com</a>	<a href="http://www.frf.go.tz">www.frf.go.tz</a> Act. 14. Of 2007 and Rescue Force (Safety inspection, Certificate and Fire levy). Amendment Regulation of 2014.	Safety Inspection, Certificates and Fire levy (Advisory based on the engineering fire plan).



Construction site certificate	Tsh. 200,000/=	Life of the project	Construction Site plan	500,000/= or imprisonment for three months or both	The Fire and Rescue Force (Fire precaution in Buildings) Regulation of 2015	Construction site certificate
Fire awareness Training Certificate	20,000/=	Annually	Letter of application for training	More on awareness	As above	Fire awareness Training Certificate
Regular inspection	For free	Daily duty for fire officers				
<b>14. INSTITUTION: OSHA (SAFETY CHECK AT WORKING PLACES)</b>						
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Documents for Details</b>
Certificate of OSHA	1 week	Lifetime	None	-TIN, business license, certificate of incorporation	Ths 1 to 5 million	OSHA Zonal Manager, Mifugo road Uzunguni Mbeya Labor office. Mobile 0754 339634 Website: -
Risk assessment preparation using internal officers or consultancy	Company duty	3 years	NA	NA	NA	
Occupational Health Safety policy	As above					

OSHA compliance assessment report - inspections (general, electrical, occupational hygiene, ergonomics, medical fitness to work examination)	30 days	1 year	Depending on the nature (retail, mining, processing. Electricity device check 110,000/earth point on building, hygiene inspection e.g light intensity = ranging tsh 120,000/per room, health check tsh 75,000/person, plant inspection ranging from tsh 150,000 to 300,000/plant,	Base on site visit	NA		Details: refer OHS Act 2003 number 5, section 24, 66 (2), 60.
Accident reports to Chief Inspector OSHA	within 24 hours	Progressive	Tsh 500,000/ OSHA expert/ day	Occupation Accident and disease register	In case of death = tsh 10 mil, 500,000 in case of lacking OHS policies,		

In case of construction, drawings should be inspected.	1 week	Lifetime	Tsh 300,000 to 1.8 mil	Architectural and service drawings, certificate of trained for first aider	Tsh 1 mil		
<b>Certificates for on job specific trainings:</b> working at height, industrial first aid, health and safety representative.	working at height – 5 days	Lifetime	Tsh 450,000	NA			
	industrial first aid – 3 days health and safety	Yearly	Tsh 250,000	NA			
	representative – 4 days	Lifetime	Tsh 250,000	NA			
Health and safety committee meeting every 3 months and submitting reports to OSHA	Company's duty	Lifetime	Company's duty	Meeting minutes	Fine tsh 200,000		
Provision of Personal Protective Equipment (PPE)	Where necessary	Where necessary	As per item in the market	OHS Risk assessment document	Tsh 50,000/person		

OSHA compliance license by CEO of OSHA	1 month	1 year but can be revoked in case of non-compliance.	Free	Compliance with all OSHA requirement as mentioned above	None		
<b>15. INSTITUTION: TPRI (REGULATION OF AGROCHEMICALS IN THE COUNTRY)</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Documents for Details</b>
Pesticide Registration	It vary with type of pesticides ranges from six months to one year (in three season)	5 years renewable	USD \$ 6000	-Pesticide	Up to Tsh 100M	Tropical Pesticides Research Institute Arusha Phone : + 255 272508813/ 4/5 <a href="http://www.tpri.or.tz/">http://www.tpri.or.tz/</a>	Website: <a href="http://www.tpri.go.tz">www.tpri.go.tz</a> -Pesticide Registration -Pesticide import permit (PIP)
Pesticide import permit (PIP)	One month	Every importation require payment and sample analysis	It depend on the quantity and FOB value	Bill of/invoice of importation	It will not allowed to be used in Tanzania at all		
Plant Import Permit in collaboration with PHS under MOA	One day to one week	Every importation	USD \$ 5	Invoice	Rejection of the consignment		Plant Import Permit in collaboration with PHS under MOA
(pest and Pest control) Research and pesticide Advice and control eg. IPM	One day	NIL	Facilitation cost and Perdiem according to government rate	Communication and consultation in their office			(pest and Pest control) Research and pesticide Advice and control eg. IPM

Pesticides Management Course (PM2) issuing certificate	Twice per Annum to agro-dealers and all fumigation		Tsh 360,000/= per individual for course materials and lunch per person	Letter of request and payment			Pesticides Management Course (PM2) issuing certificate
<b>16. INSTITUTION: TFRA (REGULATION OF FERTILIZERS)</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Documents for Details</b>
Fertilizer registration	Free	Lifetime	Material Data Sheet Fertilizer Analysis Certificate	Fertilizer registration	( <i>Not Exceeding 80 Million Shillings</i> ) Structured penalties are underway	TANZANIA FERTILIZER REGULATORY AUTHORITY (TFRA) Mandela road-Temeke Veterinary, Kilimo III, Ex PADEP Building, P.O. Box 46238, Dar es salaam-Tanzania. Tel: +255222862595/ +255710107631, E-mail: <a href="mailto:info@tfra.go.tz">info@tfra.go.tz</a>	Website <a href="http://www.tfra.go.tz">www.tfra.go.tz</a> Jurisdiction of the Authority. Fertilizer Act Cap. 40 (1) (a) with its amendment 2014.
Fertilizer Dealer registration	Free	1 Year	Certificate of Incorporation TIN Business Licence	Fertilizer Dealer registration	Free		
Fertilizer Manufacturer Plant registration	Free	3 Years	Certificate of Incorporation TIN Business Licence	Fertilizer Manufacturer Plant registration	Free		
Fertilizer Premises registration	Not yet in Practice	Not yet in Practice	N/A	Fertilizer Premises registration	Not yet in Practice		

17. INSTITUTION: TOSCI (SEED CERTIFICATION AGENCY)						
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person
DUS certificates or take over report if the seed was registered in neighbouring country	1 season	Life time	1,200,000 and USD 600 if it is Take Over report	Filled Form with description of variety	It is a criminal case as per TOSCI act 2003 and penal codes will be applied. This includes 3yrs imprisonment	Tanzania Official Seed Certification Institute (TOSCI), Phone: +255 23 2640034 Fax : +255 23 2640035 Email : info@tosci.go.tz
NPT (National Performatives Trails), if registered in EA, only 1 season is enough.	1 season	Life time	1,400,000	Field observation and trails including reports	As above	As above
18. INSTITUTION: TIRA (INSURANCE REGULATION)						
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person
Registration	3 months	Annually and renewable	None	Registered business name and other supportive documents – TIN, business o plan, share holders' concert.	Minimum of Tsh 500,000/= and maximum 20 mil or Imprisonment of maximum 5 years.	TIRA Zonal Manager, Lupa way 2, NHC Building 2nd floor for Mbeya. Email: <a href="mailto:southernhighlandzone@tira.go.tz">southernhighlandzone@tira.go.tz</a>
						Website: <a href="http://www.tira.go.tz">www.tira.go.tz</a> -regulation, 2009. -Insurance act 10, 2009. - other circulars on the same website.

Business quality check	1 month	1 year	Free	Certificate of Board and employees, management, public credibility through lawyers certification	-No specific figures. -The Magistrate will decide how much May lead to cancellation of registration		
<b>END</b>							



**ANNEX 2**

**REGULATORY REQUIREMENTS  
FOR CATEGORIES OF INVESTMENTS**



## A. INPUT SUPPLY INVESTMENTS

Type of enterprise	Requirement	Issuing authority
Fertilizer companies	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Weigh and measure certificate	WMA
	Tax clearance certificate	TRA
	Certificate of compliance	TFRA
	Workers compensation fund	WCF
Lime	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Workers compensation fund	WCF
	Certificate of compliance	TFRA
	Weigh and measure certificate and conformity	WMA
	Tax clearance certificate	TRA

Chemical (herbicides, pesticides)		
	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Certificate of compliance	TPRI
	Workers compensation fund	WCF
	Weigh and measure certificate and conformity	WMA
	Tax clearance certificate	TRA
Seed	Quality assurance certificate	TOSCI
	Company registration	BRELA
	Business license	District council/ municipal
	TIN	TRA
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Workers compensation fund	WCF
	Weigh and measure certificate	WMA
	Tax clearance certificate	TRA
	Atomic energy certificate	Atomic energy
	Import permit	TOSCI and PHS

Irrigation equipment	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Weigh and measure certificate	WMA
	Workers compensation fund	WCF
	Tax clearance certificate	TRA
	Quality assurance and efficiency Certificate	CARMATEC and TBS
Machines	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Quality mark certificate	TBS
	Tax clearance certificate	TRA
	Workers compensation fund	WCF
	Quality assurance and efficiency Certificate	CARMATEC

## B. PROCESSING

Type of Enterprise	Requirement	Issuing Authority
Sugar factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Certificate of Food Processing and Quality mark	SIDO/TBS (depends of size of factory)
	EIA certificate	NEMC
	Business registration Certificate	BRELA
	Government Chemist Laboratory Agency (GCLA) Certificate	GCLA (Zonal Offices)
	Social Security Certificate	NSSF
	Certification of Measuring Instruments	Weight and Measures Agency (WMA)
	Power Production License (in-case of energy production )	EWURA
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA, AQRB
	Fire Safety Certificate	Fire (Regional Offices)
	Sugar Board Registration Certificate	Sugar Board of Tanzania
	TPRI Certificate	TPRI
	Workers Compensation Fund Certificate	WCF
	Certificate of Registration of Workplace	OSHA
National ID (for local shareholders)	NIDA	

	Barcode	GS1 Tanzania
Milk Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Quality mark and license	SIDO/TBS (depends of size of factory)
	EIA certificate	NEMC
	Business registration Certificate	BRELA
	Government Chemist Laboratory Agency (GCLA) Certificate	GCLA (Zonal Offices)
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA, AQRB
	Fire Safety Certificate	Fire (Regional Offices)
	Milk Board Registration Certificate	Milk Board of Tanzania
	Workers Compensation Fund Certificate	WCF
Certificate of Registration of Workplace	OSHA	
National ID (for local shareholders)	NIDA	

Tea Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Certificate of Food Processing and quality mark	SIDO/TBS (depends of size of factory)
	EIA certificate	NEMC
	Business registration Certificate	BRELA
	Government Chemist Laboratory Agency (GCLA) Certificate	GCLA (Zonal Offices)
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Fire Safety Certificate	Fire (Regional Offices)
	Tea Board Registration Certificate	Tea Board of Tanzania
	Workers Compensation Fund Certificate	WCF
	Certificate of Registration of Workplace	OSHA
National ID (for local shareholders)	NIDA	

Edible Oil Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Certificate of Food Processing	SIDO/TBS (depends of size of factory)
	EIA certificate (Depends of Scale of Factory)	NEMC
	Business Registration Certificate	BRELA
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA
	Fire Safety Certificate	Fire (Regional Offices)
	Workers Compensation Fund Certificate	WCF
	Certificate of Registration of Workplace	OSHA
National ID (for local shareholders)	NIDA	

Fruits and Vegetables Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Certificate of Food Processing an Quality mark	SIDO/TBS (depends of size of factory)
	EIA certificate (depends on scale of the factory)	NEMC
	Business registration Certificate	BRELA
	Government Chemist Laboratory Agency (GCLA) Certificate (depends on the scale of the factory)	GCLA (Zonal Offices)
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Barcode	GS1 Tanzania
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA
	Fire Safety Certificate	Fire (Regional Offices)
	Workers Compensation Fund Certificate	WCF
Certificate of Registration of Workplace	OSHA	
National ID (for local shareholders)	NIDA	
Pyrethrum Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board



Business License	Local Government Authority
Tax Identification Number (TIN)	TRA
VAT Registration Number (VRN)	TRA
EIA certificate (depends on scale of the factory)	NEMC
Business registration Certificate	BRELA
Government Chemist Laboratory Agency (GCLA) Certificate (depends on the scale of the factory)	GCLA (Zonal Offices)
Social Security Certificate	NSSF
Certification of Measuring Instruments	Weight and Measures Agency (WMA)
Work Permit (in-case of foreign Employees)	Commissioner of Labour
Resident Permit (in-case of foreign Employees)	Immigration Services
Building Permit (if construction involved)	LGA
Fire Safety Certificate	Fire (Regional Offices)
Workers Compensation Fund Certificate	WCF
Certificate of Registration of Workplace	OSHA
National ID (for local shareholders)	NIDA

Cereal processing factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	EIA certificate (depends on scale of the factory)	NEMC
	Business registration Certificate	BRELA
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA
	Fire Safety Certificate	Fire (Regional Offices)
	Workers Compensation Fund Certificate	WCF
	Certificate of Registration of Workplace	OSHA
	National ID (for local shareholders)	NIDA
	Certificate of Food Processing and Quality mark	TBS/SIDO
Barcode	GS1 Tanzania	

## C. SERVICES INSTITUTIONS

Type of enterprise	Requirement	Issuing authority
1. Insurance company	Registration certificate	TIRA-Tanzania Insurance Regulation Authority
	Business License	Local Authority
	TIN & VRN	TRA
	Minimum capital requirement	TIRA/BOT
	Qualified personnel	TIRA
	Work permit (for foreigners)	PMO/Labor
	Residence permit (for foreigners) USD 1000-3000	Immigration
2. Bank/ Microfinance	Registration certificate	BOT
	Business License	BOT
	TIN & VRN	TRA
	Minimum capital requirement	BOT
	Qualified personnel	BOT
	Work permit (for foreigners)	PMO/Labor
	Residence permit (for foreigners) USD 1000-3000	Immigration

3. Transport & Logistics	Registration certificate	SUMATRA
	Business License	Local Authority
	TIN & VRN	TRA
	Motor Vehicle Registration (fee Tsh. 250,000)	TRA
	Plate number	Private Agents
	Work permit (for foreigners)	PMO/Labor
	Residence permit (for foreigners) USD 1000-3000	Immigration
	Driving license for drivers (fee Tsh. 70,000)	TRA
	Vehicle Inspection	Police
	Motor Insurance	Insurance Companies
	Transit fees for cross borders	Customs
	Certification of cubic meters	WMA
4. Offtake, Export & Import	Registration certificate	Ministry of Industry & Trade
	Business License	Local Authority
	TIN & VRN	TRA
	Import/Export permits	Diff authorities e.g TBS, TMDA, TFS, TPRI, TOSCI
	Phytosanitary certificate	MOA
	Certificate of origin	TCCIA
	Certificate of conformity	WMA
	Export license	MIT
5. Post handling e.g DHL, Fedex	Registration certificate	Ministry of Industry & Trade & Tanzania Post Corporation (TPC)
	Business License	Local Authority
	TIN	TRA
	Warehouse license	MOA

6. Water	Water use permit	Basin Water Board
	Business license	Local authority & EWURA
	Environment Impact Assessment	NEMC
	TIN	TRA
	Certification of water meter	WMA
7. Electricity	Electric generation permit	TANESCO
	Business license	Local authority & EWURA
	Environment Impact Assessment	NEMC
	TIN & VRN	TRA
	Fire Safety Certificate	Fire Rescue

## D. PRODUCTION

Type of enterprise	Requirement	Issuing authority
Crop Farming	Land ownership title	Assistant Commissioner for land
	Water use permit if irrigated/ abstraction	Respective Basin Water Board
	EIA certificate (Farm size > 10Ha)	NEMC
	TIN	TRA
	Business Registration	BRELA
	Working permit and Residence permit (foreigner)	Commissioner of labour and Immigration Service
	Business License	Respective LGAs
	Occupation and Safety issues	OSHA
	TPRI Certificate(depend on scale of investment)	TPRI
	WCF Certificate	WCF
	Social Security Certificate	NSSF
Fire Safety Certificate	Fire Rescue force	
Animal feed	Land ownership status	Assistant Commissioner for land
	Water use permit	Respective Basin Water Board
	EIA Certificate	NEMC
	Quality Mark & License	TBS
	Occupation and Safety issues	OSHA
	Fire Safety Certificate	Fire
	Certificate of Registration of premises	MLF
	Worker compensation certificate	WCF
	Certified weighing instruments	WMA
Social Security Certificate	NSSF	

	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
Horticulture	Business License	Respective LGAs
	Occupation and Safety issues	OSHA
	Land ownership	Assistant Commissioner for land
	Water use permit	Respective Basin Water Board
	EIA Certificate	NEMC
	Worker compensation certificate	WCF
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
	Export permit	Atomic Energy
	Export certificate	MOA (PHS)
	Export permit	TBS
	Export License	MIT
	Certificate of conformity	WMA
Seeds	Business Registration	BRELA
	Land	Assistant Commissioner for Land
	EIA Certificate	NEMC
	TIN	TRA
	Water Use Permit	Respective Basin Water Board
	Certificate of conformity	WMA
	Business License	Respective LGA
	Seed Registration permit (Seed Dealer Certificate)	TOSCI
	Breeder right	MOA under DRD department
	Worker compensation certificate	WCF
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services

Hatchery	Land	Assistant Commissioner for Land
	EIA Certificate	NEMC
	TIN	TRA
	Business Registration	BRELA
	Business License	Respective LGA
	Certificate of Registration of premises	MLF
	Importation permit	TRA
	Worker compensation certificate	WCF
	Fire safety certificate	Fire
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
Lime and Fertilizer	Mining License	Mineral Commission (Tume ya madini)
	Surface land right	Assistant Commissioner for Land
	EIA Certificate	NEMC
	TIN	TRA
	Business Registration	BRELA
	Business License for fertilizer or lime	TFRA
	Registration Certificate	TFRA
	Quality Mark and License	TBS
	Occupation Health and Safety issues	OSHA
	Business License	Respective LGA
	Water Use permit	Respective Water Basin Board
	Worker compensation certificate	WCF
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
	Weighing and measurement certificate	WMA



Dairy	EIA Certificate	NEMC
	TIN	TRA
	Business Registration	BRELA
	Water Use permit	Respective Water Basin Board
	Quality Mark and License	TBS
	Occupation Health and Safety issues	OSHA
	Fire safety certificate	Fire
	Worker compensation certificate	WCF
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
	Weighing and measurement certificate	WMA
	Export Permit	TBS





Kimetolewa na



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