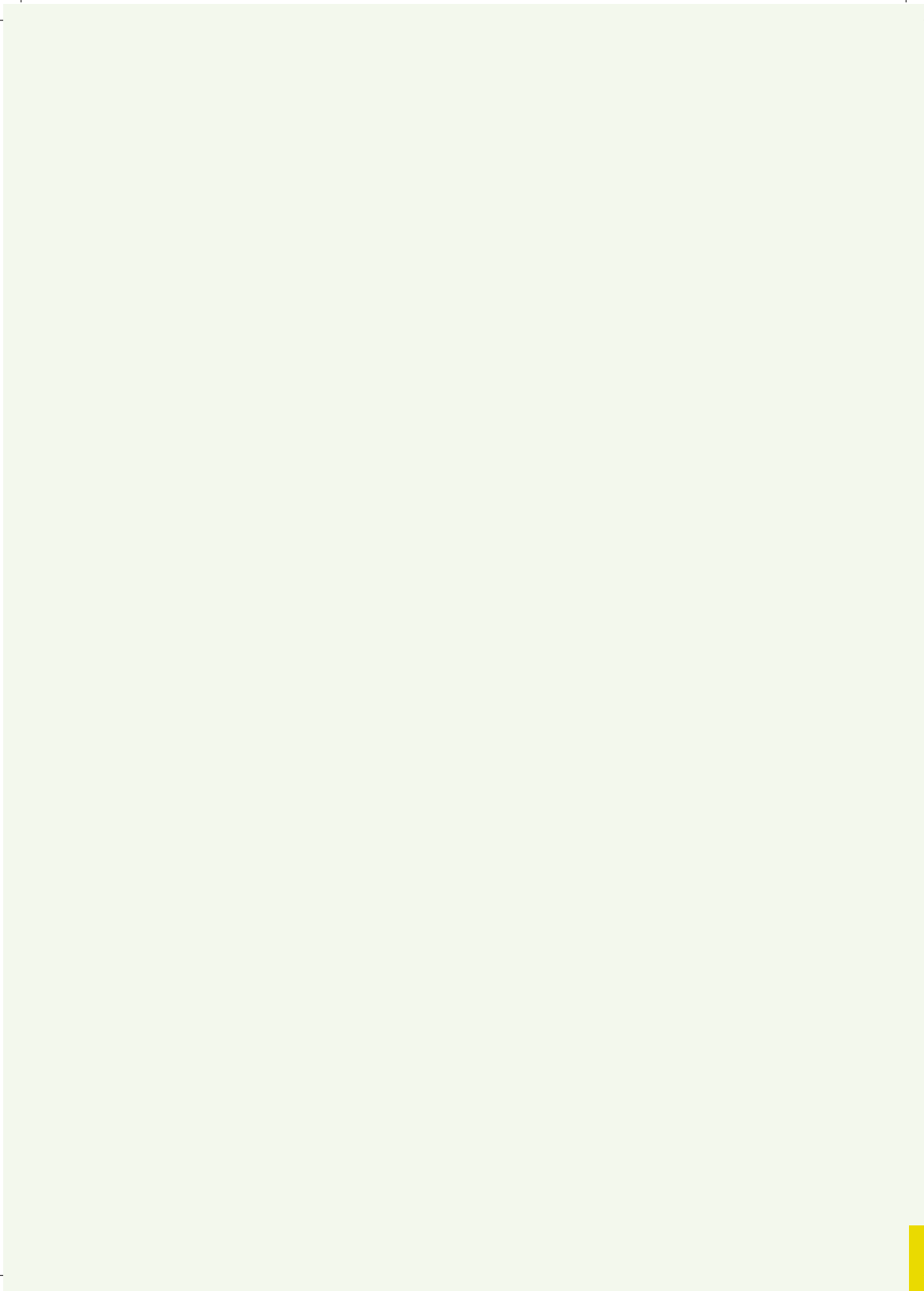




# Mwongozo wa Ukuaji wa Uchumi Jumuishi na Endelevu kwa Wasindikaji wa kati na wakubwa







# Mwongozo wa Ukuaji wa Uchumi Jumuishi na Endelevu kwa Wasindikaji wa kati na wakubwa

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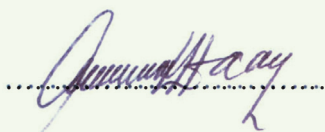


## Dibaji

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

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 kwa mkulima na mzalishaji mdogo katika 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 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

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 wanapaswa kutumia mwongozo huu kwa hiari ili kujitathmini 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 awali, ya kati na ya 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.



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



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## Orodha ya Vifupisho

CSR	Uwajibikaji wa Kampuni kwa Jamii (Corporate Social Responsibility)
EIA	Tathmini ya Athari kwa Mazingira
EMA	Sheria ya Usimamizi wa Mazingira
EMP	Mpango wa Usimamizi wa Mazingira (Environment Management Plan)
GRG	Kikundi cha Ushauri kuhusu Kilimo Endelevu (Green Reference Group)
IGG	Ukuaji wa Uchumi Jumuishi na Endelevu (Inclusive Green Growth)
IUCN	International Union for Conservation of Nature
OSHA	Mamlaka ya Usalama na Afya Kazini (Occupational Safety and Health Authority)
PPE	Vifaa vya Kujikinga (Personal Protective Equipment)
SAGCOT	Mpango wa Kukuza Kilimo katika Ukanda wa Kusini mwa Tanzania (Southern Agricultural Growth Corridor of Tanzania – SAGCOT).
SCL	Kituo cha SAGCOT (SAGCOT Centre Limited)
TBS	Shirika la Viwango Tanzania
TFDA	Mamlaka ya Chakula na Dawa Tanzania
TNC	The Nature Conservancy
WWF	World Wide Fund for Nature

# 1

## Utangulizi

### **Dhana ya Ukuaji wa Uchumi Jumuishi na Endelevu**

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

Mpango wa Kukuza Kilimo katika Ukanda wa Kusini mwa Tanzania (Southern Agricultural Growth Corridor of Tanzania – SAGCOT) ni ubia baina ya sekta ya umma na sekta binafsi, ambao unalenga kuleta mageuzi katika sekta ya kilimo katika ukanda wa kusini mwa Tanzania ili kuimarisha usalama wa chakula na kuboresha shughuli za kujikimu za wakulima wadogo pamoja na jamii zao kwa namna endelevu.

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## Maelezo kuhusu Mwongozo wa Ukuaji wa Uchumi Jumuishi na Endelevu (IGG guiding tool)

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 utekezaji 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 vya Wasindikaji 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 Wasindikaji 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 una sehemu kuu mbili ambazo ni: (i) vigezo vya uzingatiaji wa misingi ya IGG katika utekezaji wa shughuli za kampuni na (ii) utekezaji wa tathmini inayolenga kupima kiwango cha uzingatiaji wa misingi ya IGG.

Aidha, sehemu ya uzingatiaji ya 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 Wadogo wanapaswa kuzingatia kwa mujibu wa sheria husika za Tanzania.
- **Vigezo vya kimaendeleo** (developmental requirements): vinahusu maboresho endelevu kwa ajili ya Wazalishaji Wadogo 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 zao wenyewe kila mwaka kwa kutumia orodha Hakiki.
- Utoaji Taarifa: Wabia watatoa taarifa za tathmini za mwaka kwa SAGCOT na tarehe ya mwisho kuwasilisha taarifa ni 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 kutolewa kwa washirika wote. SAGCOT haitotoa taarifa ya mshirika au maelezo yake kwa mtu wa tatu bila kukubaliana na mdau 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 yatumwa kwa kamati ya Mapitio na tarehe ya mwisho ya kutuma maoni ni mwezi Februari kila mwaka.
- Mapendekezo ya marekebisho ya mwongozo kutoka kwa Kamati yatumwa 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 Wasindikaji wa Kati na Wakubwa

Wasindikaji wa Kati na Wakubwa wataendesha shughuli zao kwa mujibu wa sera, sheria na taratibu za nchi. Iwapo hakutokuwa na sheria inayotoa mwongozo, sifa zifuatazo zitazingatiwa:

#### **Wasindikaji wa Kati**

- Uwekezaji una waajiriwa wapatao 50 hadi 99
- Mtaji wa biashara ni wa kuanzia shilingi 200 Milioni hadi shilingi 800 Milioni
- Kiwango cha cha matumizi ya teknolojia katika kilimo ni cha wastani

#### **Wasindikaji Wakubwa**

- Wafanyakazi zaidi ya 100
- Mtaji wa biashara unazidi shilingi 800 Milioni
- Kiwango cha matumizi ya teknolojia katika kilimo cha juu

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

Misingi Jumuishi	
Vigezo vya msingi	Sheria husika
<u>Hadhi ya kisheria:</u> Wasindikaji watasajiliwa kwa mujibu wa sera na sheria za nchi.	<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 Usajili wa Biashara (2017)</li> <li>• Sheria ya Makampuni Sura ya 212 ya mwaka 2002</li> <li>• Sheria ya Usawa wa Ushindani (iliyofanyiwa marekebisho) (2015)</li> </ul>
<u>Muundo wa Usimamizi:</u> Wasindikaji watakuwa na mifumo ya usimamizi inayoongozwa na katiba ya kampuni 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> </ul>
<u>Taratibu za uendeshaji:</u> Taratibu za uendeshaji zitakuwa na ufanisi na zitazingatia taratibu za nchi na zitaongoza uendeshaji wa shirika.	<ul style="list-style-type: none"> <li>• Sheria ya Kodi ya Mapato (2004) iliyofanyiwa marekebisho 2006</li> <li>• Sheria ya Kemikali za Viwandani na Walaji (Usimamizi na Udhhibiti), Na. 3 ya mwaka 2003</li> <li>• Sheria ya Usalama na Afya Kazini (2003)</li> <li>• Sheria ya Ajira na Kazi, Na. 6 (2004)</li> <li>• Sheria ya Biashara (iliyofanyiwa marekebisho) Na. 3 (2012)</li> </ul>
<u>Sheria za ajira na kazi:</u> Wasindikaji 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 kuhusu Ajira (2011)</li> <li>• Sheria ya Ajira na Kazi, Na. 6 (2004)</li> </ul>
<u>Majukumu ya Kisheria:</u> Wasindikaji watazingatia majukumu ya malipo kwa serikali.	<ul style="list-style-type: none"> <li>• Sheria ya Kodi ya Mapato (2004) iliyofanyiwa marekebisho 2006</li> <li>• Sheria ya Leseni za Biashara Na. 25 (1972) iliyofanyiwa marekebisho 1980</li> </ul>



<p><u>Fursa sawa bila ubaguzi</u>: Kampuni za Wasindikaji hazitokuwa na ubaguzi na itazingatia haki za wananchi wanyonge.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Kuratibu Ajira za Wageni Na.1 (2015)</li> <li>• Sheria ya Biashara (iliyofanyiwa marekebisho) Na. 3 (2012)</li> <li>• Sheria ya Ajira na Kazi, Na. 6 (2004) nakufanyiwa marekebisho 2018</li> <li>• Mwongozo kuhusu Watu wenye Ulemavu (2004)</li> <li>• Mwongozo kuhusu Ajira (2011)</li> <li>• Sheria ya VVU-UKIMWI (2008)</li> </ul>
<p><u>Ajira kwa Watoto</u>: Wasindikaji hawatoajiri watoto wala kutumia ajira ya kulazimishwa katika shughuli zao.</p>	<ul style="list-style-type: none"> <li>• Sera ya Ajira na Sheria za Kazi za kitaifa</li> <li>• Sheria ya Mtoto (2009)</li> </ul>
<p><u>Utawala bora</u>: Wasindikaji watafanya bidii katika kudumisha utawala bora ikiwa ni pamoja na uwazi, uwajibikaji, na uadilifu kwa wadau na washirika 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 Biashara (Usajili), Sura ya 213 ya mwaka 2015</li> <li>•</li> </ul>
<p><u>Muunganiko wa kibiashara (business linkages) na jamii jirani</u>: Wasindikaji watautumisha mahusiano mazuri na jamii zinazowazunguka na kushirikiana kibiashara na wazalishaji wa ndani kama itakavyofaa.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Ubia baina ya Umma na Sekta Binafsi (marekebisho), (Sura ya 103 ya mwaka 2014)</li> <li>• Mwongozo kuhusu ushirikishwaji wa Wazawa</li> </ul>
<p><u>Kujenga uwezo</u>: Wasindikaji watasaidia kuwajengea uwezo wazalishaji wadogo ili kuwezesha upatikanaji wa bidhaa zenye ubora wa juu katika mnyororo wa thamani.</p>	<ul style="list-style-type: none"> <li>• Misingi ya IGG ya SAGCOT</li> </ul>
<p><u>Mwongozo kuhusu ushirikishwaji wa Wazawa</u>: Wasindikaji watautumisha mahusiano mazuri na jamii zinazowazunguka na kushirikiana kibiashara na wazalishaji wa ndani kama itakavyofaa.</p>	<ul style="list-style-type: none"> <li>• Sera ya ushirikishwaji wa Wazawa (2015) (mafuta na gesi)</li> </ul>

<b>Misingi ya Biashara Endelevu</b>	
<b>Vigezo vya msingi</b>	<b>Sheria husika</b>
<p><u><i>Uzingatiaji wa Sheria na Taratibu za Usimamizi wa Fedha:</i></u> Wasindikaji 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 213 ya mwaka 2015</li> <li>• Sheria ya Fedha (Vifungu vya Kodi)</li> </ul>
<p><u><i>Umiliki wa Hati (certification) kutoka kwa mamlaka za udhibiti:</i></u> Wasindikaji watazingatia sifa na masharti ya mamlaka za udhibiti.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Mamlaka ya Chakula na Dawa Tanzania (2003)</li> <li>• Sheria ya Afya na Usalama Kazini, Na. 5 (2003)</li> <li>• Sheria ya Usimamizi wa Mazingira (2004)</li> <li>• Sheria ya Viwango (2009)</li> </ul>
<p>Uwezeshaji wa Wazalishaji wadogo: Wasindikaji watawawezesha wa Wasindikaji wa malighafi kitaalam Wasindikaji watasaidia kupata fursa za misaada ya kifedha. Wasindikaji watasaidia kupata masoko endelevu</p>	<ul style="list-style-type: none"> <li>• Misingi ya IGG ya SAGCOT</li> <li>• Misingi ya Ubia ya SAGCOT</li> <li>• Sheria ya Kukodisha (2008)</li> <li>• Sheria ya Mikataba (2002)</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><u><i>Thamani ya mchango wa uwekezaji kwa jamii:</i></u> Wasindikaji watasaidia kujenga uwezo kwa wanajamii ili kuboresha hali za maisha.</p>	<ul style="list-style-type: none"> <li>• Misingi ya IGG ya SAGCOT</li> </ul>
<b>Misingi ya Uhifadhi wa Mazingira</b>	
<b>Vigezo vya msingi</b>	<b>Sheria husika</b>
<p><u><i>Mbinu za Usimamizi bora wa Mazingira:</i></u> Wasindikaji wawe na mipango ya usimamizi wa mazingira na waitumie ipasavyo.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Usimamizi wa Mazingira (2004);</li> <li>• Sheria ya Misitu (2002)</li> <li>• Sheria ya Usimamizi wa Rasilimali za Maji (2009)</li> <li>• Sheria ya Usalama wa Viumbe hai (biosafety) (2008)</li> <li>• Viwango vya Ubora wa Maji (2007) na Sheria Ndogo husika;</li> <li>• Sheria ya Matumizi bora ya Ardhi (2007)</li> <li>• Sheria ya Wanyamapori Tanzania (2013)</li> <li>• Sheria ya Ardhi ya Vijiji</li> <li>• Sheria ya TEHAMA (1997)</li> </ul>

<p><u>Afya na Usalama Kazini:</u> Wasindikaji 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><u>Uzalishaji safi zaidi na matumizi bora ya rasilimali:</u> Wasindikaji wanafahamu teknolojia zenye ufanisi na zinazookoa rasilimali na wanazitumia.</p>	<ul style="list-style-type: none"> <li>• Sheria ya Mamlaka ya Chakula na Dawa Tanzania (2003)</li> <li>• Sheria ya Usimamizi wa Mazingira (2004); Tathmini ya Athari kwa Mazingira (EIA) na Sheria ya Ukaguzi wa Mazingira (2015)</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 ndogo za jamii</li> </ul>
<p><u>Usimamizi wa Taka:</u> Wasindikaji wanafahamu na wanazijua mbinu za usimamizi bora wa taka ili kuepusha uchafuzi wa mazingira na madhara kwa jamii jirani.</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> </ul>
<p><u>Mbinu za Kilimo bora:</u> Wasindikaji 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><u>Uhifadhi wa rasilimali maji:</u> Wasindikaji watachukua hatua stahiki ili kuhifadhi maji na rasilimali maji pamoja na kutumia teknolojia yenye ufanisi na kuzingatia mbinu za uhifadhi 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><u>Udhibiti wa Uchafuzi wa Mazingira (Maji, Hewa, Ardh, Kelele):</u> Wasindikaji watachukua hatua stahiki ili kudhibiti uchafuzi wa mazingira utakaotokana na shughuli zao.</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 ya Maji na Usafi wa Mazingira (2009)</li> </ul>
<b>Vigezo vya Kimaendeleo</b>	
<p><u>Fursa za kupata fedha:</u> Wasindikaji wataunganishwa na Washirika mbalimbali wa SAGCOT kwa lengo la kupata fedha kutoka kwa washirika wengine wa SAGCOT</p>	
<p><u>Fedha kwa ajili ya Wazalishaji Wadogo:</u> Wasindikaji Wakubwa watasaidia wazalishaji wadogo kupata fedha.</p>	
<p><u>Programu za Mafunzo:</u> Wasindikaji watawajengea uwezo wafanyakazi, wasindikaji na wazalishaji wadogo katika stadi za ujasiriamali, masoko, na uongezaji thamani ya bidhaa.</p>	
<p><u>Mpango wa Bima:</u> Wasindikaji watajiunga na mipango ya bima ili wajilinde na changamoto za kuporomoka kwa bei na majanga.</p>	
<p><u>Ujenzi wa Miundombinu:</u> Wasindikaji wataunganisha wafadhili na Serikali kwa lengo la ujenzi na uendelezaji wa miundombinu inayotumiwa na wazalishaji wadogo.</p>	
<p><u>Mipango ya Hati ya mazingira ya Hiari:</u> Wasindikaji watajisajili kwa ajili ya mipango ya hati za mazingira ya hiari ili kuwezesha uzalishaji wa mazao yenye ubora wa juu na kwa ajili ya kupata masoko maalum (premium markets) na uhifadhi wa mazingira.</p>	
<p><u>Matumizi ya Nishati Rafiki kwa Mazingira:</u> Wasindikaji watatumia nishati isiyo na madhara makubwa kwa mazingira.</p>	
<p><u>Mpango wa Biashara:</u> Wasindikaji wana Mpango wa Biashara na wanautekeleza ili kuwa na biashara endelevu.</p>	

## ORODHA HAKIKI (CHECK-LIST) KWA AJILI YA WASINDIKAJI WA KATI NA WAKUBWA

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). Wasindikaji 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/Katal/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 kuhusu alama kama inavyofaa

- 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 Jumuishi (Alama 25)

#### 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 HAPANA, ni lini mtauandaa? Je mnahitaji kuwezesha na SAGCOT? Toa maelezo  
(.....)

#### b) Taratibu za uendeshaji.

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

#### 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 (.....)
- Wafanyakazi wenu wanaelewa mikataba yao?
- Je, mna sera kuhusu ajira kwa kwa watoto? Kama NDIYO, manaitekelezaje?

**d) Kutokuwa na ubaguzi:**

- Je, kampunni yenu ina sera inayopinga ubaguzi (jinsia, dini, ukabila, umri) na je wafanyakazi wanaifahamu? (.....)
- 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, kampuni yenu ina bodi ya uendeshaji? (.....)
- Je, Kampuni ina wanachama wangapi wa Bodi? Wanawake: .....Wanaume:.....
- Wanachama wa Bodi wanakutana mara kwa mara?
- Ni mara ngapi Kampuni inatekeleza maazimio ya Bodi?

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

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

- Kampuni ina sera ya fedha? (.....)
- Kampuni ina Kamati ya Ukaguzi na Fedha? (.....)
- Kampuni ina mfumo wa utunzaji wa vitabu vya hesabu ya fedha? (.....)

- Kampuni inawasilisha taarifa wa utunzaji wa vitabu vya fedha kwa mamlaka husika? (.....)
- b) Umiliki wa hati na leseni husika (certification) kutoka kwa mamlaka za udhibiti:**
- Je, kampuni yenu ina leseni na hati zote zinazohitajika kwa ajili ya kuendesha shughuli zake? (.....)
  - Je, mnachangamoto zozote zinazohusiana na uzingatiaji wa masharti ya leseni?
- c) Ushughulikiaji wa Migogoro:**
- Je, kuna taribu za kushughulikia migogoro na inajulikana kwa wafanayakazi? (.....).
  - Je, taratibu hizi zinafuatwa? (.....).
- d) Uwezeshaji kwa Wasindikaji wadogo wanaoshirikiana na kampuni:**
- Je, mna mikataba rasmi na wazalishaji au wasambazaji? (.....)
  - Je, wazalishaji wadogo wanafahamu masharti ya mkataba? (.....)
  - Je, mnachangamoto zozote zinazohusiana na kilimo cha mkataba?
  - Je, mnawawezesha Wasindikaji wadogo mnaoshirikiana nao? (.....)
- e) Umiliki wa Ardhi**
- Je, kampuni yenu ina umiliki 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 uwezeshaji wa jamii jirani:**

- Je, mna mkakati wowote kwa ajili ya kushirikisha jamii? Toa maelezo kwa ufupi (.....)

**iii. Misingi ya Usimamizi wa Mazingira (Alama 30)**

**a) Usimamizi wa mazingira**

- Je, uwekezaji una hati ya Tathmini ya Athari kwa Mazingira (EIA)? Kama HAPANA, kuna mpango gani? (Toa maelezo kwa ufupi) (.....)
- Je, Kampuni ina Mpango wa Usimamizi wa Mazingira? (.....)
- Je, Kampuni ina afisa anayehusika na usimamizi wa mazingira? (.....)

**b) Afya na Usalama Kazini**

- Je, Kampuni ina sera ya afya na usalama kazini kwa mujibu wa masharti ya Mamlaka ya Usalama na Afya Kazini (Occupational Safety and Health Authority)? (.....)
- Wafanyakazi wanafanyiwa mafunzo na usasishaji wa maarifa kuhusu viwango vya afya na usalama kazini mara kwa mara? (.....)
- Je, wafanyakazi wanapatiwa vifaa vya kujikinga (.....)
- Je Kampuni ina kibanduku cha huduma ya kwanza? (.....)
- Je, Kampuni inatoa huduma ya afya kazini kwa ajili ya wafanyakazi? (.....)
- Je, alama za usalama zimesimamishwa katika maeneo hatarishi kwa afya na usalama kwa wafanyakazi na umma? (.....)
- Je, wafanyakazi wanapatiwa mafunzo kuhusu zimamoto? (.....)
- Je, mna mpango wa dharura dhidi ya majanga? (.....)

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

- Je, kampuni inadhibiti 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 ina mpango wa usimamizi wa taka? (.....)
- Mnakusanyaje taka? (.....)
- Mnatupaje taka? (.....)
- Je, wafanyakazi wanafahamu mpango huo na wanaelewa utekelezaji wake? (.....)

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

- Je, Kampuni ina mikakati na teknolojia banifu na yenye ufanisi kwa matumizi ya maji? Tafadhali toa maelezo (.....)

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

- Hatua zipi zinachukuliwa ili kudhibiti uchafuzi wa mazingira? (.....)
- Mna kibali cha matumizi ya maji ya mito?

**iv. Maswali kwa ajili ya Vigezo vya kimaendeleo (Alama 30)**

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

- b) Je, mmeandaa ripoti fupi ya utekelezaji wa malengo ya mwaka uiopita? (.....)
- c) Je, kampuni yenu ina mkakati kwa ajili ya wazawa; na je, unatekelezwaje? (.....)
- 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 yenu inamiliki hati ya uzingatiaji wa viwango vya uzalishaji au inashirikiana na taasisi nyingine yenye hati kama hizo? (.....)
- f) Ni kwa namna gani kampuni inawapatia fursa wafanyakazi za kujiendeleza kwa ajili kuongeza tija katika uzalishaji? (.....)

## 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	25	x	x/25 X 100
2	Misingi ya Biashara Endelevu	30	x	x/30 X 100
3	Misingi ya Utunzaji wa Mazingira	30	x	x/30 X 100
4	Vigezo vya Kimaendeleo	30	x	x/30 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 ya IGG: .....

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:*

## **Taarifa nyingine za ziada**

Kwa ajili ya taarifa nyingine za ziada, wasiliana na Kituo cha SAGCOT ([www.sagcot.com](http://www.sagcot.com))



## 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 Act 2002 cap 340 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
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

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 TBS Offices); Inspection cost.	Application letter; Business license and Business names (issued by BRELA); Environmental Clearance (issued by NEMC); 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 RW/B.</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 Na. 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 night 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 RITA.	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.ttc.go.tz">www.ttc.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	<b>Class A:</b> 1,000 USD for investors <b>Class B:</b> USD 500 for specified professionals e.g Doctors. <b>Class C:</b> Other professionals including CEO is 1,000 USD. <b>Class D:</b> charitable activities are USD 500. <b>Class E:</b> refugees – free and given by Minister Internal Affairs.		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.wcf.go.tz">www.wcf.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.	Lifetime	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 0735014014, 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 MERMAT 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>							
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
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	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	Contact person	Documents for Details
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
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

**15. INSTITUTION: TPRI (REGULATION OF AGROCHEMICALS IN THE COUNTRY)**

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	Documents for Details
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	Website: <a href="http://www.tosci.go.tz">http://www.tosci.go.tz</a>
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	As above
18. INSTITUTION: TIRA (INSURANCE REGULATION)							
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Registration	3 months	Annually and renewable	None	Registered business name and other supportive documents – TTN, 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

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million (1990–2000).

There is a growing awareness of the need to address the health care needs of the elderly population. The Department of Health (2000) has set out a strategy for the NHS to meet the needs of the elderly population. This strategy is based on the following principles:

- To ensure that the NHS is able to meet the needs of the elderly population.
- To ensure that the NHS is able to provide a high quality of care for the elderly population.
- To ensure that the NHS is able to provide a range of services to meet the needs of the elderly population.

The NHS is currently facing a number of challenges in meeting these principles. These challenges are:

- A growing elderly population.
- A growing number of people with long-term conditions.
- A growing number of people with mental health problems.
- A growing number of people with learning disabilities.

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Kimetolewa na



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Kimechapishwa na



Helping People and  
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