

CHECKLIST FOR APPLICATIONS AT TIC RECEPTION DESK

Items listed below should be checked for completeness before the project is accepted and uploaded in the system. If anything is missing the project should not be accepted.

A. For Application of New Projects Submissions should be:

1. Cover letter

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

2. TIC application form

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

3. Business plan

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

4. Board resolution Extract

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

5. Evidence of land

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

6. Copy of Company Certificate of Incorporation

- i. Same company as the memorandum and Certified

7. Memorandum and Articles of Association (MEMATS)

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

8. Evidence of funds for the project

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

9. Evidence of payment for the TIC application

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

B. For Application of Extension and Amendments Submissions should be:

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

Then, if amendments are for:

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

C. For Loss of Certificate submission should be:

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

CHECKED BYSIGNATUREDATE