

ONLINE APPLICATION PROCEDURE FOR CERTIFICATE OF INCENTIVES

Starting from October 2021, All documents for application of a Certificate of Incentives should be scanned in PDF format (each document separately) and sent to the Investor's individual account created through link <https://onestopshop.tic.go.tz>; and in case of inquiries please use the following phone numbers during working hours (0730 to 1600 hours)

1. +255 734 150 648 Facilitation department

2. +255 734 150 649 Facilitation department

3. +255 222 116 320 TIC general line

NB: For application of new and amendment of Certificate of Incentives please be guided that control number is generated after submitting needed documents but, for application of Certificate of Incentives extension control number is generated after extension approval from the Executive Director.

A. APPLICATION FOR NEW CERTIFICATE OF INCENTIVES

1. Cover Application Letter with

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

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

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

3. Business plan

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

4. Board resolution Extract

- i. On legal or letter head signed and stamped ii. Resolution of applying to TIC
iii. Resolution to use shareholder's Bank statement (incase it is used for company's purpose)
iv. Resolution to use shareholder's evidence of Land for company's use (incase it is used for company's purpose)

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 and TIN Certificate

- 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 minimum threshold and/or
ii. Legal Commitment agreement to fund the project.

9. Evidence of payment for the TIC application

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

B. APPLICATION FOR EXTENSION AND AMENDMENTS SUBMISSIONS SHOULD BE:

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

Then if amendments are for:

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

C. APPLICATION FOR LOSS OF CERTIFICATE SUBMISSION SHOULD BE:

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