

## 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  and company stamp
  - ii. Two contact persons and their phone numbers
  - iii. Signature of the director
2. TIC application form this can be obtained from TIC website [www.tic.go.tz](http://www.tic.go.tz) just download make sure
  - i. Filled in all fields
  - ii. Shareholders' percentage well calculated
  - iii. Financing Plan
  - iv. 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
  - vi. 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
- 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 SUBMISSIONS SHOULD BE:

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