

WHEN PREPARING FOR THE CERTIFICATE OF INCENTIVES APPLICATION,  
CONSIDER THE FOLLOWING REQUIREMENTS.

1. Company letter-headed Application letter addressed to

Director General,

Tanzania Investment and Special Economic Zone Authority (TISEZA),

P. O. Box 938,

Dar es Salaam

2. Application form(attached), note form should be properly filled and notarized with a lawyer's stamp. (The details filled out in this form should reflect the business plan of the project, including capital investment, employment, capital investment breakdown, project objectives, site location, and shareholders.)

3. Board resolution (should be signed at least by two shareholders/directors/chairman/secretary of the meeting. The board resolution that the company resolves to register your project with the Tanzania Investment and Special Economic Zone Authority.

4. Business plan (which provides details of the project, job creation, market, financial projections, investment financing breakdown, same as of application form, capacity). Note that business plan details should reflect the application form, and be specific to the project, not general. This shows the feasibility of the project and if it qualifies to be registered and get a certificate of incentives.

5. Evidence of funds (bank statements/letter of credit facility from banks and any supportive evidence concerning funds, such as invoices, bill of lading), a recent one that shows that you will be able to meet project financial obligations.

6. Evidence of land (provide evidence that the project location is yours; you can attach sales/lease agreements/title deeds and a letter of no objection for sales agreement if it's a foreign company). This is the evidence where the project will be situated/site.

7. Certificate of incorporation.

8. Tin certificate

9. Memorandum which accommodates project activities registered

10. Brela search for clarity of shareholders and can also be used as a memorandum.

After preparing these documents, please apply to the project registration portal <https://onestopshop.tiseza.go.tz/>, create accounts, then log in you will go to registration services and choose a new project, and follow the procedures.

For any clarification or challenges, please contact 0766875391.