



TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

CUSTOMS AND EXCISE DEPARTMENT

PUBLIC NOTICE

INVITATION TO APPLY FOR CUSTOMS LICENSES FOR THE YEAR 2025

The following licenses are open for application and the General Public is hereby invited to apply:

1. Customs Clearing and Forwarding Agents
2. Transporters of Goods under Customs Control
3. Customs Bonded Warehouses
4. Manufacturing Under Bond
5. Internal Container Depots
6. Container Freight Stations

Applicants are required to meet the General and Specific Conditions set forth in each license category as follows:

PART A: GENERAL CONDITIONS

1. All Applicants are required to submit the documents listed hereunder:
 - a. Taxpayer Identification Number (TIN) Certificate for the Applicant (for new applicants).
 - b. Taxpayer Identification Number (TIN) Certificate for each Director (*for new applicants and for renewals where there are any changes*).
 - c. VAT Registration Certificate (for VAT registered applicants).
 - d. Tax Clearance Certificate showing tax position for the current year.
 - e. Certified copies of Memorandum and Articles of Association of the Company (MEMAT) (for new applicants).
 - f. Certified copy of Certificate of Incorporation (for new applicants).
 - g. Certified copy of Business Name Registration Certificate (for Transporters who are Sole Proprietors or Partnership).
 - h. A recent passport size photograph (not more than one megabyte) of each Director and Staff (for new applicants and for renewal, only where there is any change).
 - i. A valid identity document for each Director i.e. National Identification Card issued by NIDA or Travelling Document (Passport) (for new applicants and for *renewals where there is any change*).
 - j. A valid relevant Working Permit for Non- Resident applicants.

- k. A valid Certified copy of staff Identification card issued by applicant.
 - l. Certified copies of title deed and lease agreement for office and other premises whose duration is longer than the duration of the license applied for.
 - m. Detailed registration information from the Business Registration and Licensing Agency (BRELA) stating the current status of the company's Directors, Shareholders and Beneficial Owners; (for new applicants and for renewal where there is any change);
 - n. Evidence for payment of withholding tax for leased premises or offices.
 - o. Submission of forged documents during application shall attract license revocation/rejection and prosecution.
2. Ownership and management of the Company shall meet the following conditions:
 - a. General Customs Bonded Warehouse and Clearing and Forwarding Agents companies, management and ownership must be 2/3 by Tanzanians.
 - b. Private Customs Bonded Warehouse companies, management shall be at least 3/4 and ownership at least 1/3 by Tanzanians.
 - c. For other license categories ownership and management shall be at least 1/3 by Tanzanians.
 3. No shipping Line, Shipping Agent or any person working as such shall qualify for Customs Licenses.
 4. Applicant with any affiliation, or in any way related with any Shipping Line, Shipping Agents or any person working as such, shall not qualify for Customs license.
 5. Established offices shall be fully furnished, installed with computers, ventilated, air conditioned, with appropriate lighting, telephone, hygienic and other necessary facilities.
 6. Non-existence of any outstanding matters related to Customs i.e. Audit query, unpaid Customs Debts, unpaid or incomplete TANSADs, outstanding transit transactions or any other unresolved issues related to Customs.
 7. Any person not being a Director/Owner/Employee or duly authorized representative of the applicant/licensee shall not engage with Customs in any matter relating to Customs Licenses.
 8. Application of Customs Clearing and Forwarding Agents Licenses shall not be admitted unless the issued shares of the company are fully paid up for new companies, and renewal if there is change of ownership/shareholding.

PART B: SPECIFIC CONDITIONS

1.0 Licensing Customs Clearing and Forwarding Agents:

All applications shall be made and processed online through TANCIS.

1.1 New applicants are required to comply with the following:

- a. Obtain online access which shall be required during the process of application. Access application forms are available on TRA website: www.tra.go.tz under EAC Customs Forms (Customs License Management System user access form) or

<https://www.tra.go.tz/images/uploads/customs/F-ITD-067-B-Customs-License-Application-System-User-Access-Form.pdf>.

- b. The form shall be filled in duplicate and submitted to Customs registry at TPA Tower Ground Floor. Then the applicants will be invited for training prior to access issuance.
- c. Training program for new applicants is scheduled to be conducted from 7th October, 2024 to 25th October, 2024 at TPA Tower 9th Floor TANCIS office.
- d. Attach all required documents to the application including form C.20 available on (https://www.tra.go.tz/customs_forms/c20-application-customs-agents-license-year.pdf).
- e. Payment of non-refundable application fee amounting to USD 50 or its equivalent through control number generated upon submission of online application.
- f. Each applicant must have at least two employees in charge of goods clearance process who are accredited with East African Customs Clearing and Freight Forwarding Practicing Certificate (EACCFPC). Other employees should have at least a diploma or certificate in Customs Management from a recognized institute or a minimum of five years' experience in Customs operations.
- g. Submission of introduction letter affixed with passport size photograph of a competent staff who has met conditions specified herein to represent the Company in Interview. The letter should also contain email address and telephone contact of applicant.
- h. Shortlisting of candidates to seat for interview/examination shall observe the following requirements:
 - (i) Must be a Director or a permanent Staff of the Company;
 - (ii) Must possess the East African Customs Clearing and Freight Forwarding Practicing Certificate(EACCFPC).
 - (iii) Should not be a Director of a company whose Customs Agency License has been revoked.
 - (iv) Should not be Employee or Director of existing licensed Customs Clearing and Forwarding company.
 - (v) Candidate who previously successfully sat for an interview with any company shall not be allowed to sit for the interview.
- i. Submit a signed declaration before Commissioner for Oaths with the following details:
 - (i) That none of the directors of the company has previously been a director of any licensed company whose license has been revoked in the last five years.
 - (ii) That none of the Directors is currently a director of an existing licensed Customs Clearing and Forwarding company.

- (iii) That none of the Directors or Shareholders of the company is an employee of Tanzania Revenue Authority.
- (iv) That the Company shall undertake to provide Customs services twenty-four hours daily.
- (v) That none of the Directors or Employees is working with shipping Line or Shipping Agent.
- (vi) That none of The Directors or Employees have affiliation with Shipping Line and Shipping Agents or any person working as such.
- j. No physical files for application shall be received.
- k. Short-listed Applicants will be notified through TANCIS and Public Notice for Written Interview.
- l. Execute Customs Bond Security of **Tanzania Shillings One Hundred Million (100,000,000/=)** after passing written interview.

1.2 Applications for Renewal of Customs Clearing and Forwarding Agents License shall be processed online through TANCIS and must observe the following requirements:

- a. Payment of non-refundable application fee amounting to USD 50 or its equivalent through control number generated upon submission of online application.
- b. Submission of Certificate of Registration for Customs Clearing and Forwarding Agents issued by TASAC.
- c. Submission of Proof of affiliation or membership to a recognized Customs Clearing and Forwarding Agents association.
- d. A licensee with less than twenty-four declarations in the current year, shall not qualify for renewal.

2.0 Licensing Transporters of goods under Customs control

All Applicants must observe the following specific conditions during application:

- a. Completion of online application of Certificate of Transporter (COT)
- b. Obtain online application forms available on TRA website www.tra.go.tz under EAC Customs Forms (Customs License Management System user access form) or <https://www.tra.go.tz/images/uploads/customs/F-ITD-067-B-Customs-License-Application-System-User-Access-Form.pdf>
- c. Submit online application through TANCIS, accompanied by certified documents as listed under general conditions stipulated under **Part A** above.
- d. Online Submission and uploading proof of affiliation or membership of a recognized Transporters relevant association.
- e. Online submission and uploading the following documents through TANCIS:
 - (i) Motor vehicle registration card;
 - (ii) Motor vehicle insurance cover;
 - (iii) Certificate of Transporter (COT)
 - (iv) Calibration document (for tankers); and

- (v) LATRA motor vehicle carrier's license.
- f. Only carrying unit qualifying for C.28 and C.40 licensing conditions shall be issued with license.
- g. Execute and upload through TANCIS a Customs Security bond of Tanzanian Shilling Ten Million 10,000,000.00 for COT certificate.
- h. License fee of USD 200 or its equivalent shall be paid through control number generated upon approval of online application.
- i. No renewal of Certificate of Transporters (COT) shall be granted prior to clearance of pending unpaid license fee from previous application (C.28 and C.40).

3.0 Licensing Customs Bonded Warehouse and Manufacture under Bond (MUB).

The following conditions shall apply for Customs Bonded Warehouse and Manufacture Under Bond licenses in addition to the general conditions specified in Part A above.

3.1 New applicants shall be required to comply with the following:

- a. Obtain application Form (C.18) available on TRA Website (www.tra.go.tz) or https://www.tra.go.tz/customs_forms/c18-application-license-premises-used-bonded-warehouse-bonded-factory-or-internal-depot.pdf.
- b. The form shall be filled, signed by applicant and submitted to Customs registry at TPA Tower Ground Floor accompanied by certified documents as listed under Part A above.
- c. Submit site plan professionally drawn and certified showing size and location of the premises in relation to other premises and thoroughfares printed on A3 paper.
- d. The minimum area for Private Customs Bonded Warehouse shall be 1,000 square meters and for General Customs Bonded Warehouse or Manufacture Under Bond shall be 2,000 square meters.
- e. Premises shall be located either in a Commercial or Industrial area.
- f. The yard or storage area shall be made of rigid pavements, tarmacked or made of concrete finishing.
- g. The premises shall have a parking space commensurate to the operations of the premises as the Commissioner may deem fit.
- h. The premises shall be of three-meter-high brick wall perimeter fence with electric security wire on top and lighting system.
- i. The premises shall be well secured with 24hours security systems including security guards and electronic surveillance cameras.
- j. The premises shall be equipped with fire-fighting system and conspicuous "**NO SMOKING**" signs.
- k. Submit production formulae approved by Tanzania Bureau of Standards or other competent Authorities (for Manufacturing under Bond applicants).

- l. Submit Industrial License issued by BRELA (for Manufacturing under Bond applicants).
- m. Customs Bonded Warehouse licence for storage of raw material shall be granted to manufacturers only.
- n. **Upon approval of the application, the applicant shall execute Customs Security Bond using the Customs Bond Form by a licensed and approved guarantor as follows:**
 - (i) A minimum of Tanzanian Shillings Five Hundred Million 500,000,000.00 for a private Customs bonded warehouse.
 - (ii) A minimum of Tanzanian Shillings One Billion 1,000,000,000.00 for a general Customs bonded warehouse.
 - (iii) A minimum of Tanzanian Shillings Two Billion 2,000,000,000.00 for Manufacturing Under Bond.
 - (iv) A minimum of Tanzanian Shillings One Hundred Million 100,000,000.00 for removal of goods from the entry point to respective bonded warehouses and Manufacturing Under Bond.
- o. License fee of USD 1,500 or its equivalent shall be paid through control number generated upon approval of online application.

3.2 Applications for renewal of license to operate Customs Bonded Warehouse or Manufacturing Under Bond shall be done online through TANCIS.

4.0 Licensing Internal Container Depot (ICD) and Container Freight Stations(CFS)

The following conditions shall apply for Internal Container Depot and Container Freight Stations licenses in addition to the general condition specified in Part A above.

- a) Submission of Proof of affiliation or membership to a recognized Container Inland Depot and Container Freight Station association

4.1 New applicants shall be required to comply with the following:

- a. Obtain application Form (C.18) available on TRA Website (www.tra.go.tz) or https://www.tra.go.tz/customs_forms/c18-application-license-premises-used-bonded-warehouse-bonded-factory-or-internal-depot.pdf.
- b. The form shall be filled, signed by applicant and submitted to Customs registry at TPA Tower Ground Floor accompanied by certified documents as listed under Part A above.
- c. Submit site plan professionally drawn and certified showing size and location of the premises in relation to other premises and thoroughfares printed on A3 paper.
- d. Submit TASAC License.
- e. Submit Clearance Letter from TANROADS/TARURA.
- f. The premises shall be secured by a three-meter-high brick wall perimeter fence with electric security wire on top and lighting system.
- g. The premise shall have two separate entry and exit gates.

- h. Parking space shall be outside the ICD/CFS boundaries for trucks waiting for loading.
- i. Parking space for staff shall be available within ICD/CFS boundaries.
- j. The premises shall be well secured with 24hours security systems including security guards and electronic surveillance cameras with minimum of six months' backup capacity.
- k. The area shall be made of rigid pavements, tarmacked or made of concrete finishing strong enough to withstand traction of heavy trucks.
- l. Clear demarcation to separate verified containerized goods and unverified containerized goods; empty containers and overstayed containers.
- m. Examination area shall be roofed and with a capacity of handling at least 10 40 feet containers at a time.
- n. Provision of a transit shed of a reasonable size, and Customs warehouse of at least 500 square meters, for ICD.
- o. Maintain sufficient and reliable labour force at all times during operations.
- p. The minimum area size for each category shall be as shown below:

ICD/CFS Category	Types of Goods	Size/Capacity
CFS	General Goods	10,000 Square Meters
ICD	Containers	20,000 Square Meters
ICD-V	Motor - Vehicles	10,000 Square Meters
ICD - Silos	Wheat	20,000 Metric Tons
ICD - Tankers	Edible Oils	20,000 Metric Tons

- q. Provision of Customs office capable to accommodate at least ten Customs Officers and shall be fully furnished, installed with computers, ventilated, air conditioned, with appropriate lighting, telephone, toilets, hygienic and other necessary facilities.
- r. Provision of Surveillance Camera Access to Customs Officials by installing at least 55 inches TV Screen in Customs Office for monitoring and surveillance purposes.
- s. Provision of appropriate equipment for cargo handling, stacking, examination and measurement as follows;
 - (i) At least three reach stackers
 - (ii) At least two Industrial Weighing Scale with capacity of measuring minimum of 2 tonnes,
 - (iii) At least two forklifts,
 - (iv) Bale clamp forklifts,
 - (v) Heavy duty Scissor and hummer for opening large wooden boxes.
- t. Floodlights shall be installed to light up the entire surface area to facilitate 24 hours' operations.
- u. The Company shall undertake to provide Customs service's twenty-four hours daily.
- v. Upon approval of the application, the applicant shall execute Customs Security Bond by using the Customs Bond Form by a licensed and approved guarantor as follows:

- (i) A minimum of Tanzanian Shillings Five Hundred Million 500,000,000.00 for removal of goods to and from the port.
 - (ii) A minimum of Tanzanian Shillings Two Billion 2,000,000,000.00 for ensuring compliance with customs laws and securing duties on goods deposited into an inland container depot (ICD)/Container Freight Stations (CFS).
- w. License fee of USD 1,500 or its equivalent shall be paid through control number generated upon approval of online application.

4.2 Applications for renewal of licenses to operate ICD and CFS shall be done online through TANCIS.

Applications to be submitted through the following address.

Commissioner for Customs and Excise,
Customs and Excise Department,
Tanzania Revenue Authority,
Sokoine Drive, TPA Tower,
P. O. Box 9053,
Dar es Salaam.

Note that, for Clearing and Forwarding Agents (CFA), the deadline for new applications shall be on or before **26th October, 2024**. The deadline for renewal applications shall be on or before **30th November, 2024**. Applications received after the deadline shall not be admitted.

All licensees are reminded that **2024** licenses shall expire on **31st December, 2024** and shall be automatically suspended in our system by **1st January, 2025** if not duly renewed.

"Together We Build Our Nation"



Juma Hassan

Commissioner for Customs and Excise