



## AN EXECUTIVE GUIDE TO DOING BUSINESS IN TANZANIA

| No. | STEPS/MILESTONE                                                                                                                                                                                                                                                                                                                | WEB PORTAL                                                                                                                           | MODE OF APPLICATION | OUTCOME/PRODUCT                                                                             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------|
| 1   | Forming a company with BRELA (Registrar of Companies)                                                                                                                                                                                                                                                                          | <a href="http://www.BRELA.go.tz">www.BRELA.go.tz</a>                                                                                 | Online              | Certificate of Incorporation                                                                |
| 2   | Register the company with Tanzania Revenue Authority for taxpayer identification number purposes<br><br><i>This must be accomplished within 15 days following company formation. Failure to register the company for TIN purposes with TRA will result into fines and penalties in accordance with Tax Administration Act.</i> | <a href="https://taxpayerportal.tra.go.tz">https://taxpayerportal.tra.go.tz</a>                                                      | Online and Manual   | TIN (Tax Identification Number) Certificate                                                 |
| 3   | To register the company in Tanzania Revenue Authority's e-filing portal and after successful registration, submit SETPI tax returns online.                                                                                                                                                                                    | <a href="https://taxpayerportal.tra.go.tz">https://taxpayerportal.tra.go.tz</a>                                                      | Online              | User Login Credentials, submitted SEPTI returns and proof of payment of Q1 provisional tax. |
| 4   | To obtain business license for principal business activity with BRELA (for class A activities) and with respective municipal council (for business class B activities).                                                                                                                                                        | <a href="http://www.business.go.tz">www.business.go.tz</a><br><a href="http://www.tausi.tamisemi.go.tz">www.tausi.tamisemi.go.tz</a> | Online              | Business License Certificate                                                                |
| 5   | To procure an EFD machine                                                                                                                                                                                                                                                                                                      |                                                                                                                                      | Manual              | EFD Machine                                                                                 |
| 6   | To register the company with Occupational Safety & Health Authority (OSHA)                                                                                                                                                                                                                                                     | wims.osha.go.tz                                                                                                                      | Manual and Online   | OSHA Compliance Certificate                                                                 |
| 7   | To register the company/employer with National Social Security Fund (NSSF) – where                                                                                                                                                                                                                                             | <a href="http://www.nssf.go.tz">www.nssf.go.tz</a>                                                                                   | Online              | Employer NSSF Compliance Certificate                                                        |



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|     | company has recruited staff(s).                                                                                                                                                                                        |                                                                                 |                     |                                           |
| 8   | To register the company/employer with Workers Compensation Fund (WCF) – where company has recruited staff(s).                                                                                                          | <a href="http://www.wcf.go.tz">www.wcf.go.tz</a>                                | Online              | WCF Certificate                           |
| 9   | To register the company with Fire and Rescue Force                                                                                                                                                                     | <a href="http://www.frf.go.tz">www.frf.go.tz</a>                                | Manual              | Fire Safety Compliance Certificate        |
| 10  | When sales/turnover exceeds Tshs. 200,000,000/- per annum or sum of Tshs. 100,000,000/- in the first 6 months of operation, to register the company with Tanzania Revenue Authority for Value Added Tax (VAT) purposes | <a href="https://taxpayerportal.tra.go.tz">https://taxpayerportal.tra.go.tz</a> | Online and Manual   | VRN (VAT Registration Number) Certificate |

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For insight into applicable taxes and duties in Tanzania, please visit our website to download your copy of Tanzania Tax Guide: [www.habibadvisory.co.tz](http://www.habibadvisory.co.tz)

**Courtesy of:**

