



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)	www.BRELA.go.tz	Online	Certificate of Incorporation
2	Register the company with Tanzania Revenue Authority for taxpayer identification number purposes <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>	https://taxpayerportal.tra.go.tz	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.	https://taxpayerportal.tra.go.tz	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).	www.business.go.tz www.tausi.tamisemi.go.tz	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	www.nssf.go.tz	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).	www.wcf.go.tz	Online	WCF Compliance Certificate
9	To register the company with Fire and Rescue Force	www.frf.go.tz	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	https://taxpayerportal.tra.go.tz	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

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