

THE EXPORT PROCESSING ZONES ACT, 2002

(ACT NO. 11 OF 2002)

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THE EXPORT PROCESSING ZONES ACT, 2002

(ACT NO. 11 OF 2002)

THE EXPORT PROCESSING ZONES (GENERAL) REGULATIONS, 2002

(Made under Section 26).

PART I

PRELIMINARY PROVISIONS

Short title	1. These Regulations may be cited as the Export Processing Zones (General) Regulations, 2002
Application and commencement	2(1) These Regulations shall apply in relation to the application for licence, development, provisions of services and management of Export Processing Zones. 2(2) These Regulations shall come into operation on the date of publication in the <i>Gazette</i> .
Interpretation	3. In these Regulations:
Act No. 11 of 2002	“Act” means the Export Processing Zones Act, 2002; “approved place” means the place within the perimeters of the Export Processing Zones for the time being designated as the place where goods or services may enter, leave or be rendered in the Export Processing Zones; “consumer goods” means any goods that are not for use for production or assembling in the Export Processing Zones; “customs station” means the station located at the approved place for the control of persons, goods and vehicles in the Export

Processing Zones;

“Department” means the Customs and Excise Department of the Tanzania Revenue Authority;

“developer” means a company incorporated in Tanzania Mainland which has been granted a licence pursuant to regulation 9;

“exports” means, in relation to the Export Processing Zone, goods produced or processed for sale outside the United Republic of Tanzania;

“goods” includes things of every kind whether animate or inanimate;

“officer” means a customs officer or a person acting on the instructions of the Department;

“offsite infrastructure” means physical infrastructure for access and utility supply in the Export Processing Zone;

“Operator” means a company incorporated in Tanzania Mainland which has been granted a licence to manufacture goods in the Export Processing Zone;

“service provider” means a company incorporated in Tanzania Mainland which is granted a licence to provide services in the Export Processing Zone;

PART II

DEVELOPMENT MANAGEMENT.

**Development of
offsite
infrastructure**

4. For the purposes of declaration of an area of land to be the Export Processing Zone, the Agent shall identify the necessary offsite infrastructure to be developed and communicate the same to the relevant

authorities for purposes of developing such offsite infrastructure.

**Declaration of
an area as
Export
Processing
Zone**

5(1) The Agent shall identify suitable land or property and advise the Minister to take necessary steps towards establishing or declaring such area of land to be the Export Processing Zone.

(2) Where the Minister has established or declared an area of land to be the Export Processing Zone, he shall take necessary steps to publish such land in the Government *Gazette* and the area so established or declared shall, effective from the date specified, be the Export Processing Zone.

**Promotion
programs**

6. Upon establishment or declaration of an area of land as the Export Processing Zone, the Agent shall prepare programs for promotion of that area of land for attraction of developers or otherwise fit and conducive for developers.

**Minimum
requirements
for the
development of
infrastructure**

7(1) No person shall develop an Export Processing Zone infrastructure without first obtaining prior approval of architectural plans, drawings and descriptions relating to the development of the said infrastructure from the Agent.

(2) Notwithstanding the provisions of sub regulation (1), the infrastructure to be developed or used for the Export Processing Zone operations shall meet the following minimum requirements:

- (a) at least a distance of six meters between the boundary wall of the Export Processing Zone and the adjoining buildings;
- (b) a boundary wall with a minimum height of 2.5 meters and adequate illumination on the boundary;
- (c) adequate area for custom checkpoints at the gates and facilities for

- customs officers and the examination stations or holding areas;
- (d) basic facilities and services conforming to modern practices and generally accepted architectural standards for industrial labour;
- (e) adequate system of affluent treatment and waste disposal;
- (f) compliance with the requirements of industrial health and safety; and
- (g) any other requirement and standards that may be determined by the Agent.

**Application for
a Developer's
Licence.**

8. (1) An application for a developer's licence shall be made to the Agent in Form No. **TZ/EPZ 01** prescribed in the Schedule to these Regulations.

(2) An application for a developer's licence shall be accompanied by the following;

- (a) a certified copy of the memorandum of association or a charter or constitution incorporating the company;
- (b) a certified copy of the articles of association of the company or other rules for the conduct of the business of the company;
- (c) a certified copy of the certificate of incorporation of the company;
- (d) an environmental clearance certificate for the infrastructural development from the relevant authority;
- (e) such fees and charges as the Agent may specify;
- (f) reference from the applicant's banker and an association to which he is a member on his capability to fulfill the development work for which the licence is being sought;
- (g) a sketch plan of the proposed development;

- (h) evidence of ownership or contractual arrangement with the owner of the land to be developed;
- (i) proposed work plan;
- (j) such other information as the Agent may require.

(3) Without prejudice to sub regulation (2), a sketch plan referred to in sub regulation 2 (g) drawn to scale shall indicate the following;

- (a) the full extent of the area to be developed as the Export Processing Zone;
- (b) any servitude; and
- (c) the layout of the proposed or existing facilities.

Agent may issue a Developer's Licence.

9(1) The Agent may, after being satisfied that the applicant has met the conditions set forth in Regulation 8, issue a developer's licence.

(2) The developer's licence issued under sub regulation (1) shall set out terms and conditions to be observed by the developer and such terms and conditions shall form part of the licence.

Construction and completion of the infrastructure

10(1) The developer shall begin implementing the project within six months from the date of obtaining the licence.

(2) The Agent shall be entitled to oversee the progress of implementation of the development of the Export Processing Zone infrastructure as per developer's plan submitted.

(3) Where the developer has completed the construction of the Export Processing Zone infrastructure, the Agent shall;

- (i) certify that the developer has satisfactorily completed the

construction works;

(ii) authorize the Developer to lease or use the infrastructure for the Export Processing Zone's operations.

(4) Where the Agent has certified that the construction of the Export Processing Zone infrastructure has been completed, any other development or alteration to the infrastructure shall amount to committing a waste unless the Agent has approved such development or alteration.

(5) Where the developer intends to use the infrastructure so developed as an Operator, he shall apply to the Agent to be specifically licenced for the purpose.

(6) Upon certification that the Export Processing Zone infrastructure has been completed in terms of sub regulation (3), the developer, in consultation with the Agent or any other institution duly authorized for that purpose, promote such Zone for attraction of Operators.

**Failure to
complete
construction
works**

11. Where the developer has failed to complete the construction of the Export Processing Zone infrastructure within the time prescribed in the licence or, as the case may be, as may be extended, he shall pay to the Government, within the period of six months from the date of termination of the licence, all taxes and duties that was previously exempted from payment under the Act.

**Developer to
submit Returns
to the Agent**

12(1) During the construction period, the developer shall submit to the Agent returns on progress of the work, and shall produce, at any time on demand for the inspection of an officer of the Agent or the Department, all books, records and documents related to the construction works.

(2) Upon completion of the construction work the developer shall submit to the Agent annual returns on Form No. **TZ/EPZ/ 06** within fifteen days from the last day of the year.

PART III

OPERATIONS MANAGEMENT.

Company to
apply for an
Operator's
Licence

13. Any company wishing to operate in an Export Processing Zone as an Operator shall apply for and may be granted a Licence for the purpose by the Agent.

Conditions
subject to
which the
Operator's
licence may be
issued

14. A licence to be issued pursuant to the Regulation 11 shall be subject to conditions that;

(i) at least seventy percent of goods produced or processed shall be for export;

(ii) the value of annual export turnover shall not be less than United States Dollars one hundred thousand; and

(iii) the Applicant shall pay the applicable fees and charges as may be specified by the Agent.

Application for
an Operator's
licence

(iv) the applicant after receipt of license shall operate to a period of at least ten year.

15(1) An Application for an Operator's licence shall be made to the Agent on Form No. **TZ/EPZ/02** prescribed in the Schedule to these Regulations.

(2) The Application for an Operator's licence shall be accompanied by;

(a) a certified copy of the memorandum of association or a charter or constitution incorporating the company;

(b) a certified copy of the articles of association of the company or

- other rules for the conduct of the business of the company;
- (c) a certified copy of the certificate of incorporation of the company;
- (d) an export plan which shall include;
 - (i) type of goods or products to be produced or processed;
 - (ii) location and area of Export Processing Zone where the business is intended to be carried on;
 - (iii) type of raw materials to be used in the production; and
 - (iv) production process intended to be used.
- (e) an environmental clearance certificate from the relevant authority for the business for which the company is applying to be Licenced;
- (f) any other information as the Agent may require.

The Agent may issue an Operator's Licence

16(1) The Agent may, after being satisfied that the Applicant has met the conditions set forth in Regulation 12 and has complied with the provisions of Regulation 13, issue an Operator's Licence.

(2) The Licence shall set out terms and conditions to be observed by the Operator and such terms and conditions shall form part of the licence.

(3) The licence issued under sub regulation (1) shall be valid for a period of three years and thereafter may be eligible for renewal annually.

(4) The application for renewal of the licence shall be made on Form No. **TZ/EPZ/04** and shall be submitted to the Agent at least three months before the date of expiry of the licence.

Returns to be submitted to the Agent.

17(1) Every Operator shall submit quarterly and annually returns in such form as the Agent may determine giving details of;

- (a) all raw materials received at the place or premises of manufacture during the preceding quarter of the year;
- (b) production of semi-finished and finished products including by-products offloaded into the customs territory and exported;
- (c) waste stocks and the manner of their disposal;
- (d) loss through evaporation, spillage, leakage or other causes; and
- (e) the balances of all raw materials and of the semi-finished products including by-products stocked at the place or premises of manufacture and in transit as at the close of business on the last day of the quarter.

(2) Every Operator shall further furnish to the Agent, on demand, any other information in the form of returns in the manner determined by the Agent.

(3) The returns by the Operator to the Agent shall be made on Form No. **TZ/EPZ/08** within fifteen days from the last day of the quarter or year, as the case may be.

(4) All information received by the Agent pursuant to sub regulations (1) and (2) shall be treated confidentially.

Operator to
submit
information

18(1) Every Operator shall be obliged and be responsible to declare and submit to the Agent and other authorities any necessary information and statistics as are required by these Regulations, the Act or any other written law.

(2) Without prejudice to sub regulation (1), every Operator shall keep at its place of business or premises and maintain in a form and manner conforming to acceptable accounting standards the following documents:

- (a) a stock book in which shall be entered the quantity and description of raw materials used for manufacture, the quantity and description of semi-finished and finished products and the manner of their disposal;
 - (b) a register in which shall be entered the quantity and description of raw materials used for manufacture, the quantity and description of semi-finished and finished products and the manner of their disposal;
 - (c) a stock book for recording particulars of waste materials resulting from manufacture;
 - (d) books of account, invoices, customs permits and other documents connected with the manufacturing operations; and
 - (e) a record of quantity of goods lost as a result of evaporation, spillage, leakage or other causes.
- (3) Every Operator shall produce at any time on demand for the inspection of an officer of the Agent or the Department, as the case may be, the books, records and documents referred to in sub-regulation (1) and shall allow the officer to make extracts for the use by the Agent or the Department.

PART IV

SERVICE PROVISIONS

Developer or Operator entitled to basic services 19(1) The developer or, as the case may be, an Operator, shall be entitled to basic services and utilities for effective, efficient and competitive operations.

(2) The Operator or the developer shall identify his requirements for

the basic services and submit such requirements to the Agent.

(3) The Agent shall provide or cause to be provided such services and utilities to the developer or Operator.

(4) The developer or Operator shall be obliged to pay for the costs of the basic serviced and utilities to be provided at a cost to be agreed.

Agent may
recommend
tariff rates

20 (1) The Agent may, in consultation with the relevant institutions, recommend to the relevant authorities tariff rates to be charged on the developers and Operators in order to enhance export competitiveness of goods or services produced.

(2) For purposes of sub regulation (1), the Agent may enter or cause to be entered into an agreement with the relevant institutions for collection of user charges of services and utilities from the developers, Operators or Service Providers operating within the Export Processing Zones.

Company may
apply for
service
provision
licence

21. Any Company wishing to provide services within the Export Processing Zone shall apply for and may be granted a licence for the purpose by the Agent.

Condition
subject to
which service
provision
licence may be
issued

22. The Company to be licenced to provide services within the Export Processing Zone shall:

(a) have proven capacity to provide the services at the international standards;

(b) the applicant shall pay the applicable fees and charges as may be specified by the Agent.

Application for service providers' licence. 23(1) An Application for the service provider's Licence shall be made to the Agent on Form No. **TZ/EPZ/03** prescribed in the Schedule to these Regulations.

(2) The Application for the service provider's licence shall be accompanied by

- (a) a commitment to deliver the services at agreed standards;
- (b) a company profile which shall include a checklist of necessary equipment possessed by the applicant for provision of services applied for;
- (c) a certified copy of the memorandum of association or a charter or constitution incorporating the company;
- (d) a certified copy of the articles of association of the company or other rules for the conduct of the business of the company;
- (e) a certified copy of the certificate of incorporation of the company;
- (f) any other information as the Agent may require.

The Agent may issue licence for service provision 24(1) The Agent may, after being satisfied that the applicant has met the conditions set forth in Regulations 20 and has complied with the provisions of Regulation 21, issue a licence for provision of services in the Export Processing Zone.

(2) The licence issued under sub regulation (1) shall set out terms and conditions to be observed by the service provider and such terms and conditions shall form part of the licence.

(3) The licence issued shall be valid for a period of one year and may be renewed annually.

(4) An application for renewal of the licence shall be made on Form No. **TZ/EPZ/05** and shall be submitted to the Agent at least three months before the expiry of the Licence.

Returns to be submitted by the service provider 25. The service provider shall submit to the Agent quarterly returns on Form No. **TZ/EPZ 07** on its performance for the services licenced to provide in the Export Processing Zone.

PART V

GENERAL PROVISIONS

Refusal to grant a licence 26(1) Where the Agent receives an application for a Licence submitted pursuant to these Regulations and where, in his opinion, the application does not meet conditions set for such grant, he may refuse to grant the licence.

(2) Where the Agent has refused to grant a licence to an applicant in terms of sub regulation (1), he shall give a detailed statement to the applicant on the grounds for such refusal.

Appeal for rejection of an application for a licence to be made to the Minister 27 (1) Any applicant aggrieved by the decision of the Agent to reject an application for a licence may appeal to the Minister within a period of fourteen days from the date of notification of the rejection of the grant of the licence.

(2) An appeal to the Minister shall be made on Form No. **TZ/EPZ 09** stating clearly the grounds upon which the appeal is made.

<p>Minister may confirm, vary or set aside the decision of the Agent</p>	<p>28. The Minister may, within a period of fourteen days from the date of receipt of an appeal and having received representation from the Agent and the appellant, confirm, vary or set aside the decision of the Agent.</p>
<p>Suspension, withdrawal or cancellation of the licence.</p>	<p>29. Where the Agent has granted a licence in accordance with these Regulations, he may withdraw, suspend or cancel the licence where a licensee has failed to comply with the terms and conditions with regard to which a Licence was granted.</p>
<p>The licence valid to the holder</p>	<p>30. Where the Agent has granted a licence pursuant to these Regulations, such a licence shall be valid only for the holder and for the period specified in a licence.</p>
<p>Variation of information to be submitted to the Agent</p>	<p>31 (1) For purposes of sub regulation (2), any variation of information submitted during the application for a licence shall be submitted to the Agent.</p> <p>(2) The licence shall continue to be valid only if the information on the basis of which it was granted has not substantially changed to the extent that such information is completely different from what was originally submitted.</p>
<p>Contribution to cost of joint services</p>	<p>32. Every developer, Operator or service provider shall be obliged and be responsible for contribution to the cost of joint services to be provided in the Export Processing Zone as may be agreed with the Agent.</p>
<p>Employment of foreign staff in the Export Processing Zones.</p>	<p>33(1) The developer, Operator or service provider, as the case may be, employing a foreign staff, shall channel his requirements through the Agent, who shall assess the requirements and approve or disapprove such employment</p> <p>(2) Where the Agent approves the employment of a foreign staff, it shall</p>

advise the Government to issue work permit for the foreign staff.

Agent to submit
quarterly
reports to the
Minister

34. The Agent shall submit to the Minister quarterly reports on the progress of the development and operations of the Export Processing Zones.

Agent to
maintain an
office

35. The Agent or, as the case may be, a duly authorized representative, shall maintain an office in every Export Processing Zone to carry out management functions provided under the Act and these Regulations.

Developer,
Operator and
service provider
to comply with
directives

36. Every developer, Operator and service provider employing any staff and an employee so employed as well as any person entering into or exiting from the Export Processing Zone, shall comply with any directive that may be issued by the Agent or a duly authorized representative with a view to controlling and supervising the entry into, the exit from or the conduct of business within the Export Processing Zone.

PART VI

OFFENCES.

Non-payment of
costs of joint
services.

37(1) A licensee who fails to pay or effects late payment of the cost of joint services commits an offence and is liable to settle the outstanding bills for the costs of the services together with interest.

(2) Where such bills shall remain outstanding for a period of three months, the Agent shall terminate the Licence of the Licensee.

Offence for
contravention
of the
provisions of
the Act,
Regulations,
etc.

38. Any Developer, Operator or Service Provider who contravenes the provisions of the Act, these Regulations or orders made under these Regulations commits an offence and is liable, on conviction, to a fine not less than ten million shillings and the Court may order that in addition to the payment of the fine, the licence in respect of which an offence was committed be cancelled.

SCHEDULE

FORMS

TZ/EPZ/01



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

APPLICATION FOR A DEVELOPER'S LICENCE

(Pursuant to section 6 of the Export Processing Zones Act, 2002 and Regulation 8 of the Export Processing Zones (General) Regulations, 2002)

Notes and Guidelines for completing the Application Form

1. The information you provide in the Application Form will assist us in approving your Project in the development of the Export Processing Zones infrastructure.
2. Please, therefore, complete all sections as required. It is important that you assess your requirements accurately before filling in the Application Form.
3. An incomplete Application Form could result in delays in approving your Application.
4. In filling the Form, please follow the Metric System for all units of measurements and US Dollars (\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet.
6. The submission of this Form does not constitute an automatic acceptance or approval by the National Development Corporation of your Application.
7. The information provided in the Application Form will be dealt in strict confidence.
8. This Form should be filled and submitted in four original copies.
9. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A PARTICULARS OF THE APPLICANT COMPANY.

Name:

Physical Address:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B COMPANY PROFILE.

Date of Incorporation:

Particulars of Directors/Shareholders:

Name of Directors/Shareholders	Nationality	Number and Value of Shares	Residential Address.

C DESCRIPTION OF THE BUSINESS

1. Type of Activities/Operations intended to be undertaken in the Zone.

2. Main infrastructure to be provided.

3. Location of the intended EPZ infrastructure

a) For undeveloped

Availability of Land		Ownership ¹		Size	
Locality	Has the Land been Acquired?	Own	Leased	Total Area	Area for Building

b) For developed

Location	Current Use	Size		Ownership ²	
		Total	Built Area	Own	Leased

c) For developed area state the main infrastructure currently available³

Facilities	Status
Fence	
Buildings –Industrial sheds, storages & offices	
Parking	
Toilets	
Access road/ rail	
Affluent treatment facilities	
Power	
Water	
Telephone	
Customs examination station	
Security lights	
Firefighting facilities	
Open space between boundary wall and buildings	
Others...	

¹ Attach copies of Title Deed or Lease Agreement and Site Development Plan

² Attach copies of Title Deed or Lease Agreement and approved Site Development Plan

³ Tick the appropriate infrastructure available and state its status

4. Capital Structure

(a) Total Capital

(b) Capital Outlay⁴

Foreign Equity	Local Equity	Foreign Loan	Local Loan	Suppliers Credit	Others	Total

D MATERIALS/COMPONENTS FOR BUILDING

Materials/Components	Sources		Quantity	Value
	Local	Foreign		

E EXPECTED OCCUPANCY RATES

F LIST OF ATTACHEMENTS

1. Copy of the Memorandum of Association/Charter/Constitution of the Company
2. Copy of the Articles of Association or Rules for Conduct of Business
3. Copy of the Certificate of Incorporation
4. Copy of Effluent Treatment Facility plan.
5. Copy of Title Deed or Lease Agreement
6. Copy of Site Development Plan
7. Proposed Work Plan
8. Evidence of commitment of capital for the project
9. Copy of Receipts of the necessary initial fees.

DECLARATION

I am aware that the information given hereinabove constitutes the basis upon which the Agent may grant the Licence for Development of the Export Processing Zones infrastructure. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
 (Name of Signatory) (Title of the Signatory)

_____, the Applicant, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Application are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future prove to be false.

Date: _____ Signature: _____

⁴ Attach evidence of commitment of capital for the project



The Export Processing Zones Act, 2002, (Act No. 11 of 2002)

APPLICATION FOR AN OPERATOR'S LICENCE

(Pursuant to section 6 of the Export Processing Zones Act, 2002 and Regulation 15 of the Export Processing Zones (General) Regulations, 2002)

Notes and Guidelines for completing the Application Form

1. The information you provide in the Application Form will assist us in approving your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required. It is important that you assess your requirements such as Facility, Utility, affluent treatment and Manpower accurately before filling in the Application Form.
3. An incomplete Application Form could result in delays in approving your Application.
4. In filling the Form, please follow the HSC (Harmonized System Coding) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars (\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet
6. The submission of this Form does not constitute an automatic acceptance or approval by the National Development Corporation of your Application.
7. The information provided in the Application Form will be dealt in strict confidence.
8. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A PARTICULARS OF THE APPLICANT COMPANY.

Name of the Company:

Registered Office:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B COMPANY PROFILE.

1. Date of Incorporation:

2. Particulars of Directors/Shareholders:

Name of Shareholders	Nationality	Number and Value of Shareholders	Residential Address.

3. Description Of The Company's Intended Business/Operations.

(i) Type of Activities/Operations

(ii) Type of main Products/Services

(iii) Location of the EPZ

(iv) Owner of the Infrastructure

(v) Capital Structure

(a) Total Capital

(i) Authorized capital

(ii) Paid up capital

(b) Investment Outlay

Foreign Equity	Local Equity	Foreign Loan	Local Loan	Suppliers Credit	Others	Total

(vi) Capital Expenditure Structure.

Description	1 st Year	2 nd Year	3 rd Year	4 th Year	Total Amount
Premises (Building - if constructed at your cost or rented)					
Equipment					
Working Capital					
Others					
Total					

C DETAILS OF MACHINERY/EQUIPMENT.

Major Items of Machinery	Condition (New or Used)	Country of Origin	Cost.

D PRODUCTION SCHEDULE.

Qty	1 st Year		2 nd Year		3 rd Year	
	Ex-Factory Value (US\$)	Qty	Ex-Factory Value (US\$)	Qty	Ex-Factory Value (US\$)	Qty

E RAW MATERIALS/COMPONENTS.

Raw Materials/Components	Sources		Quantity	Value
	Local	Foreign		

F UTILITY REQUIREMENTS

Please indicate your Utility requirements in terms of:

Electricity: MD (Maximum Demand): _____ KVA

Water - Industrial: _____ Gallons/day

Gas: _____ Cubic meters/day

Telephone: _____ No. of Lines (Including Faxes)

Others:

G SALES SCHEDULE

Products	1 st Year			2 nd Year			3 rd Year		
	Sales% Qty		Value	Sales % Qty		Value	Sales % Qty		Value
	Local	Export		Local	Export		Local	Export	

H EMPLOYMENT SCHEDULE

Employment Category	1 st Year		2 nd Year		3 rd Year	
	Local	Foreign	Local	Foreign	Local	Foreign
Management Staff						
Technical and Supervisory Staff						
Workers						
(a) Skilled						
(b) Unskilled						
Others						

L LIST OF ATTACHEMENTS

1. Copy of the Memorandum of Association/Charter/Constitution of the Company
2. Copy of the Articles of Association or Rules for Conduct of Business
3. Copy of the Certificate of Incorporation
4. An Export Business Plan by Products, Markets and others
5. An EIA Report.
6. Copy of Receipts of the necessary initial fees.

DECLARATION

I am aware that the information given hereinabove constitutes the basis upon which the Agent may grant the Licence for Operations in the Export Processing Zones. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
 _____ (Name of Signatory) _____ (Title of the Signatory)

_____ Limited, the Applicant, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Application are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: _____

Signature: _____
 and Seal/Stamp



The Export Processing Zones Act, 2002, Act No. 11 of 2002

APPLICATION FOR A SERVICE PROVISION LICENCE

(Pursuant to section 6 of the Export Processing Zones Act, 2002 and Regulation 23 of the Export Processing Zones (General) Regulations, 2002)

Notes and Guidelines for completing the Application Form

1. The information you provide in the Application Form will assist us in approving your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required. It is important that you assess your requirements such as Facility, Utility, affluent treatment and Manpower accurately before filling in the Application Form.
3. An incomplete Application Form could result in delays in approving your Application.
4. In filling the Form, please follow the HSC (Harmonized System Coding) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars (\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet
6. The submission of this Form does not constitute an automatic acceptance or approval by the National Development Corporation of your Application.
7. The information provided in the Application Form will be dealt in strict confidence.
8. This Form should be filled and submitted in four original copies.
9. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A PARTICULARS OF THE APPLICANT COMPANY.

Name of the Company:

Registered Office:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B COMPANY PROFILE.

1. Date of Incorporation:

2. Particulars of Directors/Shareholders:

Name of Shareholders	Nationality	Number and Value of Shareholders	Residential Address.

3. Description Of The Company's Intended Business/Operations.

(i) Type of Activities/Operations

(ii) Type of main Products/Services

(iii) Location of the EPZ

(iv) Owner of the Infrastructure

(v) Capital Structure

(a) Total Capital

(i) Authorized capital

(ii) Paid up capital

(b) Investment Outlay

Foreign Equity	Local Equity	Foreign Loan	Local Loan	Suppliers Credit	Others	Total

(vi) Capital Expenditure Structure.

Description	1 st Year	2 nd Year	3 rd Year	4 th Year	Total Amount
Premises (Building - if constructed at your cost or rented)					
Equipment					
Working Capital					
Others					
Total					

C DETAILS OF MACHINERY/EQUIPMENT (if any).

Major Items of Machinery	Condition (New or Used)	Country of Origin	Cost.

D RAW MATERIALS/COMPONENTS (if required).

Raw Materials/Components	Sources		Quantity	Value
	Local	Foreign		

E UTILITY REQUIREMENTS

Please indicate your Utility requirements in terms of:

Electricity: MD (Maximum Demand): _____ KVA

Water - Industrial: _____ Gallons/day

Gas: _____ Cubic meters/day

Telephone: _____ No. of Lines (Including Faxes)

Others:

F SALES OF THE SERVICE

Products	1 st Year			2 nd Year			3 rd Year		
	Sales% Qty		Value	Sales % Qty		Value	Sales % Qty		Value
	Local	Export		Local	Export		Local	Export	

G EMPLOYMENT SCHEDULE

Employment Category	1 st Year		2 nd Year		3 rd Year	
	Local	Foreign	Local	Foreign	Local	Foreign
Management Staff						
Technical and Supervisory Staff						
Workers						
(c) Skilled						
(d) Unskilled						
Others						

H LIST OF ATTACHEMENTS

1. Copy of the Memorandum of Association/Charter/Constitution of the Company
2. Copy of the Articles of Association or Rules for Conduct of Business
3. Copy of the Certificate of Incorporation
4. Copy of Receipts of the necessary initial fees.

DECLARATION

I am aware that the information given hereinabove constitutes the basis upon which the Agent may grant the Licence for providing Services in the Export Processing Zones. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
 (Name of Signatory) (Title of the Signatory)

_____ Limited, the Applicant, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Application are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: _____

Signature: _____
 and Seal/Stamp



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

AN APPLICATION FOR RENEWAL OF OPERATOR'S LICENSE

(Pursuant to Regulation 16(4) of the Export Processing Zones (General) Regulations 2002)

Notes and Guidelines for completing the Application Form

1. The information you provide in the Application Form will assist us in approving your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required. It is important that you assess your requirements such as Facility, Utility, affluent treatment and Manpower accurately before filling in the Application Form.
3. An incomplete Application Form could result in delays in approving your Application.
4. In filling the Form, please follow the HS (Harmonized System) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars(\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet
6. The submission of this Form does not constitute an automatic acceptance or approval by the National Development Corporation of your Application.
7. The information provided in the Application Form will be dealt in strict confidence.
8. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A PARTICULARS OF THE APPLICANT COMPANY.

Name:

Physical Address:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B COMPANY PROFILE.

Date of Incorporation:

Particulars of Directors/Shareholders:

Name of Directors/Shareholders	Nationality	Number and Value of Shareholders	Residential Address.

C PARTICULARS OF THE LICENSE

a) Type of the License issued:

Manufacturing Commercial Services

b) Date of issuing the Licence:

c) Date of expiry of the Licence:

d) Licensed Products:

D PRODUCTION SCHEDULE FOR THE LAST THREE YEARS.

1 st Year		2 nd Year		3 rd Year	
Product Type	Qty	Product Type	Qty	Product Type	Qty

E SALES FOR THE LAST THREE YEARS

Products	1 st Year			2 nd Year			3 rd Year		
	Sales% Qty		Value	Sales % Qty		Value	Sales % Qty		Value
	Local	Export		Local	Export		Local	Export	

F MAJOR EXPORT MARKETS

Product	1 st Year		2 nd Year		3 rd Year	
	Qty	Country	Qty	Country	Qty	Country

G EMPLOYMENT RECORDS

Employment Category	1 st Year		2 nd Year		3 rd Year	
	Local	Foreign	Local	Foreign	Local	Foreign
Management Staff						
Technical and Supervisory Staff						
Workers						
(a) Skilled						
(b) Unskilled						
Others						

H ENVIRONMENTAL IMPACT ASSESSMENT RECORD

a) Did your project have any environmental impact during the tenure of the License?

Yes

No

If **YES**, state measures taken to mitigate the impacts by filling items I and II.

I) PRODUCTS:

Name of Product	Rate	Type of storage and/ or packing*	Method of delivery	Hazard classification
Please list the products	Tons/ day or Cubic mts/ day	Bulk, tanker, drums etc.	Ship, road or air	Flammable, Toxic etc.

II) PROCESS RAW MATERIALS:

NAMES OF RAW MATERIALS				
PROCESS				
Rate (Tons or m3/day)				
Method of receipt (e.g., ship, road, conveyor)				
Handling & Storage details (e.g., racking, palletized, indoor, outdoor)				
Precautions used to prevent pollution (e.g., spillage, emissions)				
Hazardous classifications (e.g., flammable, toxic etc.)				

I FUTURE PLANS

Please attach a separate future plans in terms of project expansion in production, employment, technology etc.

J LIST OF ATTACHMENTS

1. Copy of the Memorandum of Association/Charter/Constitution of the Company
2. Copy of the Articles of Association or Rules for Conduct of Business
3. Copy of the Certificate of Incorporation
4. Copy of former License
- 5 Future Business Plans
6. Copy of Receipts of the necessary fees.

DECLARATION

I am aware that the information given hereinabove constitutes the basis upon which the Agent may grant the renewal of a License for Operations in the Export Processing Zones. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
 (Name of Signatory) (Title of the Signatory)

_____ Limited, the Applicant, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Application are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: _____

Signature: _____



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

AN APPLICATION FOR RENEWAL OF A SERVICE PROVISION LICENSE
(Pursuant to Regulation 24(4) of the Export Processing Zones (General) Regulations
2002)

Notes and Guidelines for completing the Application Form

1. The information you provide in the Application Form will assist us in approving your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required. It is important that you assess your requirements such as Facility, Utility, affluent treatment and Manpower accurately before filling in the Application Form.
3. An incomplete Application Form could result in delays in approving your Application.
4. In filling the Form, please follow the HS (Harmonized System) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars (\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet
6. The submission of this Form does not constitute an automatic acceptance or approval by the National Development Corporation of your Application.
7. The information provided in the Application Form will be dealt in strict confidence.
8. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A PARTICULARS OF THE APPLICANT COMPANY.

Name:

Physical Address:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B COMPANY PROFILE.

Date of Incorporation:

Particulars of Directors/Shareholders:

Name of Directors/Shareholders	Nationality	Number and Value of Shareholders	Residential Address.

C PARTICULARS OF THE LICENSE

- a) Date issuing the License:
- b) Date of expiry of the License:
- c) Licensed Services:

D SCHEDULE OF SERVICES OFFERED IN LAST YEAR.

1 st Year	
Type of Service Offered	Description of the Performance

E EMPLOYMENT RECORDS

Employment Category	1 st Year		2 nd Year		3 rd Year	
	Local	Foreign	Local	Foreign	Local	Foreign
Management Staff						
Technical and Supervisory Staff						
Workers						
(a) Skilled						
(b) Unskilled						
Others						

F ENVIRONMENTAL IMPACT ASSESSMENT RECORD

a) Did your project have any environmental impact during the tenure of the License?

Yes

No

If **YES**, state measures taken to mitigate the impacts.

G FUTURE PLANS

Please attach a separate future plans in terms of project expansion in production, employment, technology etc.

H LIST OF ATTACHMENTS

1. Copy of the Memorandum of Association/Charter/Constitution of the Company
2. Copy of the Articles of Association or Rules for Conduct of Business
3. Copy of the Certificate of Incorporation
4. Copy of former License
- 5 Future Business Plans
6. Copy of Receipts of the necessary fees.

DECLARATION

I am aware that the information given hereinabove constitutes the basis upon which the Agent may grant the renewal of a License for provision of services in the Export Processing Zones. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
(Name of Signatory) (Title of the Signatory)

_____, the Applicant, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Application are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: _____

Signature: _____



The Export Processing Zones Act, 2002, (Act No. 11 of 2002)

THE DEVELOPER'S ANNUAL RETURN

(Pursuant to Regulation 12(2) of the Export Processing Zones (General) Regulations, 2002)

Notes and Guidelines for completing the Annual Returns' Form

1. The information you provide in the Returns' Form will assist the Agent in assessing the performance of your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required.
3. An incomplete/wrongly filled Form may result in wrong assessment of your Project.
4. In filling the Form, please follow the HSC (Harmonized System Coding) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars(\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet(s)
6. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A PARTICULARS OF THE OPERATOR

Name of the Company:

Registered Office:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B: PARTICULARS OF THE EPZ INFRASTRUCTURE

- a) Location:
- b) Total area of Land developed:
- c) Total area of Land undeveloped:
- d) Particulars of Operators within the Zone

No.	Name of Operator	Total Land Occupied	Activities of the Operator	Annual Rent
1.				
2.				
3.				
4.				
5.				
6.				

C: AFFLUENT TREATMENT AND WASTE DISPOSAL SYSTEM.

State environmental impacts mitigating measures provided in the Zone

D: AVAILABILITY OF INFRASTRUCTURE

a) State the available and status of the infrastructure (including utilities) in the Zone

b) State plans for improving the status of the infrastructure (if necessary) and the extent of the Agent's facilitation required.

E: FUTURE DEVELOPMENT PLANS

State briefly whether you have any expansion plans

DECLARATION

I am aware that the information given hereinabove constitutes the basic information required by the Agent in evaluating and therefore facilitating improvement of the operations in the Export Processing Zones. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
(Name of Signatory) (Title of the Signatory)

_____ Limited, the Developer, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Form are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: _____

Signature: _____
and Seal/Stamp



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

SERVICE PROVIDER'S RETURNS

(Pursuant to Regulation 25 of the Export Processing Zones (General) Regulations, 2002)

Notes and Guidelines for completing the Annual Returns' Form

1. The information you provide in the Returns' Form will assist the Agent in assessing the performance of your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required.
3. An incomplete/wrongly filled Form may result in wrong assessment of your Project.
4. In filling the Form, please follow the HS (Harmonized System) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars (\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet(s)
6. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A PARTICULARS OF THE OPERATOR

Name:

Physical Address:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B COMPANY PROFILE.

Date of Incorporation:

Particulars of Directors/Shareholders:

Name of Directors/Shareholders	Nationality	Number and Value of Shareholders	Residential Address.

C EPZ LOCATION

- Name and Location:
- Postal Address:
- Total area rented/occupied:
- Rent per year:

D ANNUAL/QUARTER PERFORMANCE FOR YEAR.....

- Brief of main services provided

b) Performance

Description	Units	Quarterly Production Performance				Total
		1 st Q	2 nd Q	3 rd Q	4 th Q	
Capacity Utilization						
Product1.						
Product2.						
Product3.						
Product4.						
Product5						

c) Sales turnover of the services

No.	Type of the Service	Units	Destination		Quarterly Sales turnover (Value in \$)				Total
			Local	Overseas	1 st Q	2 nd Q	3 rd Q	4 th Q	
1									
2									
3									

4									
5									
6									

d) Were your performance targets met?

Yes

No

If NO, state the reasons

E SERVICE COST STRUCTURE

Item	Cost				Total (in %)
	1 st Q	2 nd Q	3 rd Q	4 th Q	
Raw materials/components (if any)					
Power					
Water					
Labour					
Maintenance & Repair					
Research & Training					
Rent					
Other charges					

F EMPLOYMENT AND TRAINING

a) Employment Performance

Employment Category	Previous Year		Actual for Year		Plan for Next Year	
	Local	Foreign	Local	Foreign	Local	Foreign
Management Staff						
Technical and Supervisory Staff						
Workers (a) Skilled (b) Unskilled						
Others						

b) Training of Local staff¹

Employment Category	Previous Year	Actual for Year	Plan for Next Year
Management			
Technical and Supervisory			
Workers (a) Skilled (b) Unskilled			
Others			

¹ Attach evidence and respective cost of trained staff.



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

FORM OF THE OPERATOR'S RETURNS

(Pursuant to Regulation 17(3) of the Export Processing Zones (General) Regulations, 2002)

Notes and Guidelines for completing the Annual Returns' Form

1. The information you provide in the Returns' Form will assist the Agent in assessing the performance of your Project in the Export Processing Zones.
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3. An incomplete/wrongly filled Form may result in wrong assessment of your Project.
4. In filling the Form, please follow the HS (Harmonized System) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars (\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet(s)
6. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A PARTICULARS OF THE OPERATOR

Name:

Physical Address:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B COMPANY PROFILE.

Date of Incorporation:

Particulars of Directors/Shareholders:

Name of Directors/Shareholders	Nationality	Number and Value of Shareholders	Residential Address.

C EPZ LOCATION

- a) Name and Location:
- b) Postal Address:
- c) Total area rented/occupied:
- d) Rent per year:

D ANNUAL PERFORMANCE FOR YEAR

- a) Brief of main activities/operations

b) Raw materials/components procured

No.	Type	Source	Quarterly Procurement (Quantity)				Total
			1 st Q	2 nd Q	3 rd Q	4 th Q	
1.							
2.							
3.							
4.							
5.							
6.							

c) Production

Description	Units	Quarterly Production Performance				Total
		1 st Q	2 nd Q	3 rd Q	4 th Q	
Capacity Utilization						
Product1.						
Product2.						
Product3.						
Product4.						
Product5						

d) Sales turnover

No.	Products	Units	Destination		Quarterly Sales turnover (Value in \$)				Total
			Local	Overseas	1 st Q	2 nd Q	3 rd Q	4 th Q	
1									
2									
3									
4									
5									
6									

e) Were your productions and sales targets met?

Yes

No

If NO, state the reasons

E PRODUCTION COST STRUCTURE

Item	Cost				Total (in %)
	1 st Q	2 nd Q	3 rd Q	4 th Q	
Raw materials/components					
Power					
Water					
Labour					
Maintenance & Repair					
Research & Training					
Rent					
Other charges					

F EMPLOYMENT AND TRAINING

a) Employment Performance

Employment Category	Previous Year		Actual for Year		Plan for Next Year	
	Local	Foreign	Local	Foreign	Local	Foreign
Management Staff						
Technical and Supervisory Staff						
Workers						
(a) Skilled						
(b) Unskilled						
Others						

b) Training of Local staff¹

Employment Category	Previous Year	Actual for Year	Plan for Next Year
Management			
Technical and Supervisory			
Workers			
(a) Skilled			
(b) Unskilled			
Others			

¹ Attach evidence and respective cost of trained staff

G PRODUCT AND MARKET DEVELOPMENT

a) Details on product and market research development and the respective costs

b) Details on market promotion and diversification activities undertaken

c) Market promotion and marketing network established abroad

DECLARATION

I am aware that the information given hereinabove constitutes the basic information required by the Agent in evaluating and therefore facilitating improvement of the operations in the Export Processing Zones. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
(Name of Signatory) (Title of the Signatory)

_____ Limited, the Operator, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Form are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: _____

Signature: _____



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

**FORM OF APPEAL TO THE MINISTER
AGAINST THE DECISION OF THE AGENT**

(Pursuant to section 9(1) of the Export Processing Zones Act, 2002 and Regulation 27
of the Export Processing Zones (General) Regulations, 2002)

TO:

MINISTER FOR INDUSTRY AND TRADE
P. O. BOX 9503
DAR ES SALAAM

A: PARTICULARS OF THE APPELLANT COMPANY

Name:

Physical Address:

Postal Address:

Telephone:

Fax:

E-mail:

Status: Operator/Developer/Service Provider

B: PARTICULARS OF THE DECISION OF THE AGENT APPEALED AGAINST

I,..... who is the

(Name of Signatory)

(Title of Signatory)

of the Appellant Company appeals against the decision of the Agent made on the
..... day of 20..... to the effect that (state the decision of the
Agent).

C: GROUNDS OF APPEAL

This appeal is preferred on the basis of the following grounds¹

¹ Where necessary, attach relevant documents

D: REMEDY SOUGHT

I, therefore, pray for the Minister to make the following orders:

Signature and Company Seal:

Date:

FOR OFFICIAL USE ONLY

Date of receiving the Appeal

Signature of the receiving Officer

Official Stamp



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

APPLICATION FOR OFFLOADING MORE THAN 30% INTO THE CUSTOMS TERRITORY

(Pursuant to section 16(2) of the Export Processing Zone Act, 2002)

Notes and Guidelines for completing the Application Form

1. The information you provide in the Application Form will assist us in approving your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required. The Applicant must return the copy of this Form to the Agent after the Customs Department Clearance has been obtained for offloading into the Customs Territory.
3. An incomplete Application Form could result in delays in approving your Application.
4. In filling the Form, please follow the HS (Harmonized System) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars (\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet
6. The submission of this Form does not constitute an automatic acceptance or approval by the Agent of your Application.
7. The information provided in the Application Form will be dealt in strict confidence.
8. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A: PARTICULARS OF THE APPLICANT COMPANY.

Name:

Physical Address:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B BRIEF DESCRIPTION OF THE PRODUCTS/COMPONENTS TO BE OFFLOADED

PRODUCTION OUTLOOK FOR THE YEAR

C

a) Raw materials/components procured

No.	Type	Source	Quarterly Procurement (Quantity)				Total
			1 st Q	2 nd Q	3 rd Q	4 th Q	
1.							
2.							
3.							
4.							
5.							
6.							

b) Production

No.	Product Description	Units	Quarterly Production Performance (Quantity)				Total
			1 st Q	2 nd Q	3 rd Q	4 th Q	
1.							
2.							
3.							
4.							
5.							
6.							

c) Stock building

No.	Products	Units	Opening Stock	Quarterly Stock (Quantity)				Closing Stock
				1 st Q	2 nd Q	3 rd Q	4 th Q	
1								
2								
3								
4								
5								
6								

d) Sales turnover

No.	Products	Units	Destination		Quarterly Sales turnover (Value in \$)				Total
			Local	Abroad	1 st Q	2 nd Q	3 rd Q	4 th Q	
1									
2									
3									
4									
5									
6									

D AMOUNT AND REASONS FOR APPLYING TO OFFLOAD MORE THAN 30%

a) Percentage of total production applied for offloading into the Customs Territory

No.	Product	Unit	% of Total production to be Offloaded				Total %
			1 st Q	2 nd Q	3 rd Q	4 th Q	
1							
2							
3							
4							
5							
6							

b) State reasons for applying to offload more than 30% of your products into the Customs Territory

E: DESTINATIONS OF PRODUCTS TO BE OFFLOADED

a) Particulars of the Wholesaler

No.	Name	Physical Address	VAT No.	TIN
1.				
2.				
3.				
4.				
5.				

b) Particulars of the Products to be Offloaded

No.	Product	Unit	Quantity to be Supplied	Name of the Wholesaler	Price per Whole Consignment (Tshs)
1.					
2.					
3.					
4.					
5.					

DECLARATION

I am aware that the information given hereinabove constitutes the basic information required by the Agent in approving the Application. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
 (Name of Signatory) (Title of the Signatory)

_____ Limited, the Operator, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Form are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: _____

Signature: _____

FOR OFFICIAL USE ONLY BY THE AGENT

1. Application approved as submitted/approved with amendments/not approved

- If approved with amendments, state the amendments made and the reasons

- If not approved state the reasons:

2. Authorizing officer

Name:

Signature:.....

Date:

Stamp:

FOR OFFICIAL USE ONLY BY THE CUSTOMS DEPARTMENT

Pre-examined at customs station and released/not released for offloading into Customs Territory

Authorizing officer

Name:

Signature:.....

Date:

Stamp:



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

OFFLOADING INTO THE CUSTOMS TERRITORY

(Pursuant to section 16(1) of the Export Processing Zone Act, 2002)

Notes and Guidelines for completing the Application Form

1. The information you provide in the Application Form will assist us in approving your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required. The Applicant must return the copy of this Form to the Agent after the Customs Department Clearance has been obtained for offloading into the Customs Territory.
3. An incomplete Application Form could result in delays in approving your Application.
4. In filling the Form, please follow the HS (Harmonized System) for product codes related to import/export/re-export and use the Metric System for all units of measurements and US Dollars (\$) or Tanzania Shillings for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please attach an extra sheet
6. The submission of this Form does not constitute an automatic acceptance or approval by the National Development Corporation of your Application.
7. The information provided in the Application Form will be dealt in strict confidence.
8. Completed Application Forms should be submitted to Export Processing Zones Authority, Benjamini William Mkapa SEZ Mabibo External Street, P. O. Box 12112 or Fax: +255 222 183 138, Dar Es Salaam, Email: info@epza.go.tz.

A: PARTICULARS OF THE APPLICANT COMPANY.

Name:

Physical Address:

Postal Address:

Telephone:

Fax:

E-mail:

Web Site:

B: BRIEF DESCRIPTION OF THE PRODUCTS/COMPONENTS TO BE OFFLOADED

C: PRODUCTION OUTLOOK FOR THE YEAR

a) Raw materials/components procured

No.	Type	Source	Quarterly Procurement (Quantity)				Total
			1 st Q	2 nd Q	3 rd Q	4 th Q	
1.							
2.							
3.							
4.							
5.							
6.							

b) Production

No.	Product Description	Units	Quarterly Production Performance (Quantity)				Total
			1 st Q	2 nd Q	3 rd Q	4 th Q	
1.							
2.							
3.							
4.							
5.							
6.							

c) Stock building

No.	Products	Units	Opening Stock	Quarterly Stock (Quantity)				Closing Stock
				1 st Q	2 nd Q	3 rd Q	4 th Q	
1								
2								
3								
4								
5								
6								

d) Sales into the Customs Territory

No.	Products	Units	Quarterly Sales (Quantity)				Total
			1 st Q	2 nd Q	3 rd Q	4 th Q	
1							
2							
3							
4							
5							
6							

D: DESTINATIONS OF PRODUCTS TO BE OFFLOADED

a) Particulars of the Wholesaler

No.	Name	Physical Address	VAT No.	TIN
1.				
2.				
3.				
4.				
5.				

b) Particulars of the Products to be Offloaded

No.	Product	Unit	Quantity to be Supplied	Name of the Wholesaler	Price per Whole Consignment (Tshs)
1.					
2.					
3.					
4.					
5.					

DECLARATION

I am aware that the information given hereinabove constitutes the basic information required by the Agent in approving the Application. Any information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I _____ who is _____ of
(Name of Signatory) (Title of the Signatory)

_____, the Operator, hereby declare that to the best of my knowledge and belief, all the particulars furnished in this Form are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: _____

Signature: _____

FOR OFFICIAL USE ONLY BY THE AGENT

3. Application approved as submitted/approved with amendments/not approved
- If approved with amendments, state the amendments made and the reasons
 - If not approved state the reasons:

4. Authorizing officer

Name:

Signature:.....

Date:

Stamp:

FOR OFFICIAL USE ONLY BY THE CUSTOMS DEPARTMENT

Pre-examined at customs station and released/not released for offloading into Customs Territory

Authorizing officer

Name:

Signature:.....

Date:

Stamp:



The Export Processing Zones Act, 2002 (Act No. 11 of 2002)

ENTRY PERMIT INTO THE EXPORT PROCESSING ZONES.
(Pursuant to section 5(1) (b) of the Export Processing Zones Act, 2002)



Name of the Holder:

Address:

The Holder of this Permit is authorized to enter into¹and to transact the following business:

- (i)
- (ii)
- (iii)

Date of Issue:

Date of Expiry:

Name of the Authorizing Officer:

Signature:

Official Stamp:

CONDITIONS:

1. This Permit is not transferable.
2. The Permit is the property of the Agent and therefore, upon its expiry or if lost and found, should be returned to the Agent.
3. This Permit is issued subject to the following conditions;
 - (a) Authorized business transactions are restricted only within the boundaries of the Zone in question.
 - (b) The Holder of the Permit is strictly not allowed to move goods or anything into or outside the Zone.
 - (c) The Holder of the Permit is not allowed to be employed by the Export Processing Zones' Operators within the Zone.

Dar Es Salaam

Juma A. Ngasongwa

.....November 2002

Minister of Industry and Trade.

¹ State the name of the respective Export Processing Zone.