

JAMHURI YA MUUNGANO WA TANZANIA
(HALMASHAURI YA MJI NJOMBE)
(Barua zote zitumwe kwa Mkurugenzi wa Mji)

MKOA WA NJOMBE:

Simu Na: 026 – 2782012/13

Nukushi Na:026-2782914

Unapojibu tafadhali taja:

KUMB. NA. NTC/II212/01/166

KATIBU MKUU

TAMISEMI

S.L.P. 1923

DODOMA

Yah ;TAKWIMU ZA LESENI NA VIBALI VILIVYOTOLEWA KUTOKANA NA SHERIA
ZINAZOTUMIKA KATIKA HALMASHAURI, MAJIJI, NA MANISPAA, MIJI NA WILAYA

Tafadhali husika na somo hilo hapo juu

Hapa nakuletea majibu ya dodoso linalo husu leseni kama ulivyohitaji lijibiwe.

Wasalaamu

E. Y. Mdemu

K.N.Y. Mkurugenzi

Halmashauri ya Mji Njombe



S. L. P. 577,

NJOMBE.

13 Feb, 2017.

Nakala

Katibu Tawala M

S.L.P. 668

Njombe

KNY MKURUGENZI WA
HALMASHAURI YA MJI
WA NJOMBE

**IMPROVED BUSINESS ENVIRONMENT REGULATORY LICENSING
REFORM TANZANIA**

Form for Collection of Data

This is a generic guide on the set of information to be collected in order to update findings from the desk review. Given the holistic approach to reforming the business environment, the template should be applied and data be collected for each and every current policies, laws, regulations, licenses, levies, taxes, inspections and other related issues pertaining business environment administered by all MDAs and LGAs in Tanzania-mainland.

The template is applicable for both Government liaison officers as well as representative of the private sectors. Where possible, the private sector representatives are encouraged to share the template with their respective constituencies and collect the data. In filling the form, private sector officials could simply skip questions which are not relevant to them.

Instructions:

- i. Please fill out one copy of this template for EACH applicable policies, laws, regulations, procedures, licenses, levies, taxes, fees, inspections, and other related issues pertaining business environment administered by all MDAs and LGAs in Tanzania.
- ii. Where applicable, attach all forms required/involved.
- iii. It is expected that this form will be filled electronically. But if this is not the case, where there is insufficient space, please use additional sheets of paper as necessary.
- iv. For any questions, please contact the Secretariat of the Business Environment Regulatory Licensing Reform Committee via baligaesha@brn.go.tz, cms_sungu04@yahoo.com, kombafredrick@yahoo.com.

NB: In the template, license/permit should interpreted to mean "policies, laws, regulations, licenses, levies, taxes, inspections, and other related issues pertaining business environment"

Name of officer collecting the data _____

Name of the organization presenting the data _____

Type of organization (private/government) _____

	Question	Response	Source Reference (where applicable, indicate the sources of information, citations of the section of the laws/regulations, bylaws, directives, etc.)
1.	Please specify the name of the license / permit/levies/tax, etc.	Business license	Business license act of N. 25 of 1972
2.	Name of issuing/administering agency (i.e. national/sectoral)	Njuse town Council	

	Question	Response	Source Reference (where applicable, indicate the sources of information; citations of the section of the laws/regulations, bylaws, directives, etc.)
3.	The purpose and objective of the license (e.g., describe in precise terms the problem the license/permit seeks to address).	1. Revenue to Council 2. Registering businesses 3. Knowing the different categories of businesses	
4.	Number of days it usually takes to issue the permit/licenses (from receiving application to issuing permit/licenses)	a. Number of days <u>3 days</u> b. Is the processing time specified in regulation? <u>NO</u>	
5.	Number of procedures involved to get the license/permit	a. The number b. State the procedures filling a application form and getting disused in the finance Committee	
6.	What are the conditions/ requirement for granting the permit/licenses (state all)	fee payment, tin availability tax clearance availability	
7.	Number of inspections needed both before and after granting permit/licenses (where applicable)	a. before <u>once</u> b. After <u>once</u>	
8.	Is there any duplication of the permit/licenses/authorities related to this permit/license	a. Yes/No <u>NO</u> b. State the related licenses/authorities	
9.	Is this license / permit only for businesses of certain sizes (number of employees / turnover)? If yes, please specify.	Yes; employee ≥ 1 Sales ≥ 1000000 @ day	

	Question	Response	Source Reference (where applicable, indicate the sources of information; citations of the section of the laws/regulations, bylaws, directives, etc.)
10.	Sectoral coverage of the license/permit (e.g. the sector or type of business/occupation that requires a license/permit). (Tick wherever applicable)	Agriculture <input type="checkbox"/> Commerce <input checked="" type="checkbox"/> Education <input checked="" type="checkbox"/> Employment <input type="checkbox"/> Energy & Water <input type="checkbox"/> Environment <input type="checkbox"/> Labour & Industry <input type="checkbox"/> Health <input type="checkbox"/> IT & Telecommunications <input checked="" type="checkbox"/> Finance <input checked="" type="checkbox"/> Mining <input type="checkbox"/> Public Order <input checked="" type="checkbox"/> Services <input checked="" type="checkbox"/> Tourism <input type="checkbox"/> Transport & Infrastructure <input type="checkbox"/> Other, please specify:.....	
11.	The legal basis for the license/permit (e.g. valid law or other legal instrument).	<input checked="" type="checkbox"/> Law: <input checked="" type="checkbox"/> Regulation: <input type="checkbox"/> Decree (or equivalent). <input checked="" type="checkbox"/> LGA Bylaws / rules: <input type="checkbox"/> Other (please specify): <i>In case the referred instrument is less common (e.g. specific L.G.A bylaw), kindly attach copies of the relevant sections</i>	
12.	For this license/permit, please provide the NUMBER OF NEW licenses/permits issued per year.	2013/14: 2014/15: 2015/16:	
13.	Specify amount application fees the license/permits, if any	TZS <u>200,000</u> USD _____ NO FEE _____	
14.	The frequency of renewal of license/permit.	<input type="checkbox"/> The license is valid indefinitely (unless revoked or holder cease to exist)	

Final

	Question	Response	Source Reference (where applicable, indicate the sources of information: citations of the section of the laws/regulations, bylaws, directives, etc.)
		<input type="checkbox"/> The license is issued once for a specified project <input type="checkbox"/> The license must be renewed after every <u>year</u> (kindly state the period)	
15.	For this license/permit, the number of licenses/permits RENEWED EACH YEAR.	2013/14: 2014/15: 2015/16:	
16.	Specify amount of fees charged for the issuance of the license/permits.	TZS _____ USD _____ NO FEE _____ For government institutions, if the fee varies kindly provide the range from TZS _____ to _____ For government institutions. If the fee varies kindly provide kindly attached the schedule	
17.	Specify amount of fees charged for the issuance of the license/permits.	Initial fee (first time applicants): <u>50,000/-</u> (TZS/USD) Renewal fee: <u>50,000/-</u> (TZS/USD) Retention/loyalty fee: _____ (TZS/USD) Please specify categories of fee (if any):	
18.	Where applicable, describe fees calculation method	✓	
19.	Describe total fees, charges or taxes collected from the license.	2013/14: <u>117,000,000</u> 2014/15: <u>125,600,000</u>	

	Question	Response	Source Reference (where applicable, indicate the sources of information; citations of the section of the laws/regulations, bylaws, directives, etc.)
		2015/16:	
20.	Describe how the collected revenue is allocated (shared and used)	Budget is prepared by sector following budget provided	
21.	Is there an application form for this license?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Remember to attach copies of application forms.	
22.	Please list any supporting documents required for the license application.	Tax Clearance, TIN Certificate of Competence	
23.	Is information about the license/permit, application forms etc. available on-line? If so, please specify (e.g. Web site).	Yes	
24.	What can be done to reduce the burden on businesses imposed by this permit? (Considering the government commitment to improving business environment in the country, you are strongly encouraged to provide your honest opinion)		ffff
a.	Make processing time faster	/	
b.	Reduce fees	/	
c.	Simplify requirements, remove unnecessary requirements	/	
d.	Extend the period of validity	/	
e.	Consolidate with another permit	/	
f.	Turn it into a notification/registration requirement	/	
g.	It is not needed at all, abolish it	/	

Final

	Question	Response	Source Reference (where applicable, indicate the sources of information, citations of the section of the laws/regulations, bylaws, directives, etc.)
h.	<i>The permit is not a problem, leave it as-is</i>	/	
i.	<i>Something else?</i>		

Please note here any other observations or information here:
