

**THE TANZANIA SHIPPING AGENCIES (CLEARING
AND FORWARDING AGENTS) REGULATIONS,
G.N. NO. 340 OF 2018**

Tanzania Shipping Agencies (Clearing And Forwarding Agents)

GOVERNMENT NOTICE NO. 340 published on 20/07/2018

THE TANZANIA SHIPPING AGENCIES ACT
(No.14 of 2017)

REGULATIONS

(Made under section 61(2)(g)(ii))

THE TANZANIA SHIPPING AGENCIES (CLEARING AND
FORWARDING AGENTS) REGULATIONS, 2018

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THE TANZANIA SHIPPING AGENCIES ACT
(No.14 of 2017)

REGULATIONS

(Made under section 61(2)(g)(ii))

THE TANZANIA SHIPPING AGENCIES (CLEARING AND
FORWARDING AGENTS) REGULATIONS, 2018

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as the Tanzania Shipping Agencies (Clearing and Forwarding Agents) Regulations, 2018.
- Application 2. These Regulations shall apply in Mainland Tanzania to all clearing and forwarding agents.
- Interpretation 3. In these Regulations, unless where the context otherwise requires-
- No. 14 of 2017 “Act” means the Tanzania Shipping Agencies Act;
“approved tariff” means the rates and charges approved by the Corporation for the provision of clearing and forwarding services by a registered clearing and forwarding agent;
“cargo” means goods or merchandize designated for clearance and forwarding through a customs point of entry or exit;
“clearing and forwarding agent” means a company registered by the Corporation to carry out clearing and forwarding agency services under these Regulations;

“client” means a shipper or consignee as prescribed in the bill of lading;

“Corporation” means the Tanzania Shipping Agencies Corporation established under section 4 of the Act;

“customs documents” means the documents used for cargo declaration and clearance through customs point of entry or exit;

“shipping document” means the appropriate maritime transport document supporting clearance of cargo through customs, ports and other authorities and includes a bill of lading, manifest, invoice, packing list, delivery order, shipping order or any other document relevant for cargo clearance in the shipping industry as may be prescribed by relevant authorities; and

“transport document” includes bill of lading, house bill of lading, through bill of lading, airway bill, railway bill and consignment note.

PART II

DUTIES AND FUNCTIONS OF A CLEARING AND FORWARDING AGENT

Duties and functions

4.-(1) It shall be the duty and functions of a registered clearing and forwarding agent in relations to clearing of cargo as customs agent to-

E.A.C.M
Act No. 1 of 2004

(a) comply with provisions of the East African Customs Management Act; and

(b) submit reports to the Corporation regarding customs agency activities conducted by the clearing and forwarding agent upon request by the Corporation.

(2) A registered clearing and forwarding agent shall discharge the functions in relations to forwarding of cargo as transport logistics agent for shipper and consignee by-

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- (a) arranging for the procuring of transport services with service providers including ports, dry ports, shipping lines, shipping agents, railway and road transport operators, pipeline transport operators and warehousing companies and any other logistic service providers;
 - (b) ensuring or arranging for necessary packing, packaging, wrapping, securing, labelling or when necessary marking in order to attain cargo identification, safety and customer commercial expectations for effective and efficient transportation of the cargo;
 - (c) architecting the transportation needs of clients with regard to selection of route, intermediate service providers, ensuring proper insurance coverage for subject cargo; and
 - (d) providing to his clients with necessary advice and information with respect to local situation, standards, charges and fees and potential business risks.
- (3) A registered clearing and forwarding agent, as a transport sector professional, shall have the duty to his clients of-
- (a) determining proper and accurate documents, duties, taxes, levies, charges, fees and trade terms in relation to subject cargo;
 - (b) providing timely information to clients on all relevant matters in relation to subject cargo including information as to known and likely performance limitations in the course of clearing and forwarding work of subject cargo;
 - (c) facilitating due payments to authorities and other intermediaries on behalf of shipper or consignee in the course of clearing and forwarding cargo; and
 - (d) keeping proper record of activities and accounts for each shipment handled on behalf of shipper and consignee.

PART III
APPLICATION FOR REGISTRATION AND ISSUANCE OF
REGISTRATION CERTIFICATE

Application for
registration

5.-(1) A company intending to conduct business as a clearing and forwarding agent shall apply for registration to the Corporation in Form No. 1 prescribed in the First Schedule to these Regulations.

(2) The Corporation shall, prior to issuance of a certificate of registration of clearing and forwarding-

- (a) ensure compliance with registration procedures set out in the Second Schedule to these Regulations; and
- (b) invite the general public by issuing a fourteen days' notice through widely circulated newspaper, to seek their opinion on applicants' suitability for registration before issuance of registration certificate.

Requirements for
registration

6. An application for registration as a clearing and forwarding agent shall be accompanied with-

- (a) a certified copy of the certificate of incorporation or certificate of compliance, as the case may be;
- (b) a certified copy of memorandum and articles of association;
- (c) a certified copy of a valid business licence;
- (d) a certified copy of the lease agreement or proof of ownership of the premises where the applicant's office for clearing and forwarding agency is located;
- (e) proof of ICT applications by the applicant for clearing and the forwarding agency;
- (f) customer care handling procedures including customer inquiries and complaints system;
- (g) evidence of payment of application fees set out in the Third Schedule of these Regulations; and

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- (h) proof of academic qualifications and experience of management staff in compliance with these Regulations.

Determination of application

7. -(1) An application for registration shall be determined by the Corporation within thirty days from the date of receipt of such application.

(2) The Director General shall communicate the decision of the Corporation to the applicant by using the address indicated in the application form, within the period specified in sub-regulation (1).

(3) Where the Corporation-

(a) is satisfied that the provisions of regulations 5 and 6 have been complied with, the Corporation shall issue the applicant with registration certificate in the manner set out in Form No. 2 of the First Schedule; or

(b) has refused an application for registration, the Corporation shall issue the applicant with the notice in a manner prescribed in Form No. 3 of the First Schedule.

Validity of registration

8. A registration of clearing and forwarding agent shall be valid for one calendar year, beginning on the 1st day of January of each year.

Procedure for renewal of registration certificate

9.-(1) A clearing and forwarding agent who wishes to renew his certificate of registration shall fill in Form No. 1 prescribed in the First Schedule to these Regulations.

(2) The provisions in these Regulations relating to fees and required documents to prove qualification for registration shall apply to any application for renewal of registration under this regulation.

Transfer of certificate of registration

10.-(1) The certificate of registration issued under these Regulations shall not be transferred to any company without prior approval of the Corporation.

(2) Notwithstanding sub-regulation (1), the

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Corporation may approve transfer of a certificate to a company that is carrying out the clearing and forwarding agency in accordance with these Regulations.

Loss of certificate

11. Where a certificate or registration issued under these Regulations is lost, mutilated or destroyed, the Corporation may, upon payment of a fee prescribed in the Third Schedule, issue a duplicate of the certificate to the company which was issued with the original certificate.

Change of particulars

12. Where a clearing and forwarding agent changes his particulars submitted to the Corporation under these Regulations, he shall, within seven days from the date of such change, notify the Corporation in a manner set out in Form No. 6 of the First Schedule.

PART IV
CONDITIONS OF REGISTRATION OF A CLEARING AND
FORWARDING AGENT

General conditions
for clearing and
forwarding agents

13.-(1) A company shall not carry out the business of clearing and forwarding agency without a certificate of registration issued by the Corporation under these Regulations.

(2) A clearing and forwarding agent shall-

- (a) maintain professionalism in delivering clearing and forwarding services;
- (b) act honestly and transparently when dealing with clients and when handling any matter of commercial or financial interest to clients;
- (c) treat clients with dignity, respect and courtesy;
- (d) accord facilitation of cargo taking into consideration the international obligation of Tanzania as a coastal State;
- (e) display at a conspicuous place the approved tariff by the Corporation;
- (f) carry out operations twenty four hours daily for

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- seven days of a week, including weekends and public holidays;
- (g) comply with port safety and security requirements;
 - (h) operate through an office registered with the Corporation measuring at least twenty square meters; and
 - (i) possess communication facilities for operations such as postal and or physical address, fixed telephone line, fax, portable VHF radio, email and internet connection.
- (3) A clearing and forwarding agent shall be deemed to maintain professionalism if he complies with-
- (a) the requirements and obligations set by the Corporation and other Government bodies or authorities in relation to the clearing and forwarding operations;
 - (b) lawful commercial and fiduciary responsibilities to-
 - (i) clients free of cheating or deceits;
 - (ii) intermediary parties in the course of business both on his own account and on behalf of clients free of cheating or deceits;
 - (iii) delivery of services while taking into regard specific and legitimate requirements of clients;
 - (iv) timely furnish necessary advice to clients on matters which are likely to limit or actually limiting the clearing and forwarding agent's ability to fulfil client's requirements; and
 - (c) any directive given by the Corporation.

Specific
conditions for
clearing and
forwarding agents

- 14.-(1) A clearing and forwarding agent shall-
- (a) employ at least two staff who possess at least a diploma in clearing and forwarding;

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- (b) maintain books of accounts and abide by financial and operational standards stipulated by relevant authorities;
- (c) handle all the clients' documents and cargo properly;
- (d) avoid using unauthorized persons in dealing with clients' shipments;
- (e) endeavour to ensure that staff's knowledge and skills are improved continuously in their relevant field;
- (f) indicate in the invoice to his client, the name and full contact of the actual beneficiary of any payment made or attach the original invoice for outsourced services;
- (g) prepare and distribute applicable tariff to his customers;
- (h) report any act of unfair competition, misconduct or illegality done by another freight forwarder or his principal, agent, sub-contracting part or customer;
- (i) lodge customs documents, pay dues, clear and deliver cargo in a timely and efficient manner in order to ensure efficient services;
- (j) maintain performance efficiency level that conforms to performance indicators and benchmarks as set out by the Corporation from time to time;
- (k) enter into a business contract with client on terms and conditions of services to be rendered in accordance with these Regulations;
- (l) not overcharge clients for the services rendered;
- (m) not misappropriate or misuse clients funds;
- (n) ensure its employees wear neat and clean uniform and put on identity card at all times while conducting their duties; and
- (o) submit to the Corporation accurate information or data with regard to volume of cargo handled.

(2) Subject to sub regulation (1), the Corporation shall have power to verify information submitted by a clearing and forwarding agent in any manner as it deems appropriate.

(3) A clearing and forwarding agent who fails to meet performance benchmarks set by the Corporation in accordance with these Regulations, commits an offence and on conviction shall be liable to a fine of not less than twenty million shillings.

Provided that, the Corporation may award more severe punishment where a clearing and forwarding agent fails to meet set performance benchmarks for two or more consecutive years.

PART V CODE OF ETHICS AND CONDUCT

Adherence to ethics and conduct

15.-(1) A clearing and forwarding agent shall adhere to the Code of Ethics and Conduct for provision of clearing and forwarding business set out in this Part.

(2) A clearing and forwarding agent who does not comply with the Code of Ethics and Conduct commits an offence.

Prohibited conduct

16. A clearing and forwarding agent shall-
- (a) not provide false or misleading information in relation to clearing and forwarding services to the Corporation or to other authorities;
 - (b) refrain from fraudulent and corrupt practices or illegal dealings;
 - (c) not claim or introduce unapproved or unauthentic expenses to customers and business partners;
 - (d) not retain deposits or other monies belonging to the client without reasonable cause and advance information;
 - (e) not act in a manner which is detrimental to other

- parties or to the reputation of the transport sector;
- (f) not retain equipment belonging to other parties contrary to terms agreed between relevant parties;
 - (g) not tamper with client's cargo or cause any shortage or shortfall to the cargo;
 - (h) ensure that a client ascertains the quantity and condition of cargo while being taken from point of receipt by providing original documents showing cargo condition on receipt; and
 - (i) not collude with any party with an intention to contravene the provisions of these Regulations or any relevant law in the shipping industry.

PART VI

INSPECTION, SUSPENSION AND REVOCATION OF REGISTRATION

Inspection

17.-(1) The Corporation shall conduct inspection to a clearing and forwarding agent to monitor compliance with the registration conditions with or without prior notice.

(2) The Corporation may, when conducting inspection, require a clearing and forwarding agent to produce specific information, records, statements or documents relating to clearing and forwarding agency.

Notice of rectification

18.-(1) Where, during inspection, the Corporation discovers non-compliance with the registration conditions or other provisions of these Regulations, the Corporation may issue a written notice requiring the clearing and forwarding agent to rectify the anomaly within the time specified in the notice.

(2) The rectification notices referred to in sub-regulations (1) shall be copied to the Commissioner for Customs, port terminal operators and dry ports.

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Notice of
suspension or
revocation

19.-(1) The Corporation shall, where it intends to suspend or revoke a registration, issue a twenty one days written notice of intention to suspend or revoke the registration as prescribed in Form No. 4 of the First Schedule requiring a clearing and forwarding agent to show cause within the period.

(2) The notice in sub regulation (1) shall be considered to have been dully served to the clearing and forwarding agent where it is:

- (a) served upon the clearing and forwarding agent or his authorized representative;
- (b) legibly and conspicuously affixed at the registered premises of business of the clearing and forwarding agent; or
- (c) e-mailed to a registered e-mail address of the clearing and forwarding agent.

(3) Where the Corporation is not satisfied with the cause given by a clearing and forwarding agent under sub-regulation (1), the Corporation may suspend or revoke the certificate of registration of the clearing and forwarding agent in a manner prescribed in Form No. 5 of the First Schedule for such period as the Corporation deems appropriate.

(4) Where the Corporation has suspended or revoked a registration in accordance with these Regulations, it shall serve the Commissioner for Customs, port terminal operators and dry port operators with a copy of the notice of suspension or revocation in order that they cease to provide services to the clearing and forwarding agent whose registration is suspended or revoked.

Reasons for
suspension or
revocation

20. The Corporation shall, prior to the suspension or revocation of a registration certificate, state reasons for the suspension or revocation.

Lifting of
suspension

21.-(1) The Corporation shall lift the suspension-
(a) after expiration of the specified suspension

period; or

- (b) where the clearing and forwarding agent fulfills the requirements stipulated in the suspension notice.

(2) Where suspension period expires without the suspended clearing and forwarding agent fulfilling specified suspension conditions, the Corporation may revoke the registration.

Liability of clearing and forwarding agent

22. An act of violation to these Regulations made by an employee of the clearing and forwarding agent in the course of discharging the functions of clearing and forwarding for his employer shall be deemed to be an act of the clearing and forwarding agent.

PART VII COMMUNICATION WITH CLIENTS

Communication with clients

23.-(1) A clearing and forwarding agent shall communicate with a client at each stage on all issues relating to clearing and forwarding of cargo.

(2) Without prejudice to sub-regulation (1), a clearing and forwarding agent shall communicate to a client on issues that relate to-

- (a) any document required for cargo clearance;
- (b) expected date of cargo arrival;
- (c) status of cargo clearance and forwarding process;
- (d) place of storage of the cargo;
- (e) information on any reported damage, short landing, misplacement or loss of cargo;
- (f) amount of taxes and charges to be paid in accordance with approved taxes and tariffs by proper authorities;
- (g) any expected delays in cargo clearance;
- (h) special procedures, handling equipment and storage facility required for the cargo to be

- cleared;
- (i) expected time of delivery of the cargo;
- (j) physical and contact details of the clearing and forwarding agent; and
- (k) all applicable conduct, practices, terms, conditions, prices and pricing system in accordance with relevant laws and norms in the regulated sector.

Complaints
handling

24. Where there is a dispute between a service provider and consumer or any other party involved in the operations under these Regulations the parties may resolve the dispute in accordance with the Tanzania Shipping Agencies (Complaints Handling) Regulations, 2018.

PART VIII OFFENCES AND PENALTIES

Offences and
penalties

- 25.-(1) Any person who-
- (a) carries on the business of clearing and forwarding agency without a valid certificate of registration;
 - (b) in relation to an application for registration, knowingly makes false statement;
 - (c) furnishes to the Corporation any information or explanation which to his knowledge are false or incorrect;
 - (d) hinders or obstructs an officer of the Corporation, or any other officer in the performance of their duties under the Act or these Regulations;
 - (e) misappropriates or misuses clients funds;
 - (f) exercises fraudulent and corrupt practices;
 - (g) undertakes illegal dealings;
 - (h) fails to comply with the code of conduct under Part V of these Regulations;

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commits an offence and on conviction, shall be liable to a fine of not less than twenty million shillings but not exceeding forty million shillings or to imprisonment for a term of not less than two years but not exceeding five years or to both.

(2) A person who-

(a) fails to produce a registration certificate upon being required to do so;

(b) fails to comply with any conditions of registration; or

(c) contravenes any provisions of these Regulations; commits an offence and shall, on conviction, be liable to a fine of not less than one million shillings and not exceeding ten million Tanzania shillings or to imprisonment for a term not exceeding six months or to both.

Power to
Compound
offences

26.-(1) Notwithstanding the provisions of these Regulations relating to a penalty, the Corporation may, at any time prior to the commencement of the hearing by the court of competent jurisdiction, compound any offence and order the person to pay sum of money, not exceeding half of the amount of the fine to which the person would otherwise have been liable if he had been convicted of such an offence.

(2) Without prejudice to sub regulation (1), the Corporation shall not exercise its powers under sub regulation (1) unless the person concerned admits in writing to have committed such an offence.

(3) Where the Corporation compounds an offence, the order-

(a) shall be reduced into writing and there shall be attached to it the written admission and request referred to in subregulation (1) and a copy of such order shall be given, if he so requests, to the person who committed the offence;

(b) shall specify the offence committed, the sum of money ordered to be paid and the date on which

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payment is to be settled;

(c) shall be final; and

(d) may be enforced in the same manner as a decree of a court for the payment of the amount stated in the order.



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(TASAC)**



FIRST SCHEDULE

(Made under regulation 5 (1))

**APPLICATION FOR REGISTRATION AS A CLEARING AND FORWARDING
AGENT**

1. Name of the Applicant:
2. Postal Address:
Tel. No.:
Fax No.:
E-mail: Address:.....
3. Number of Certificate of Incorporation:
Date of issue:
4. Physical address:
Street: Plot No:
House/Building No: District:.....
Region:
5. Type of Registration: New Renewal
6. Previous Registration No. Year
7. Particulars of current shareholders

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Name	Nationality	Address	Percentage of shares

8. Does the company or any of the shareholders, directors or management staff holds any share or have a controlling interest or is engaged in shipping agency business?

YES

NO.

If Yes, give details

.....

.....

9. Any other business carried on by the company

.....

.....

.....

.....

10. Volume of Business handled or expected to be handled

Year	Volume of Cargo handled		Volume of Cargo Expected to be Handled	
	Metric Ton	Containers	Metric Ton	Containers

11. Particulars of Current Management Staff:

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	FULL NAME	DESIGNATION/ POSITION	CITIZENSHIP	AGE	QUALIFICATION		YEARS OF EXPERIENCE	DATE OF APPOINTMENT TO PRESENT POSITION
					ACADEMIC	PROFESSIONAL		
1								
2								
3								
4								
5								

We declare to the best of our knowledge and belief that all statements contained in this application are true and correct. We undertake to notify any changes in the shareholding and location of business premises.

Name in full:

Position/Designation:

Signature: Date:

(Stamp or seal)

FOR OFFICIAL USE ONLY

<u>Approval</u>		
Comments:		
Start Date:	Expiry Date:	Registration Cert. No.
.....
Name:	Designation	
.....	
Signature:	Date:	
.....	

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Form No. 2



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND
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TANZANIA SHIPPING AGENCIES
CORPORATION
(TASAC)



(Made under regulation 7)

Reg. No.:

CERTIFICATE OF REGISTRATION OF A
CLEARING AND FORWARDING AGENT

This is to certify that

M/s.: having
complied with conditions of registration is here by registered as

Clearing and Forwarding Agent

on this day of year

valid up to

.....
Director General

For conditions of Registration see overleaf

CONDITIONS OF REGISTRATION

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- (a) maintain professionalism in delivering clearing and forwarding services;
- (b) act honestly and transparently when dealing with clients and when handling any matter of commercial or financial interest to clients;
- (c) treat clients with dignity, respect and courtesy;
- (d) accord facilitation of cargo taking into consideration the international obligation of Tanzania as a coastal State;
- (e) display at a conspicuous place the approved tariff by the Corporation;
- (f) carry out operations twenty four hours daily for seven days of a week, including weekends and public holidays;
- (g) comply with port safety and security requirements;
- (h) operate through an office registered with the Corporation measuring at least twenty square meters;
- (i) possess communication facilities for operations such as postal and or physical address, fixed telephone line, fax, portable VHF radio, email and internet connection;
- (j) employ at least two staff who possess at least a diploma in clearing and forwarding;
- (k) maintain books of accounts and abide by financial and operational standards stipulated by relevant authorities;
- (l) handle all the clients' documents and cargo properly;
- (m) avoid using unauthorized persons in dealing with clients' shipments;
- (n) endeavour to ensure that staff's knowledge and skills are improved continuously in their relevant field;
- (o) indicate in the invoice to his client, the name and full contact of the actual beneficiary of any payment made or attach the original invoice for outsourced services;
- (p) prepare and distribute applicable tariff to his customers;
- (q) report any act of unfair competition, misconduct or illegality done by another freight forwarder or his principal, agent, sub-contracting part or customer;
- (r) lodge customs documents, pay dues, clear and deliver cargo in a timely and efficient manner in order to ensure efficient services;
- (s) maintain performance efficiency level that conforms to performance indicators and benchmarks as set out by the Corporation from time to time;
- (t) enter into a business contract with client on terms and conditions of services to be rendered in accordance with these Regulations;

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- (u) not overcharge clients for the services rendered;
- (v) not misappropriate or misuse clients funds;
- (w) ensure its employees wear neat and clean uniform and put on identity card at all times while conducting their duties; and
- (x) submit to the Corporation accurate information or data with regard to volume of cargo handled.



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CORPORATION
(TASAC)**



(Made under Regulation 7)

NOTICE OF REFUSAL OF APPLICATION FOR REGISTRATION

M/S

You are hereby notified that your application for registration as a clearing and forwarding agent under the Tanzania Shipping Agencies Act No. 14 of 2017 has been REFUSED.

Reasons for the refusal are as follows:

- (1)
- (2)
- (3)
- (4)
- (5)

However, your application may be reconsidered under the following conditions -

- (1)
- (2)
- (3)
- (4)
- (5)

Dated at this..... day of 20.....

**Director General
TANZANIA SHIPPING AGENCIES CORPORATION**

Tanzania Shipping Agencies (Clearing And Forwarding Agents)

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**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND
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TANZANIA SHIPPING AGENCIES
CORPORATION
(TASAC)**

Form No. 4



(Made under Regulation 19(1))

**NOTICE OF INTENTION TO SUSPEND/CANCEL
CERTIFICATE OF REGISTRATION**

To: M/s..... with Registration No.....

Pursuant to the provisions of the Tanzania Shipping Agencies Act No. 14 of 2017, I hereby notify you that on expiry of days from the date hereof, I intend to suspend/revoke your certificate unless, before the expiration of such period, cause is shown to my satisfaction why such registration should not be suspended/cancelled.

Reasons for suspension/ cancellation of your certificate of registration are:

- (1)
- (2)
- (3)
- (4)
- (5)

Dated at this..... day of 20.....

**Director General
TANZANIA SHIPPING AGENCIES CORPORATION**

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Form No. 5



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND
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TANZANIA SHIPPING AGENCIES
CORPORATION
(TASAC)**



(Made under Regulation 19(3))

**SUSPENSION/ CANCELLATION OF
CERTIFICATE OF REGISTRATION**

To: M/s.....

You are hereby informed that your certificate of registration as a clearing and forwarding agent under the Tanzania Shipping Agencies Act No. 14 of 2017, is hereby SUSPENDEND/REVOKED.

Reasons for suspension/cancellation are:

- (1)
- (2)
- (3)
- (4)
- (5)

Dated at this..... day of 20.....

**Director General
TANZANIA SHIPPING AGENCIES CORPORATION**

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G.N. No. 340 (contd.)

Form No. 6



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND
COMMUNICATION
TANZANIA SHIPPING AGENCIES
CORPORATION
(TASAC)**



(Made under Regulation 12)

NOTICE OF CHANGE OF PARTICULARS

To:

Whereas I, with Certificate of Registration Number was registered pursuant to the provisions of the Tanzania Shipping Agencies Act No. 14 of 2017 on the day of 20..... under the number in the index of registration.

And whereas a change / changes has / have occurred / been made in respect of the particulars registered as hereinafter mentioned,

Now I, the undersigned hereby give you notice that on the date / dates hereunder specified, the following change or changes occurred / was / were made, in the particulars registered, that is to say-

- (1)
- (2)
- (3)
- (4)
- (5)

Dated at this..... day of 20.....

Name : Title:

Signature:



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND
COMMUNICATION
TANZANIA SHIPPING AGENCIES
CORPORATION
(TASAC)



SECOND SCHEDULE

(Made under regulation 5(2))

PROCEDURES FOR REGISTERING A CLEARING AND FORWARDING AGENT

Interpretation

1. In these Procedures, unless the context requires otherwise-
 - “key performance indicator” means a unit of reference determined by the Corporation to gauge service level performance of a clearing and forwarding company;
 - “officer” means an employee of the Corporation assigned to work and attend matters related to regulation of clearing and forwarding business;
 - “performance benchmark” means measures set out by the Corporation to quantify service level performance of a registered clearing and forwarding company;
 - “physical inspection” means inspection by an officer that involves personal presence of the officer at documented office premises of the applicant for clearing and forwarding business undertaken to establish qualifications for registration or continued registration;
 - “senior officer” means an employee of the Corporation in the capacity of senior officer or above in accordance with approved scheme of service of the Corporation at the time being;

Procedures

- 2.-(1) An applicant for registration of a clearing and forwarding agency shall fill-in the Prescribed Application Form electronically or on printed paper and submit the dully filled-in Form to the Corporation together with certified copies of prescribed attachments and payment of non-refundable application fee.
 - (2) An officer shall-
 - (a) sign and stamp on the submitted Form the date of receipt of the application and the date and Payment Receipt Number covering

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- the application fees; and
- (b) conduct physical inspection of office and facilities of a new applicant for registration within seven working days from the date of receipt of the application or notify the applicant an extension of time for inspection and reasons for the extension.
- (3) The Corporation may decide to conduct physical inspection of office and facilities of applicant for renewal of registration upon pronouncing the need to carry out such inspection.
- (4) An officer:-
 - (a) who ascertains the need to conduct physical inspection for renewal of registration of a clearing and forwarding agent shall secure approval of senior officer prior to conducting the inspection;
 - (b) conducting physical inspection of applicant's facilities shall produce a signed report of findings of the inspection which shall include a statement showing whether the applicant's facilities satisfy registration requirements or not;
 - (c) shall use findings of physical inspection and the submitted application form as a basis for preparation and issuance of a Registration Certificate for new Application;
 - (d) shall evaluate Key Performance Indicators (KPI) against set Performance Benchmarks achieved by a clearing and forwarding agent for at least one past year and produce a report which shall form part of attachments to the application for renewal of registration;
 - (e) shall use findings of physical inspection, KPI reports and the submitted application form as a basis for preparation and issuance of a Registration Certificate for renewal; and
 - (f) shall produce a Registration Certificate upon being satisfied of compliance with conditions of registration, requirements of physical facilities and fulfillment of set performance benchmarks.
- (5) The statement in paragraph (4) (b) shall form part of attachments to the application form submitted by the applicant.
- (6) The Director General or any other officer approved by the Director General shall sign a Registration Certificate.
- (7) A signed Registration Certificate shall be handed over to the applicant upon payment of prescribed Registration Fees.

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THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND
COMMUNICATION
TANZANIA SHIPPING AGENCIES
CORPORATION
(TASAC)



THIRD SCHEDULE

(Made under regulation 6(g))

APPLICATION AND REGISTRATION FEES FOR CLEARING AND
FORWARDING AGENT

DESCRIPTION	AMOUNT (USD)
Application fees:	
Local	20.00
Foreigner	50.00
Annual Registration fees:	
Local	100.00
Foreigner	200.00
Fees for Duplicate Certificate	
Local	30.00
Foreigner	100.00

Dodoma,
18th July, 2018

ISACK A. KAMWELWE
Minister for Works, Transport and Communication