



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA SHIPPING AGENCIES CORPORATION
TASAC



ISO 9001:2015 CERTIFIED

PUBLIC NOTICE

The Tanzania Shipping Agencies Corporation (TASAC), was established to oversee maritime safety, security, and environment as well as to regulate maritime transport services. Among its responsibilities, the Corporation is charged with the function of licensing and registering regulated service providers in the maritime transport sector, in accordance with section 12 of Cap. 415.

The Corporation hereby invites interested Companies and existing licensees whose licenses are set to expire to apply for licences, registration certificates or renewals of their existing licences and registration certificates in accordance with the Act and its subsequent Regulations as outlined below:

APPLICATIONS FOR:

1. NEW AND RENEWAL OF LICENCES FOR-

- i) SHIPPING AGENTS;
- ii) CARGO CONSOLIDATORS & DE-CONSOLIDATORS;
- iii) MISCELLANEOUS PORTS SERVICES (MPS); AND
- iv) SHIP TALLYING SERVICES

2. NEW AND RENEWAL OF CERTIFICATES OF REGISTRATION FOR-

- i) CLEARING AND FORWARDING AGENTS;
- ii) GROSS MASS VERIFIERS; AND
- iii) SHIPPERS

Applications for the above-mentioned licenses/registration certificates or renewals are invited in accordance with the following Regulations:

- 1. Tanzania Shipping Agencies (Shipping Agents) Regulations, (GN. No. 339 of 2018) and its amendments;
- 2. Tanzania Shipping Agencies (Cargo Consolidators and De-Consolidators) Regulations (GN. No. 337 of 2018);
- 3. Tanzania Shipping Agencies (Miscellaneous Port Services) Regulations (GN. No. 343 of 2018).

4. Tanzania Shipping Agencies (Ship Tallying) Regulations, (GN. No. 380 of 2023)
5. Tanzania Shipping Agencies (Clearing and Forwarding Agents) Regulations (GN. No. 340 of 2018);
6. Merchant Shipping (Verified Gross Mass of a Container Carrying Cargo) Regulations (GN No.: 197 of 2016); and
7. Tanzania Shipping Agencies (Shippers Registration) Regulations, (GN. 382 of 2023)

New applicants for licenses/registration certificates are advised to submit their applications by filing-in prescribed online forms using a link obtained from the TASAC Head Office or Regional Offices, while renewal applicants should log into their previous accounts and update their information as necessary.

Each applicant must enclose certified copies of relevant documents for licence/registration categories as shown below;

1. SHIPPING AGENCY LICENCE

- i) Certificate of incorporation in case of new applicant,
- ii) Agency fees and commissions payable by principals to the applicant which complies with the Tanzania Shipping Agencies (Shipping Agents) Regulations, 2018 in the company's headed paper;
- iii) Share certificates of named shareholders to confirm ownership for new applicants or where there is change of a shareholder for renewal applications;
- iv) Principal to Shipping Agent Agreement/Contract, where the principal operates regular liner services;
- v) Commitment letter to furnish to the Corporation with the information of all ships loading or discharging cargo in Tanzania Mainland ports as per section 12(j) of the Act No. 14 of 2017.;
- vi) Latest bank statement for renewal applications;
- vii) Birth certificates/affidavits of shareholders and employees for new applicants or where the renewal applicant has changed a shareholder or employee;
- viii) Evidence of professional staff qualified in maritime transport for the appropriate operation of the shipping agency;
- ix) Valid business licence for renewal applicant;
- x) Tariffs/ charges to be applied for services to be rendered in 2025, which conform to the approved tariffs in the company's headed paper;
- xi) Valid tax clearance certificate;
- xii) Latest audited accounts in case of renewal application;

- xiii) Annual returns showing Shareholders with respective percentage of ownership as well as the Directors accompanied with BRELA Search in case of renewal application;
- xiv) Memorandum and Articles of Association in case of new applicant;
- xv) BreLA Search to verify Shareholding and Directorship Structure
- xvi) Lease agreement or proof of occupancy of land of the office premises in case of new applicant or where previous lease agreement is expiring;
- xvii) Affidavit of Shareholders and Directors on eligibility for license as per Regulation 5 of the Tanzania Shipping Agencies (Shipping Agents) Regulations, 2018;
- xviii) Container Guarantee Form as per regulation 21D (a)(i) of Tanzania Shipping Agencies (Shipping Agents) (Amendments) Regulations, 2023;
- xix) Customer care handling procedures including customer inquiries and complaints handling system in company headed paper;
- xx) Proof of Information and Communication Technology (ICT) applications relevant to shipping agency business in case of new applicant; and
- xxi) Proof of payment for Maritime Education Training Fund (MET Fund).

NB: Please take note that, shipping agency applications should be submitted not later than 31st October, 2025 in accordance with regulation 4(3) of the Tanzania Shipping Agencies (Shipping Agents) Regulations, 2018.

2. MISCELLANEOUS PORT SERVICES LICENCE

- i) Certificate of Incorporation case of new applicant;
- ii) Memorandum and Articles of Association;
- iii) Share certificates for each shareholder supported with certified national identity;
- iv) Affidavit of warranty for each Shareholder and Directors in prescribed format by the Corporation;
- v) Valid business license in line with business of Miscellaneous Port Services in case of renewal application;
- vi) Valid Tax Clearance Certificate;
- vii) Valid Lease agreement or proof of ownership of business premises;
- viii) List of available cargo handling equipment and safety gears in company headed paper;
- ix) Tariff charges under company headed paper;
- x) Customer care handling procedures including customer inquiries and complaints handling system in the company's headed paper;

- xi) Academic Certificates of staff with professional qualification in maritime transport/port and shipping management; and
- xii) Proof of payment for Maritime Education Training Fund (MET Fund).

3. SHIP TALLYING LICENCE

- i) Certificate of incorporation or registration case of new applicant;
- ii) Memorandum and Articles of Association in case of new applicant;
- iii) Share certificates of named shareholders to confirm ownership for new applicants or where there is change of a shareholder for renewal applications;
- iv) Tax clearance certificate;
- v) Proof or availability of business premises;
- vi) Proof of professional qualifications in ship tallying services;
- vii) Affidavit that the company has not been declared bankrupt in the last two years; and
- viii) Proof of payment for Maritime Education Training Fund (MET Fund).

4. CARGO CONSOLIDATORS AND DE-CONSOLIDATORS LICENCE

- i) Certificate of Incorporation in case of new applicant;
- ii) Valid insurance cover for third party liability;
- iii) Valid fire and safety certificate;
- iv) Proof or availability of business premises, including customs bonded area or warehouse;
- v) Valid Tax Clearance Certificate;
- vi) Proposed rates and charges including transit rates which conform to the approved tariffs in company headed paper;
- vii) List of names and addresses of local and foreign counterparts in company headed paper;
- viii) List and proof of available cargo handling equipment owned or available on outsourcing arrangements in company headed paper;
- ix) List of ICT facilities in company headed paper;
- x) Proof of existence of cargo tracking system;

- xi) Latest Bank Statement;
- xii) Proof of qualified staff in compliance with Tanzania Shipping Agencies (Cargo Consolidators and De-Consolidators) Regulations (GN. No. 337 of 2018);
- xiii) Customer care handling procedures including customer inquiries and complaints handling system in company headed paper; and
- xiv) Proof of payment for Maritime Education Training Fund (MET Fund).

5. CLEARING AND FORWARDING AGENTS REGISTRATION CERTIFICATE

- i) Certificate of incorporation or certificate of compliance, as the case may be;
- ii) Memorandum and articles of association in case of new applicant;
- iii) BRELA Search to verify Shareholding and Directorship Structure
- iv) Valid business licence in case of new applicant;
- v) Lease agreement or proof of ownership of the premises where the applicant's office for clearing and forwarding agency is located;
- vi) Tariff rates/charges to be applied in the company's headed paper;
- vii) Proof of ICT applications by the applicant for clearing and forwarding agency;
- viii) Customer care handling procedures including customer inquiries and complaints handling system in company headed paper;
- ix) Valid Tax Clearance Certificate;
- x) Proof of qualifications of staff in compliance with Tanzania Shipping Agencies (Clearing and Forwarding Agents) Regulations (GN. No. 340 of 2018); and
- xi) Proof of payment for Maritime Education Training Fund (MET Fund).

NB: Please take note that, all shareholders of the company applying for this registration category must be Tanzanians as per the Business Licensing ACT, (CAP. 101) published on 28/7/2025, Government Notice No. 487A.

6. GROSS MASS VERIFIERS CERTIFICATE

- i) Valid business licence for in case of new applicant;
- ii) Certificate of Incorporation in case of new applicant;
- iii) Valid Tax Clearance Certificate

- iv) Valid certificate of correctness for the weighing equipment issued by the Weight and Measures Agency (WMA).
- v) Tariff rates/charges to be applied in company headed paper;
- vi) Accredited Quality Management System (QMS) such as ISO 9001 or 28000; and
- vii) Proof of payment for Maritime Education Training Fund (MET Fund).

7. SHIPPERS REGISTRATION

(a) in case of a body corporate or partnership, enclose with an application a certified copy of:

- (i) Valid business licence in case of new applicant;
- (ii) Taxpayer Identification Number Certificate; and
- (iii) Certificate of incorporation, certificate of compliance or certificate of registration.

(b) in case of an individual, enclose with an application a certified copy of-

- (i) Valid business licence for renewing applicant;
- (ii) Certificate of Taxpayer Identification Number; and
- (iii) National Identification Number or Passport.

The Tanzania Shipping Agencies Act, Cap. 415 and its Regulations are available on the TASAC website (www.tasac.go.tz). Applicants are advised to access the legislation for detailed guidance on the requirements for licence application and conditions of licence in order to ensure full compliance.

The Corporation may publish the names and relevant details of applicants for licences, registration certificates or renewals to enable members of the Public and stakeholders to provide information to TASAC that may assist in determining the applicant's qualification.

For any enquiry, please contact:

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