



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 the 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.

TASAC hereby informs all Maritime Transport Service Providers and the general public that, with effect from 1st September 2026, all applications for new and renewal of licences and registration certificates shall be submitted and processed electronically through the newly introduced **Maritime Transport e-Regulatory System (MTRS) to replace the old system (M-BILL)**.

Since this is a new system, all applicants, including those applying for renewal, are required to upload all prescribed supporting documents, even if such documents were previously submitted to TASAC.

The Corporation invites interested companies and existing service providers whose licences or registration certificates are due to expire to submit their applications electronically through the MTRS in accordance with the applicable Regulations, as outlined below.

1. APPLICATIONS FOR NEW AND RENEWAL OF LICENCES FOR-

- (a) Shipping Agents;
- (b) Cargo Consolidators & De-Consolidators;
- (c) Miscellaneous Ports Services (MPS);
- (d) Ship Tallying Services
- (e) Port Terminal Operators; and
- (f) Dry Port

2. APPLICATIONS FOR NEW AND RENEWAL OF CERTIFICATES OF REGISTRATION FOR-

- (a) Clearing and Forwarding Agents;
- (b) Gross Mass Verifiers; and
- (c) Shippers

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

- (a) The Tanzania Shipping Agencies (Shipping Agents) Regulations (GN. No. 339 of 2018) and its amendments;
- (b) The Tanzania Shipping Agencies (Cargo Consolidators and De-Consolidators) Regulations (GN. No. 337 of 2018);
- (c) The Tanzania Shipping Agencies (Miscellaneous Port Services) Regulations (GN. No. 343 of 2018);
- (d) The Tanzania Shipping Agencies (Ship Tallying) Regulations (GN. No. 380 of 2023);
- (e) The Tanzania Shipping Agencies (Port Terminal Operators) Regulations, GN. No. 008 of 2020;
- (f) The Tanzania Shipping Agencies (Dry Port) Regulations, GN. No. 606 of 2025;
- (g) The Tanzania Shipping Agencies (Clearing and Forwarding Agents) Regulations (GN. No. 340 of 2018);
- (h) The Merchant Shipping (Verified Gross Mass of a Container Carrying Cargo) Regulations (GN No.: 197 of 2016); and
- (i) The Tanzania Shipping Agencies (Shippers Registration) Regulations (GN No. 382 of 2023).

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

1. SHIPPING AGENCY LICENCE

- (a) Certified copy of Certificate of Incorporation;
- (b) Certified copy of Memorandum and Articles of Association;
- (c) Certified copy of BRELA Search to verify Shareholding and Directorship Structure;
- (d) Certified copy of Share certificates of named shareholders to confirm ownership for new applicants or where there is change of a shareholder;
- (e) 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;
- (f) Certified copy of Principal to Shipping Agent Agreement/Contract, where the principal operates regular liner services;
- (g) 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,
- (h) Certified copy of Birth certificates, NIDA/Driving Licence /affidavit of shareholders and employees;
- (i) Certified copy of Valid business Licence;
- (j) Certified copy of Valid Tax Clearance Certificate,
- (k) Certified copy of Latest Audited accounts case of renewal applicant;
- (l) Certified copy of Annual returns showing Shareholders with respective percentage of ownership as well as the Directors in case of renewal applicant;
- (m) Certified copy of Latest bank statement for renewal applications;
- (n) Certified copy of Academic Certificates of at least two staff with

- professional qualification appropriate for operation of the shipping agency;
- (o) Tariffs/ charges to be applied for services to be rendered in 2027, which conform to the approved tariffs in the company's headed paper;
- (p) Certified copy of Lease agreement or proof of occupancy of land of the office premises in case of new applicant or where previous lease agreement is expiring;
- (q) Certified copy of Affidavit of Shareholders and Directors on eligibility for license as per Regulation 5 of the Tanzania Shipping Agencies (Shipping Agents) Regulations, 2018;
- (r) Copy of Container Guarantee Form as per regulation 21D (a)(i) of Tanzania Shipping Agencies (Shipping Agents) (Amendments) Regulations, 2023;
- (s) Customer care handling procedures including customer inquiries and complaints handling system in company headed paper;
- (t) Proof of Information and Communication Technology (ICT) applications relevant to shipping agency business in case of new applicant; and
- (u) Proof of payment for Maritime Education Training Fund (METFUND).

NB:

Please take note that shipping agency applications should be submitted not later than 31st October, 2026, in accordance with regulation 4(3) of the Tanzania Shipping Agencies (Shipping Agents) Regulations, 2018.

2. MISCELLANEOUS PORT SERVICES LICENCE

- (a) Certified copy of Certificate of Incorporation;
- (b) Certified copy of Memorandum and Articles of Association;
- (c) Certified copy of Share certificates for each shareholder supported with certified national identity;
- (d) Certified copy of BRELA Search to verify Shareholding and Directorship Structure;
- (e) Certified copy of Affidavit of warranty for each Shareholder and Directors in prescribed format as per the Regulation;
- (f) Certified copy of Valid business license in line with business of Miscellaneous Port Services in case of renewal application;
- (g) Certified copy of Valid Tax Clearance Certificate;
- (h) Certified copy of Valid Lease agreement or proof of ownership of business premises;
- (i) List of available cargo handling equipment and safety gears in company headed paper;
- (j) Tariff charges under company headed paper;
- (k) Customer care handling procedures including customer inquiries and complaints handling system in the company's headed paper;
- (l) Certified Copy of Academic Certificates of at least two staff with professional qualification appropriate for Miscellaneous Port Services Category; and

- (m) Proof of payment for Maritime Education Training Fund (METFUND).

3. SHIP TALLYING LICENCE

- (a) Certified copy of Certificate of incorporation or registration;
- (b) Certified copy of Memorandum and Articles of Association;
- (c) Certified copy of BRELA Search to verify Shareholding and Directorship Structure
- (d) Certified copy of Share certificates of named shareholders to confirm ownership;
- (e) Certified copy of Tax clearance certificate;
- (f) Proof or availability of business premises;
- (g) Certified copy of Academic Certificates of at least two staff with professional qualification appropriate for operation of the ship tallying services;
- (h) Certified copy of Affidavit that the company has not been declared bankrupt in the last two years; and
- (i) Proof of payment for Maritime Education Training Fund (MET Fund).

4. CARGO CONSOLIDATORS AND DE-CONSOLIDATORS LICENCE

- (a) Certified copy of Certificate of Incorporation;
- (b) Certified copy of Memorandum and Articles of Association;
- (c) Certified copy of BRELA Search to verify Shareholding and Directorship Structure;
- (d) Certified copy of Valid insurance cover for third party liability;
- (e) Certified copy of Valid fire and safety certificate;
- (f) Proof or availability of business premises, including customs bonded area or warehouse;
- (g) Certified copy of Valid Tax Clearance Certificate;
- (h) Proposed rates and charges including transit rates which conform to the approved tariffs in company headed paper;
- (i) List of names and addresses of local and foreign counterparts in company headed paper;
- (j) List and proof of available cargo handling equipment owned or available on outsourcing arrangements in company headed paper;
- (k) List of ICT facilities in company headed paper;
- (l) Proof of existence of cargo tracking system;
- (m) Certified copy of Latest Bank Statement;
- (n) Certified copy of Academic Certificates of at least two staff with professional qualification appropriate for operation of the Cargo Consolidation and De-Consolidation services;
- (o) Customer care handling procedures including customer inquiries and complaints handling system in company headed paper; and
- (p) Proof of payment for Maritime Education Training Fund (METFUND).

5. PORT TERMINAL OPERATORS LICENCE

- (a) Certified copy of Certificate of Incorporation

- (b) Certified copy of Occupational Safety and Health Administration Compliance Certificate (OSHA)
- (c) Port terminal security plan compliant with minimum standards prescribed by the Corporation
- (d) Proposed Tariff Charges or Rates
- (e) Certified copy of Fire safety Certificate
- (f) Contractual Arrangement between the Port terminal operator and the Tanzania Ports Authority
- (g) A layout plan of the port terminal for ensuring efficient and safe operations
- (h) Certified copy of Memorandum and Articles of Association
- (i) Certified copy of Environmental and social impact assessment certificate issued the Environmental Management Act
- (j) Proof of Qualification of Staff - Certified Copy of Academic Certificates
- (k) Certified copy of BRELA Search
- (l) Certified copy of Affidavit of Warranty for directors
- (m) Certified copy of Affidavit of Warranty for Shareholders
- (n) Certified copy of Insurance Cover for Third Party Liability.
- (o) Certified copy of Lease agreement or proof of premises ownership
- (p) Certified copy of Certification of Town Planning Compliance
- (q) List of names of management staff, their nationalities. designations and qualifications
- (r) Certified copy of Tax Clearance Certificate
- (s) List of available passenger or cargo handling equipment, working gears and tools

6. DRY PORT LICENCE

- (a) Certified copy of Certificate of Incorporation;
- (b) Certified copy of Memorandum and Articles of Association;
- (c) Certified copy of BRELA Company Search;
- (d) Certified copy of Affidavit of Warranty and national ID's for each Shareholders and Directors (as prescribed under Dry Port Regulations G.N.606 of 2025);
- (e) Certified copy of Valid Business License indicating Dry Port/Cargo Handling;
- (f) Company tariff on official letterhead;
- (g) Certified copy of Valid Tax Clearance Certificate indicating Dry port/Cargo handling;
- (h) Certified copy of lease agreement or proof of occupancy of land where the dry port facility is located or is to be located;
- (i) Clearance letter from TANROADS/TARURA confirming road connectivity;
- (j) A Certified copy of certificate issued by Municipal/District Council which prescribed area designated for Industrial use or Cargo handling;
- (k) Compliance statement confirming land size (m2) for each license category applied;
- (l) Statement of compliance issued by registered ERB engineer, confirming the yard is concrete paved, well-drained and capable for stacking;
- (m) Layout plan showing control of vehicle traffic inside and outside the dry port's facility;
- (n) Certified copy of Fire Safety Certificate;

- (o) Certified copy of Occupational Health and safety (OHS) Registration Certificate;
- (p) Certified copy of Environment Management Certificate of proof of application;
- (q) Proof of List of safety tool and working gear and cargo handling equipment with quantities and registration cards (on company letterhead);
- (r) Customer complaints handling procedures on company letterhead.

7. CLEARING AND FORWARDING AGENTS REGISTRATION CERTIFICATE

- (a) Certified copy of Certificate of incorporation or certificate of compliance, as the case may be;
- (b) Certified copy of Memorandum and Articles of Association;
- (c) Certified copy of BRELA Search to verify Shareholding and Directorship Structure;
- (d) Certified copy of Valid Business Licence for renew applicants;
- (e) Certified copy of Lease agreement or proof of ownership of the premises where the applicant's office for clearing and forwarding agency is located; /
- (f) Tariff rates/charges to be applied in the company's headed paper;
- (g) Proof of ICT applications by the applicant for clearing and forwarding agency;
- (h) Customer care handling procedures including customer inquiries and complaints handling system in company headed paper;
- (i) Certified copy of Valid Tax Clearance Certificate;
- (j) Certified copy of Academic Certificates of at least two staff with professional qualification appropriate for operation of the Clearing and Forwarding Services; and
- (k) Proof of payment for Maritime Education Training Fund (METFUND).

NB:

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

8. GROSS MASS VERIFIERS CERTIFICATE

- (a) Certified copy of a Certificate of Incorporation;
- (b) Certified copy of a Valid business licence in case of a renewal applicant;
- (c) Certified copy of a Valid Tax Clearance Certificate;
- (d) Certified copy of a valid certificate of correctness for the weighing equipment issued by the Weights and Measures Agency (WMA);
- (e) Tariff rates/charges to be applied on company headed paper;
- (f) Certified copy of Accredited Quality Management System (QMS) such as ISO 9001 or 28000 for Method 2(Weighing Scale) applicants; and
- (g) Proof of payment for Maritime Education Training Fund (METFUND).

9. SHIPPERS REGISTRATION

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

- (j) Certified copy of Certificate of incorporation, certificate of compliance or certificate of registration;
 - (ii) Certified copy of Valid business licence in case of renew applicant;
 - (iii) Certified copy of Taxpayer Identification Number Certificate; and
- (b) in case of an individual, enclose with an application a certified copy of-
- (i) Certified copy of Valid business licence for renewing applicant;
 - (ii) Certified copy of Certificate of Taxpayer Identification Number; and
 - (iii) Certified copy of 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 names and other details of applicants for licences, registration certificates, or renewals to enable members of the Public and stakeholders to provide information to TASAC that may enable the Corporation to make an appropriate determination of an applicant's qualifications.

For any enquiry, please contact:

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