

**UNITED REPUBLIC OF TANZANIA
TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)**



**CHECKLIST OF REQUIREMENTS FOR APPLYING FOR A NEW
PRIVATE INVESTIGATORS LICENSE**

1. Payment of fees:
 - i. Non- refundable application fees of TZS 25,000/=;
 - ii. Annual Fee of TZS 100, 000; and
 - iii. Registration fee of TZS 1,000,000/=

2. Copies of Memorandum and Articles of Association.

3. Copy of the Certificate of incorporation of the Company in Tanzania/Certificate of registration.

4. Copy of Register of companies detailed information from registrar.

5. Copy of Professional Indemnity Insurance policy of 12Million;

6. Proof/Evidence of Minimum Paid up Share Capital of Tshs 2 million;

7. Particulars of Principal Officer.
 - i. Curriculum Vitae (CV);
 - ii. Professional certificates (minimum Advanced diploma in Insurance and experience of at least three years in insurance business;

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- iii. Copy of academic certificate verified by TCU/NACTVET (for foreign certificate);
 - iv. A Sworn Declaration of good character and non-conviction in criminal offences issued by the police;
 - v. Attested Declaration on solvency from licensed advocate;
 - vi. Employment contract/copy of engagement letter attested by the intended candidate; and
 - vii. Copy of NIDA/Passport for non-citizen.
8. Particulars of Board Members of the private investigator; -
- i. Curriculum Vitae (CV);
 - ii. A Sworn Declaration of good character and non-conviction in criminal offences issued by the police;
 - iii. Attested Declaration on solvency from licensed advocate; Copy of NIDA/passport of each director; and
 - iv. Work permit (In case of foreigners).
9. Particulars of Senior Management Staff:
- i. A Sworn Declaration of good character and non-conviction in criminal offences issued by the police;
 - ii. Attested Declaration on solvency from licensed advocate; Curriculum Vitae (CV)
 - iii. Professional/Academic certificate verified by TCU/NACTVET (for foreign Certificate); and
 - iv. Copy of NIDA/Passport for non-citizen
10. Particulars of your Bankers including confirmation letter from banks specifying signatories.
11. Clearance letter from ATLAS

N.B:

Business Operations **must** commence within 12 months from the date the license is granted.

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