

## CHECK LIST OF THE DOCUMENTS SUBMITTED FOR LICENSING - 2022

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1. Completed Application form together with nonrefundable application fees of Tshs. 25,000/=
2. Copies of Memorandum and Articles of Association/Extract
3. Copy of the Certificate of incorporation of the Company in Tanzania/Certificate of registration
4. Copy of Professional Indemnity policy of Tshs.6M/ for agents representing 1insurer, 12M/- for multiple agents/agents representing 2 insurers.
5. Particulars of Principal Officer
  - CV
  - Professional certificates (Minimum certificate in insurance)
  - Sworn Declaration of good character and solvency.
    - . His/her Employment contract
    - . Two passport size photographs of the principal officer.
6. Particulars of Board Members of the Company.
  - CV
  - Copy of passport/Birth Certificate/Affidavit.
  - Sworn Declaration of good character and solvency.
7. Particulars of Senior Management Staff.(same as item 6&7)
8. Attested declaration on solvency and non conviction in criminal offences of Members under 6, 7 and 8 above.
9. Valid Trading/Business license
10. Particulars of shareholding pattern
11. Particulars of your bankers.
12. Copy of passports/birth affidavits for the company directors
13. Payments of Annual Fee of Tzs.50, 000/- for agents representing insurer or 100,000/- for multiple agents /agents representing more than one principal, Registration fee of Tshs.500, 000/=.

14. Agreement letter with your insurer (Principal).
15. IAAT (Insurance Agents Association of Tanzania) Membership clearance letter.