



THE UNITED REPUBLIC OF TANZANIA
TANZANIA INSURANCE REGULATORY
AUTHORITY



On reply please refer:

Ref. No. DA.112/428/02/9

Date: 31st October, 2022

TO ALL AGENTS, ASSESSORS, SURVEYORS AND LOSS ADJUSTERS,
PRIVATE INSURANCE INVESTIGATORS

ANNUAL LICENCE MAINTENANCE REQUIREMENTS FOR THE YEAR 2023

Pursuant to Insurance Act (Cap394) which governs the issuance of registration; you are required to file in each calendar year before 30th November all necessary documents for the maintenance of your registration status during that year and make all payments as provided in the Third Schedule to the Insurance Regulations GN 372 of 2009.

The filing of annual maintenance documents for the year 2023 shall be made not later than 30th November, 2022 through the TIRA Online Registration System (ORS) that is accessible through <https://ors.tira.go.tz/#/>. (Guideline on submission of documents is hereby attached).

The filing of documents shall be made upon payment of an application fee of Tshs. 25,000/= (Twenty-five thousands) and payment of Annual Fee of Tshs 50,000/- (Fifty Thousands) for agents representing 1 principal or 100,000/= (One hundred thousands) for multiple agents/agents representing more than one principal.

For Loss assessors, surveyors, Adjusters and Private investigators, annual fee of Tshs. 100,000/= (One Hundred thousands) shall be paid.



TIRA HEAD OFFICE:
LAPF HOUSE, 5th Floor, Makole Street, P.O. Box 2987 DODOMA, Tanzania, Tel: +255 26 2321180, Fax: +255 26 2321180, Website: www.tira.go.tz, Email: coi@tira.go.tz

Dar es salaam Sub-Office:

TIRA House Block 33 Plot No: 85/2115, Mtendeni Street, P.O.BOX 9892, Dar Es Salaam, Tel: +255222132537/2110120/2110131, Email: Coi@tira.go.tz

Zanzibar Office:

TIRA House, Kilimani Street, P.O. Box 133 Zanzibar, Tel: +255 24 2237271, Fax: +255 242237272, Email: dcoi@tira.go.tz

Lake Zone
5th Floor, PPF House, Kenyatta Road
P.O.Box 114, Mwanza,
Tel: +255282506000
Email: lake@tira.go.tz

Northern Zone
NSSF Building Kaloleni, 5th Floor,
P. O. Box 15468, Arusha,
Tel: +255272520017,
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Southern Highlands Zone
NHIF Building, Karume Avenue, 4th Floor,
P.O.Box 1618 Mbeya,
Tel: +255 252957324
Email: southern@tira.go.tz

All Payments must be deposited through Government Electronic Payment Gateway (GePG), the control number shall be generated through TIRA Online Registration System (ORS).

All registrants shall furnish the Authority with the following documents;

- (a) Copy of renewed FDR of **Tshs. 2.0 million** (Minimum) **Regulation No.18 (6)** for loss Assessors, Surveyors, Loss Adjusters and Private Investigators.

For the purpose of FDR please attach a dully filled Annexure 1 provided hereto within TIRA ORS.

- (b) Copy of professional Indemnity policy of Tshs. 6,000,000/-for agents representing 1 insurer, 12,000,000/- for multiple agents/agents representing 2 insurers or 18,000,000/- for agents representing 3 insurers.

For assessors, Surveyors, Loss Adjusters and Private Investigators, Professional indemnity is of Tshs. 12,000,000/- minimum Sum Insured.

(If the policy is yet to be issued, an original cover note must be submitted. However, the same should not be issued by the agent himself). (Regulation 12 (1), (2), and (3))

- (c) Loss Assessors, Loss Adjusters, Surveyors and Private Investigators will be required to obtain a clearance letter from **Association of Tanzania Loss Adjusters and Surveyors (ATLAS)** and submit the same through TIRA ORS
- (d) Every Agent will be required to obtain a proof a clearance letter from **Insurance Agents Association of Tanzania (IAAT)** and submit the same through TIRA ORS.
- (e) Information on your current Principal Officer including
- CV
 - Professional certificates (Minimum certificate in insurance)
 - Attested declaration on solvency and non-conviction in criminal offences.
 - His/her Employment contract

- (f) Every agent will be required to obtain and submit clearance letter from principal insurer(s).

Please note that according to Section 62 (1), (2), (3), (4) and (5), of the Insurance Act No. 10 of 2009,

- An insurance Agent registered for not more than three years may act for one Insurer transacting general insurance business and one insurer transacting long term insurance business.
- An agent registered for more than three years may act for up to three insurers registered under the Act.
- Notwithstanding the above, **an agent shall not act for up to two or three insurers unless there have been no instances of non-compliance to this Act against the agent for a period of three years consecutively and the agent has the approval in writing of all insurers that he is intending to act for.**
- An agent for an insurance broker shall not act for more than one broker registered under this Act.
- An insurance agent or agent for a broker shall not act outside the terms of an approved agency agreement.

The last date for *filing of annual maintenance documents* is 30th November 2022.

A penalty amounted to TZS 10,000/= per day (Ten thousand shillings) would be imposed in respect of late filing of annual maintenance documents.

Please note that a penalty not exceeding Tshs. 500,000/- (Five hundred thousands) to a monoline agent or Tsh.1,000,000/= (One million) to a multiple agent will be imposed in respect of late filing of annual maintenance documents and for incomplete documentation.

Every registrant **MUST** pay all outstanding penalties which have been imposed by the Authority for the previous year.

Submission

The submission shall be through the TIRA ORS as per the provided link, for further clarification kindly contact the following emails frank.shangali@tira.go.tz christine.kinabo@tira.go.tz, raya.abdallah@tira.go.tz, leah.mwakanosya@tira.go.tz and joseph.mfoi@tira.go.tz,

Note: All applicants are required to update their information / records and upload the same in the system as per space provided

Yours Sincerely



Dr. Baghayo A. Saqware

COMMISSIONER OF INSURANCE

ANNEXURE 1

Name of Principal Officer:
Name of Insurance Registrant:
Physical Address:
P.O. Box
Region:

Name of Manager or In-charge:
Name of Bank or Financial Institution:
Physical Address:
P.O. Box
Region:

RE: MAINTENANCE OF PAID UP CAPITAL FOR THE YEAR 2023

We, wish to invest TZS in fixed deposit in your Bank for a period of This fixed deposit is strictly for the purpose of Regulation 18 (5) (d) of The Insurance Regulations 2009. We further declare that this prescribe amount shall not be withdrawn without prior consent from the **Commissioner of Insurance**.

Yours sincerely;

.....
Principal Officer

Cc: Dr. Baghayo A. Saqware
Commissioner of Insurance
Tanzania Insurance Regulatory Authority
TIRA Head Office, LAPF HOUSE, 5th Floor,
Makole Street,
P.O. Box 2987
Dodoma, Tanzania.

ACCEPTANCE BY THE FINANCIAL INSTITUTION:

Please be informed that your request to invest in a fixed deposit for the period of for the purpose of **Regulation 18 (5) (d) of The Insurance Regulations 2009** has been **accepted** by Same will not be withdrawn without consent from the Commissioner of Insurance. Complete details of your company's fixed deposit are stipulated in exhibit below:

Serial Number/Cert No:	
Issued Date	
Maturity Date	
Amount (TZS)	

Name of Branch Manager:
Signature:
Date: