



THE UNITED REPUBLIC OF TANZANIA  
**TANZANIA INSURANCE REGULATORY  
AUTHORITY**



On reply please refer:

**REF.NO.AB.277/290/01/3**

**October 31, 2023**

CIRCULAR NO: 39 C/2023

A CIRCULAR TO ALL INSURANCE BROKERS

**ANNUAL MAINTENANCE REQUIREMENTS FOR THE YEAR 2024**

Pursuant to Insurance Act (Cap394) which governs the issuance of registration; you are required to file in each calendar year before 30<sup>th</sup> 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 30<sup>th</sup> November, 2023 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 thousand) and payment of Annual Fee of Tshs 750,000/- (Seven hundred fifty Thousand).

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

An Insurance Broker shall furnish the Authority with the following documents;

- i. A letter from Tanzania Insurance Brokers Association (TIBA) confirming your active membership.
- ii. Your 3-5 years Business Plan and/or Strategic Plan signed by Board.
- iii. Implementation status of the Business Plan and/or Strategic Plan.
- iv. Fidelity Guarantee cover-note (Covering all members of staff) with Sum insured not less than Tshs. 50m/-
- v. Insurance Professional Indemnity cover-note with Sum insured not less than Tshs 100 m/-.

**TIRA HEAD OFFICE:**

LAPF HOUSE, 5<sup>th</sup> Floor, Makole Street, P.O. Box 2987 DODOMA, Tanzania, Tel: +255 26 2321180, Fax: +255 26 2321180, Website: [www.tira.go.tz](http://www.tira.go.tz), Email: [coi@tira.go.tz](mailto: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](mailto:dcoi@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: +25522132537/2116120/2116131,  
Email: [coi@tira.go.tz](mailto:coi@tira.go.tz)

**Lake Zone**

5th Floor, PPF House, Kenyatta Road  
P.O.Box 114, Mwanza,  
Tel: +255282506000  
Email: [lake@tira.go.tz](mailto:lake@tira.go.tz)

**Northern Zone**

NSSF Building Kaloleni, 5th Floor,  
P. O. Box 15468, Arusha,  
Tel: +255272520017,  
Email: [northern@tira.go.tz](mailto:northern@tira.go.tz)

**Southern Highlands Zone**

NHIF Building, Karume Avenue, 4th Floor,  
P.O.Box 1618 Mbeya,  
Tel: +255 252957324  
Email: [southern@tira.go.tz](mailto:southern@tira.go.tz)

- vi. Information on your current Principal Officer including;
  - a) Curriculum Vitae (CV);
  - b) Professional certificates (Minimum advanced diploma in Insurance and experience of at least three years in insurance business;
  - c) Copy of academic certificates verified by TCU/NACTVET (for foreign certificates);
  - d) Employment contract/Copy of engagement letter attested by the intended candidate.
  - e) Attested declaration on solvency and non-conviction in criminal offences; and
  - f) Copy of NIDA/ Passport for non-citizen.
- vii. Particulars of Board Members of the Company. Your Board must have at least three members.
  - a) Curriculum Vitae (CV);
  - b) Attested declaration on solvency and non-conviction in criminal offences;
  - c) Copy of NIDA/passport of each director; and
  - d) Work permit (In case of foreigners).
- viii. List of all employees in the company together with their positions, National Identification Number (NIDA) and current citizenship.
- ix. Confirmation letter from Auditors.
- x. Confirmation letter from legal advisors.

With regard to **SHARE CAPITAL**, details must be furnished showing amount of actual Paid-up Capital since the date of last application for renewal of registration. **The minimum amount of paid-up share capital to be maintained by an insurance broker shall be TZS 19.8 million by the year ending 31st December 2023 (Regulation 18 (4)(b)).**

**For the purpose of FDR please attach a dully filled Minimum Capital Calculation Template that is available on TIRA website and Annexure 5 provided hereto.**

The following additional particulars are to be furnished along with the filing for annual maintenance: -

Evidence in support of changes of Tanzania citizenship/shareholding in the company, **(This should include proof from the Registrar of Companies and copy of Board resolution)**, in case of any changes(s) since your last renewal/registration application.

A statement whether any insurer has a service level agreement or Binder Agreement with you. If the answer is in the affirmative, please give full details and furnish copies of such agreements.

**The deadline for filing of annual maintenance documents is 30<sup>th</sup> November 2022.**

**A penalty amounted to TZS 40,000/= per day (Forty thousand shillings) would be imposed in for late filing, incomplete and non-submission of annual maintenance documents.**

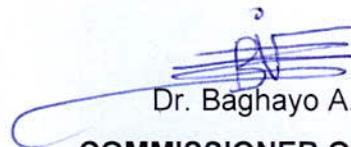
**Every registrant MUST pay all outstanding penalties which have been imposed by the Authority for the previous year.**

### **Submission**

The submission shall be through the TIRA ORS as per the provided link, for further clarification kindly contact the following emails [bahati.ogolla@tira.go.tz](mailto:bahati.ogolla@tira.go.tz), [christine.kinabo@tira.go.tz](mailto:christine.kinabo@tira.go.tz), [sausi.sausi@tira.go.tz](mailto:sausi.sausi@tira.go.tz), [catherine.ng'itu@tira.go.tz](mailto:catherine.ng'itu@tira.go.tz), and [joseph.mfoi@tira.go.tz](mailto:joseph.mfoi@tira.go.tz)

**Copy to:** [abubakar.ndwata2@tira.go.tz](mailto:abubakar.ndwata2@tira.go.tz)

Yours Sincerely,

  
Dr. Baghayo A. Saqware  
**COMMISSIONER OF INSURANCE**

Name of Principal Officer: .....  
 Name of Insurance Broker: .....  
 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 2022**

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 (4) (b) 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 (4) (b) 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:

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

Name of Branch Manager: .....  
 Signature: .....  
 Date: .....

## Step 1: Login

**Tanzania Insurance Regulatory Authority**  
TIRA - Online Registration System

**Registration Requirements**

Search

- Accreditation of Foreign Reinsurance Brokers Company
- Accreditation of Foreign Reinsurance Company
- Insurance Company

1 - 1 of 12 | Items per page: 3

**Login to Your Account**

Email Address \*

Password \*

LOGIN

Not have an Account? Register Here! | Forgot Password?

For Support: +255 737 825 020 | support@tira.go.tz

1. Type URL  
2. Enter Username  
3. Enter Password  
4. Click Login Button

## Step 2: Payment of TIRA Fees

**TIRA-ORS** Insurance Agency

Dashboard / BILL GENERATION

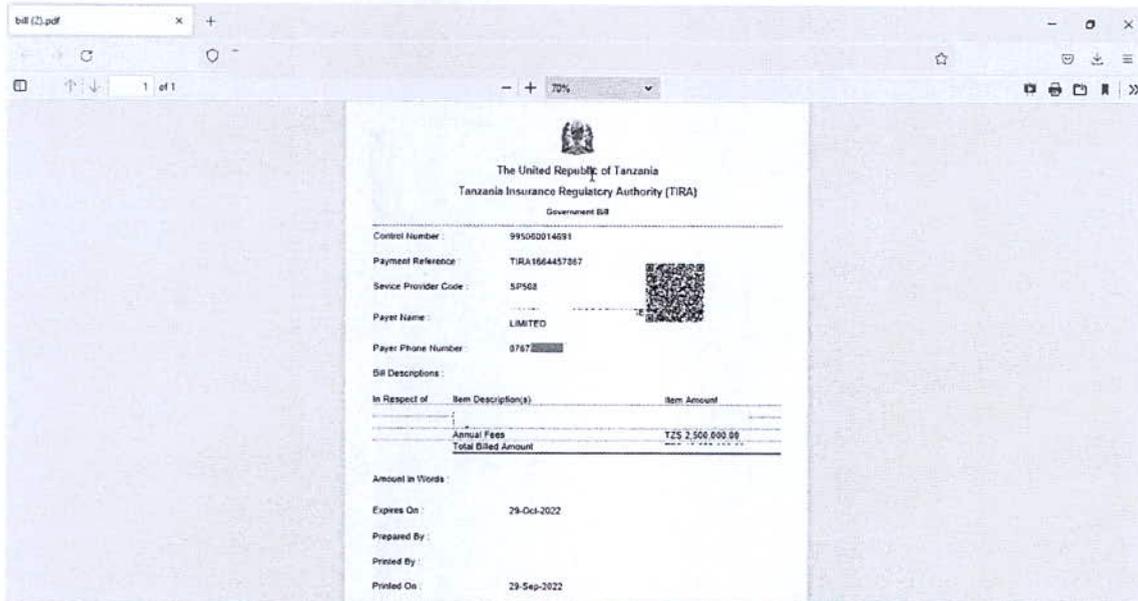
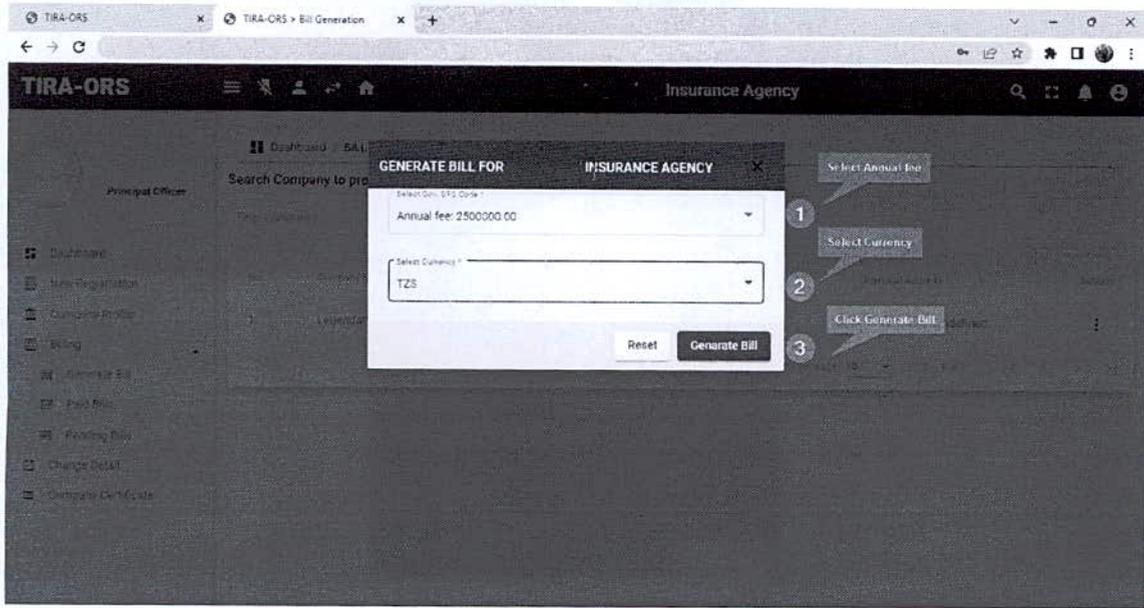
Search Company to proceed with Bill generation

Filter companies

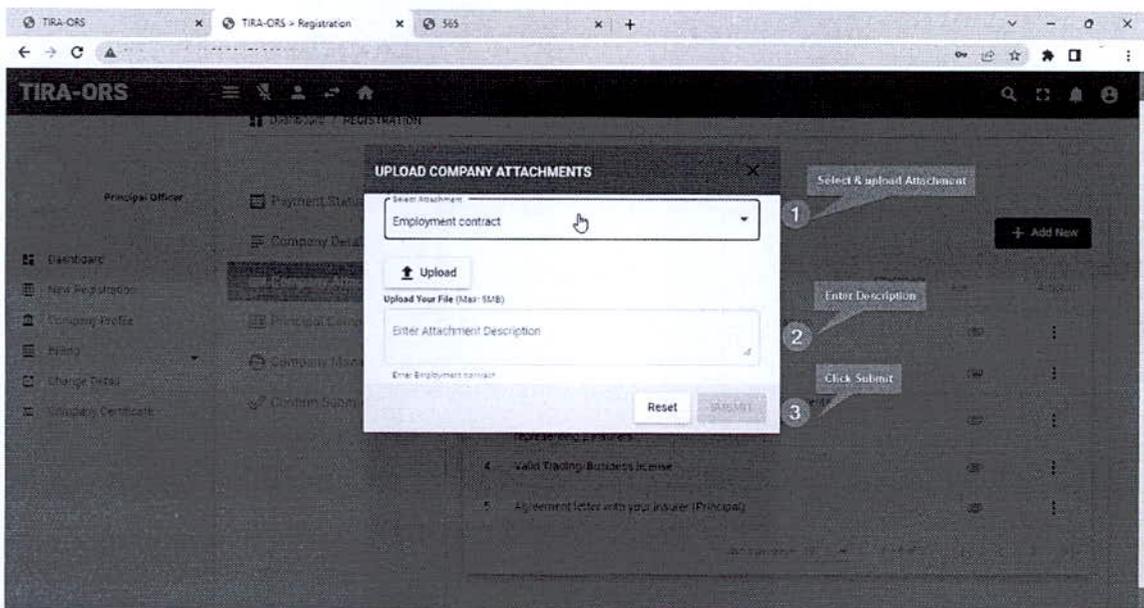
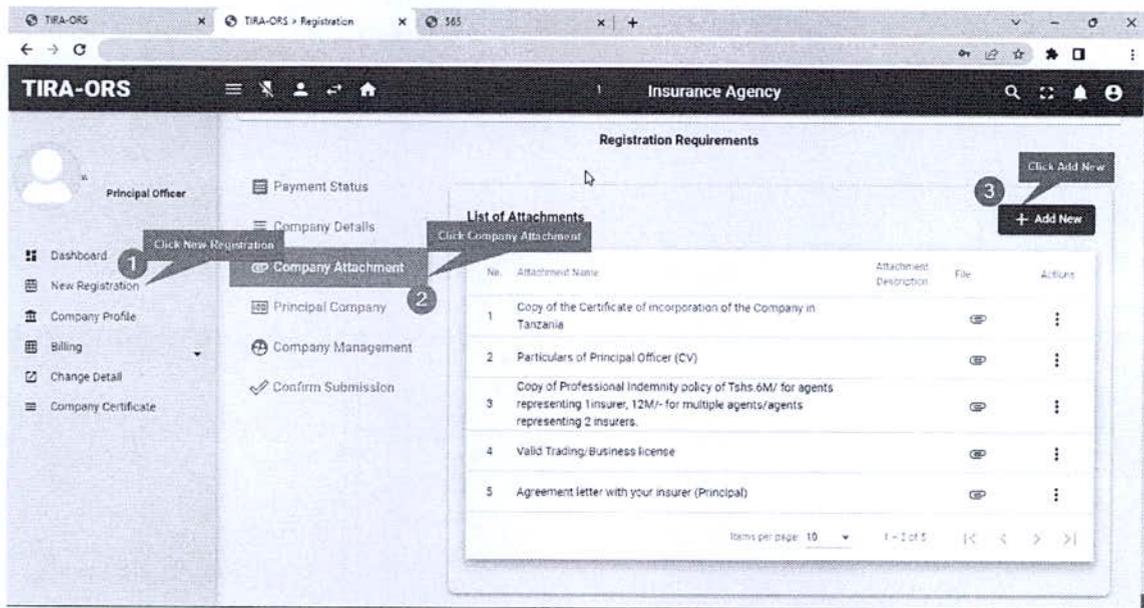
No.	Company Name	Incorporation Certificate Number	Physical Address	Actions
1	Insurance Agency	521554	P.O. Box 5058 undefined	Generate Bill

Items per page: 10 | 1 - 1 of 1 | Generate Bill

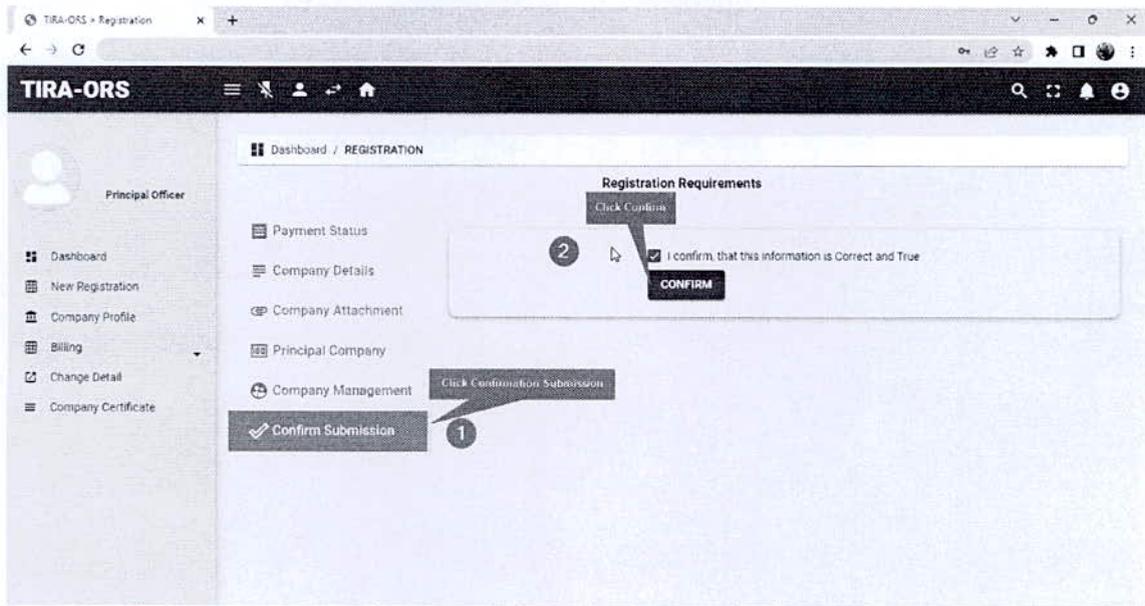
1. Billing  
2. Generate Bill  
3. Generate Bill



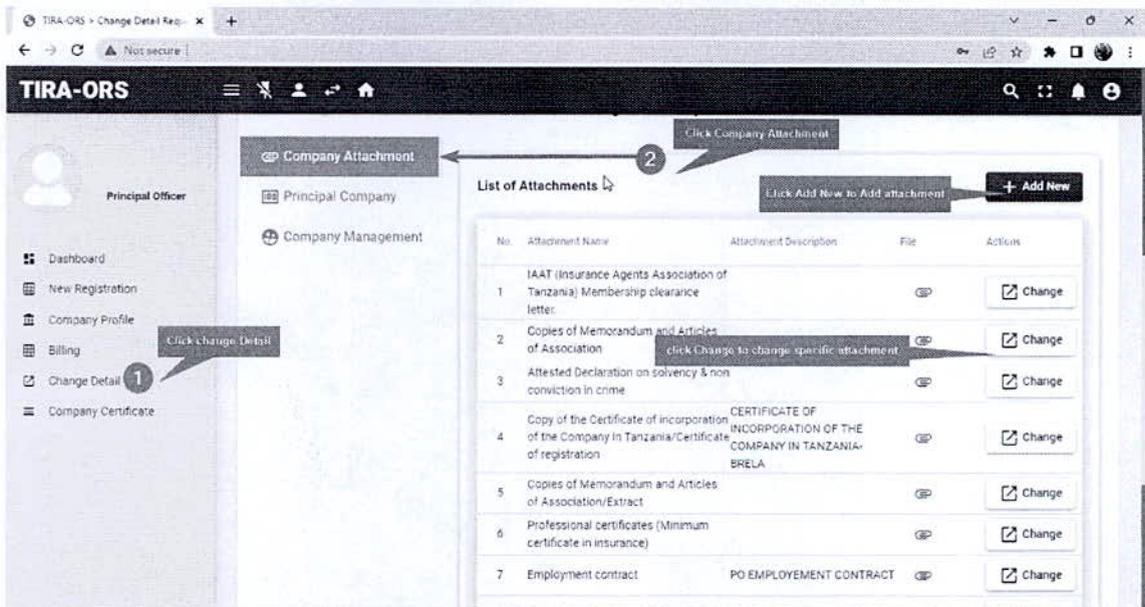
### Step 3: Attachments



## Step 4: Submission



## Changing Details within the TIRA ORS shall follow the following guide/steps



TIRA-ORS - Change Detail Req: x

TIRA-ORS

Principal Officer

Dashboard  
New Registration  
Company Profile  
Billing  
Change Detail **1**  
Company Certificate

Other Registration Details View Change request cart

Registration Requirements

Company Attachment  
Principal Company **2**  
Company Management

Click change Detail

Click Principle Company

Filter Company Association

No.	Company	Associated Company	Actions
1		BRITAM INSURANCE TANZANIA LIMITED	

Items per page: 10 1 - 1 of 1

Click PLUS to add New Principle Company

Change Request History **3**

Currently Not Found!