



THE UNITED REPUBLIC OF TANZANIA
TANZANIA INSURANCE REGULATORY
AUTHORITY



On reply please refer:

Ref. No. AB.277/290/01/7

October 31, 2023

CIRCULAR NO. 39 G/2023

A CIRCULAR TO ALL ASSESSORS, SURVEYORS AND LOSS ADJUSTERS
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 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, 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. 100,000/= (One Hundred thousand) shall be paid for Loss assessors, surveyors, and Adjusters.

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;

- i. Copy of renewed FDR of Tshs. 2.0 million (Minimum) Regulation No.18 (6) for loss Assessors, Surveyors, Loss Adjusters.

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

- ii. Copy of professional Indemnity cover-note for assessors, Surveyors and Loss Adjusters is of Tshs. 12,000,000/- minimum Sum Insured.

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

Zanzibar Office:

TIRA House, Kilimani Street, P.O. Box 133 Zanzibar, Tel: +255 24 2237271, Fax: +255 242237272, Email: 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: +255222132537/2116120/2116131,
Email: col@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 Kkoloni, 5th Floor,
P. O. Box 15468, Arusha,
Tel: +255272520017,
Email: 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

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- ii. Copy of professional Indemnity cover-note for assessors, Surveyors and Loss Adjusters is of Tshs. 12,000,000/- minimum Sum Insured.

- iii. A letter from Association of Tanzania Loss Adjusters and Surveyors (ATLAS) confirming your active membership.
- iv. Information on your current Principal Officer including
 - a) CV;
 - b) Professional qualifications certificates as per regulation 14;
 - 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.

The last date for filing annual maintenance documents is 30th November 2023.

A penalty amounting to Tsh. 10,000/= per day (Ten thousand shillings) and not exceeding Tsh.1,000,000/= (One million) would be imposed for late filing, incomplete and non-submission of annual maintenance documents.

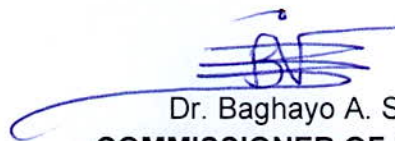
Every registrant MUST pay all outstanding penalties which have been imposed by the Authority for the previous year.

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, christine.kinabo@tira.go.tz, sausi.sausi@tira.go.tz, catherine.ng'itu@tira.go.tz, and joseph.mfoi@tira.go.tz

Copy to: abubakar.ndwata2@tira.go.tz

Yours Sincerely,



Dr. Baghayo A. Saqware
COMMISSIONER OF INSURANCE

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.

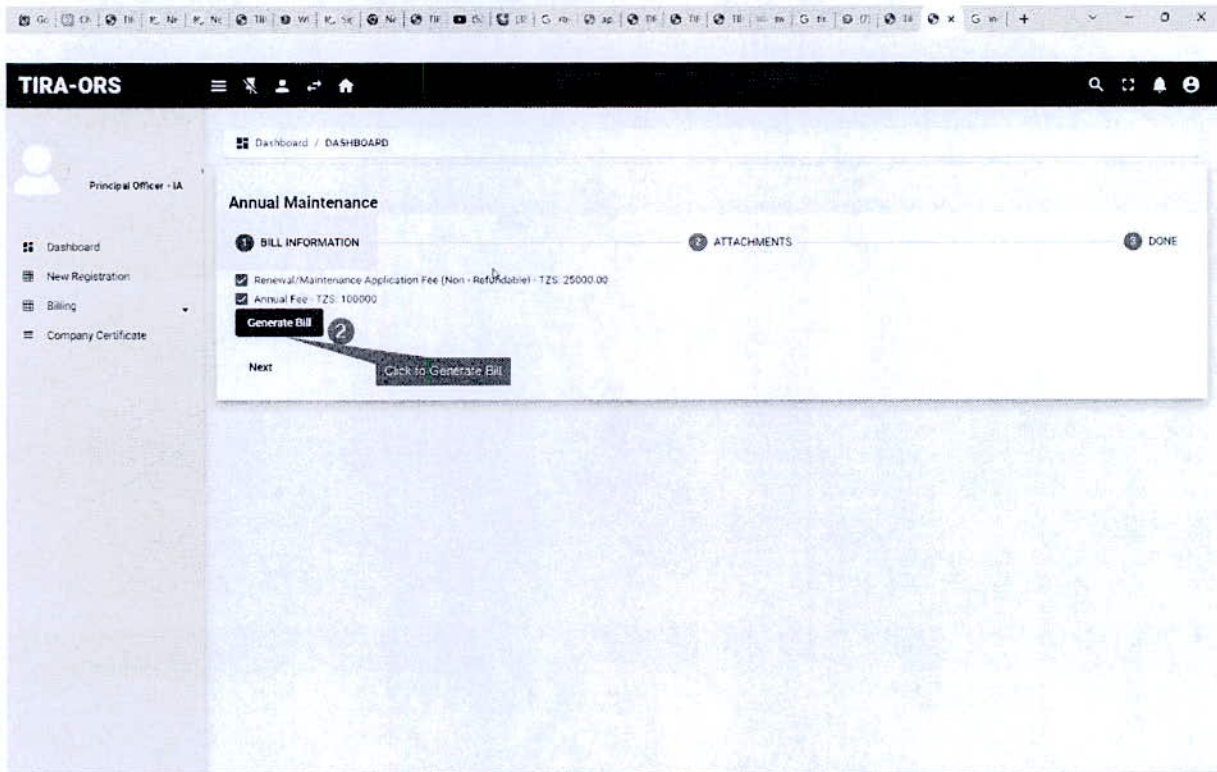
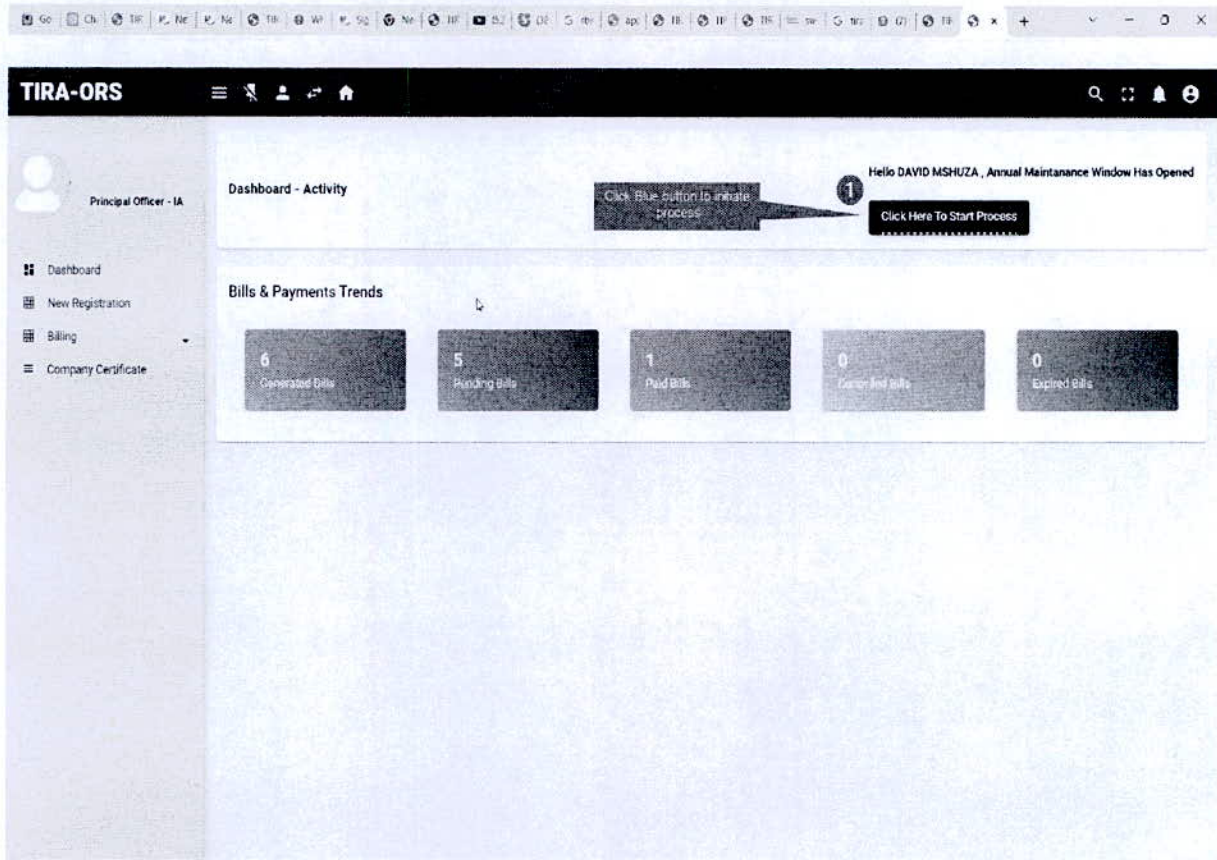
ACCEPTANCE BY THE FINANCIAL INSTITUTION:

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:

Steps to Follow



Steps to Follow

