



THE UNITED REPUBLIC OF TANZANIA
TANZANIA INSURANCE REGULATORY
AUTHORITY



On reply please refer:

Ref. No: AB. 89/184/06/10

October 31, 2023

CIRCULAR NO. 39 J/2023

A CIRCULAR TO ALL INSURANCE DIGITAL PLATFORMS (IDP's).

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 750,000/- (Seventh hundred thousand).

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. The Principal Officer possesses the qualifications as specified under the Insurance Act Cap 394;
- ii. Every IDP shall take out the following Insurance Policies;
 - a) Professional Indemnity insurance: A minimum Sum Assured of TZS 100,000,000;

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,
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Tel: +255222132537/2116120/2116131,
Email: coi@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,
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

- iii. Cyber Liability Insurance
- iv. Implementation status of the Business Continuity Plan (BCP).

A penalty amounting to TZS 40,000/= per day (Ten thousand shillings) would be imposed non-submission, delay and incomplete submission of documents for annual maintenance;

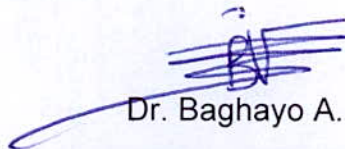
Every registrant **MUST** pay all outstanding penalties which have been imposed by the Authority for the previous year.

Submission

The submission shall be through TIRA ORS as per the provided link, for further clarification kindly contact the following emails paul.ngangaji@tira.go.tz, victoria.mwavilenga@tira.go.tz, mussa.mkumbwa@tira.go.tz, vivian.mayunga@tira.go.tz, jacqueline.moshi@tira.go.tz and majda.ahmed@tira.go.tz.

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

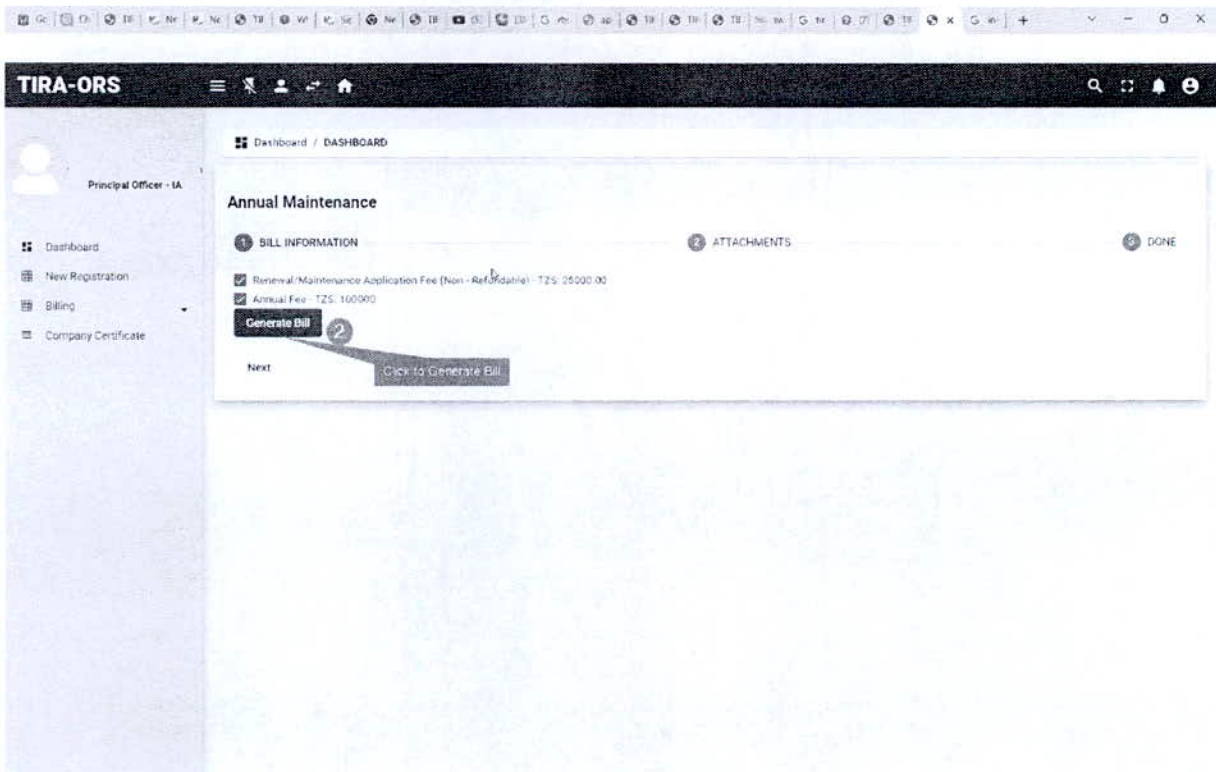
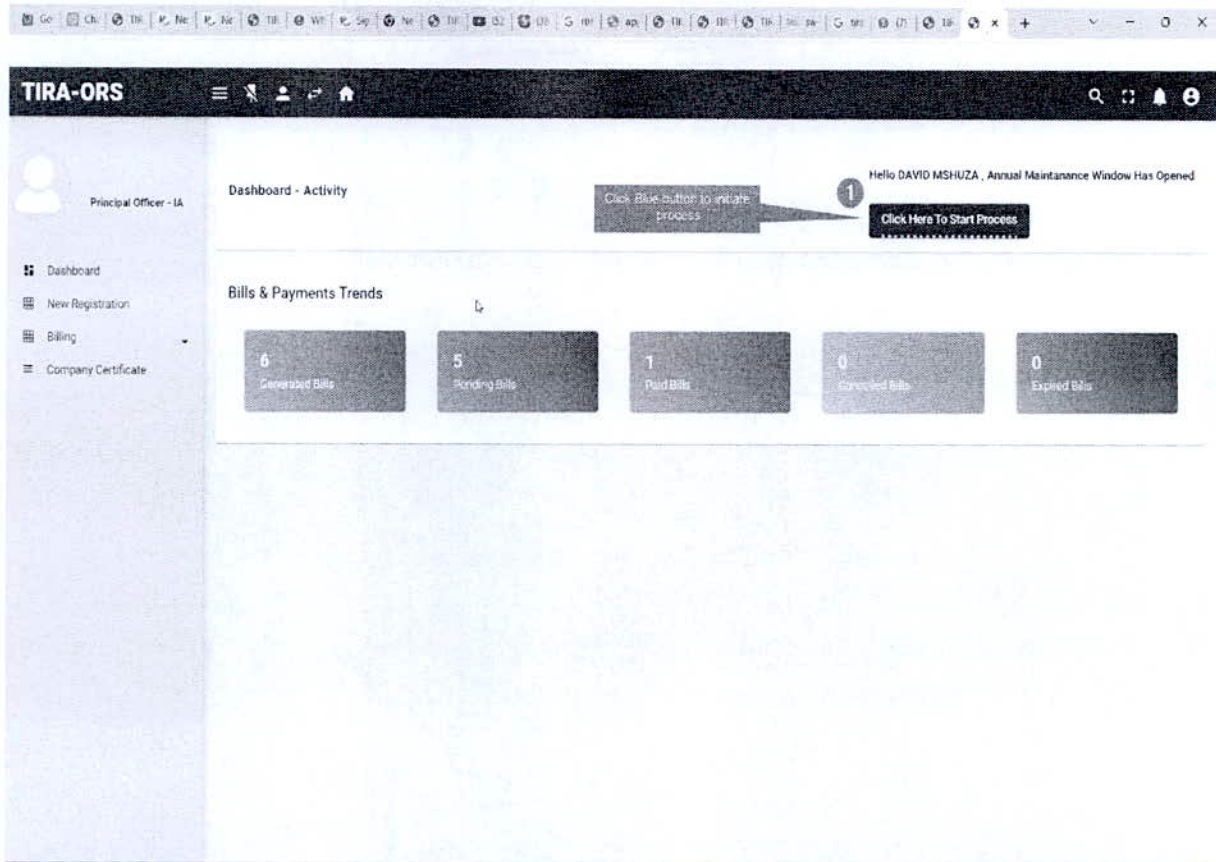
Yours Sincerely,



Dr. Baghayo A. Saqware

COMMISSIONER OF INSURANCE

Steps to Follow



Steps to Follow

