



THE UNITED REPUBLIC OF TANZANIA  
TANZANIA INSURANCE REGULATORY  
AUTHORITY



On reply please refer:

Ref. No: AB. 89/184/06/09

October 31, 2023

CIRCULAR NO. 39 I/2023

A CIRCULAR TO ALL ACTUARIES

**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 2024 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 100,000/- (one 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).

The following information (alterations/additions) shall be filled in the TIRA ORS;

- i. Particulars of Principal Officer; -
  - a) Curriculum Vitae (CV);
  - b) Professional qualifications certificates as per regulation 15;
  - c) Copy of academic certificates verified by TCU/NACTVET (for foreign certificates);

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)

- 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.
- ii. Particulars of principal Actuary:
- a) Curriculum Vitae (CV);
  - b) Professional certificates (Minimum Certified Actuarial Analyst) as per Regulation 15;
  - 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) Declaration on solvency and non-conviction in criminal offences: and
  - f) Copy of NIDA/ Passport for non-citizen.
- iii. Particulars of Board Members of the actuarial firm.
- 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).
- iv. Particulars of Senior Management Staff:
- a) Curriculum Vitae (CV);
  - b) Professional/Academic certificate verified by TCU/NACTVET (for foreign certificates);
  - c) Attested declaration on solvency and non-conviction in criminal offences; and
  - d) Copy of NIDA/ Passport for non-citizen.
- v. Full details of legal advisors (Engagement letter)
- vi. Particulars of your Bankers.
- vii. Copy of professional Indemnity policy minimum sum insured of Tshs. 500/= m.



Proof/Evidence of Minimum paid up share capital of TZS. 2,000,000/=, in case of foreign investors, evidence of actual remittance of fund in Tanzania must be provided and at least one third of the shares should be owned by Tanzanians.

The last date for filing of annual maintenance documents is 30<sup>th</sup> November 2023.

A penalty amounting to Tshs. 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.

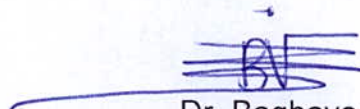
Every Actuary MUST pay all outstanding penalties which have been imposed by the Authority for the previous year.

### 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 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.

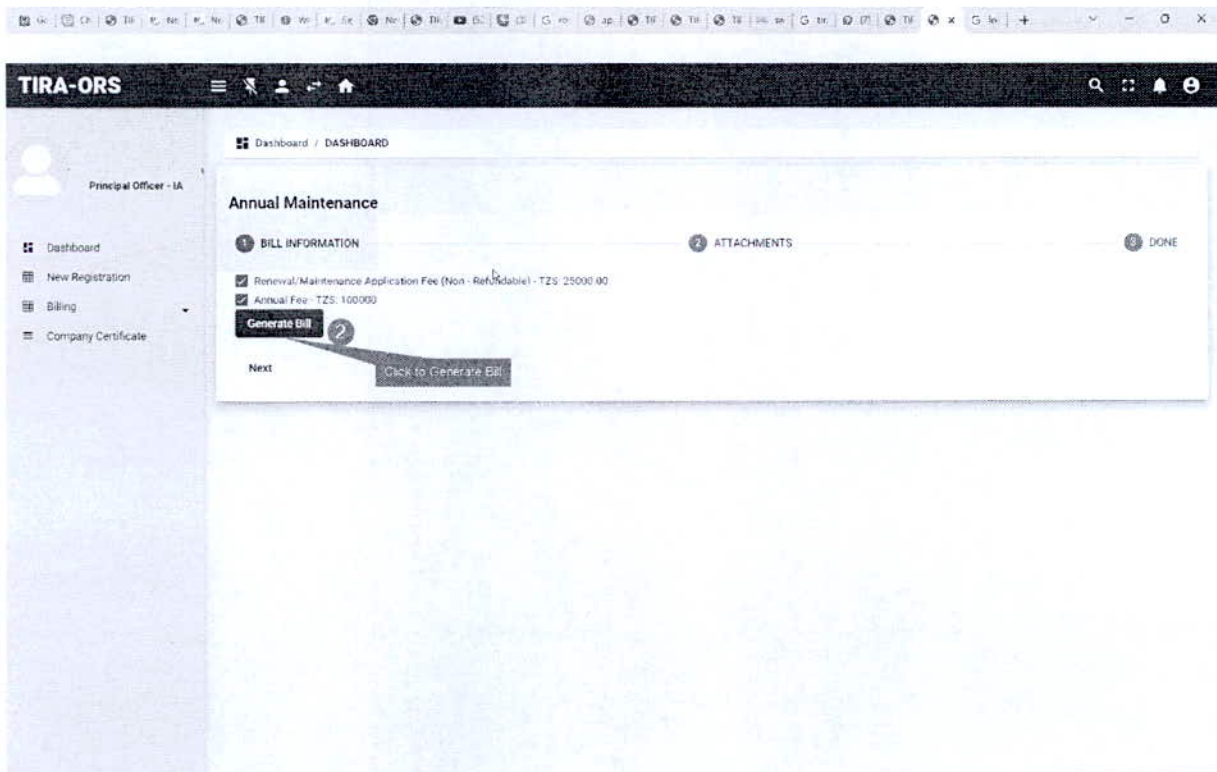
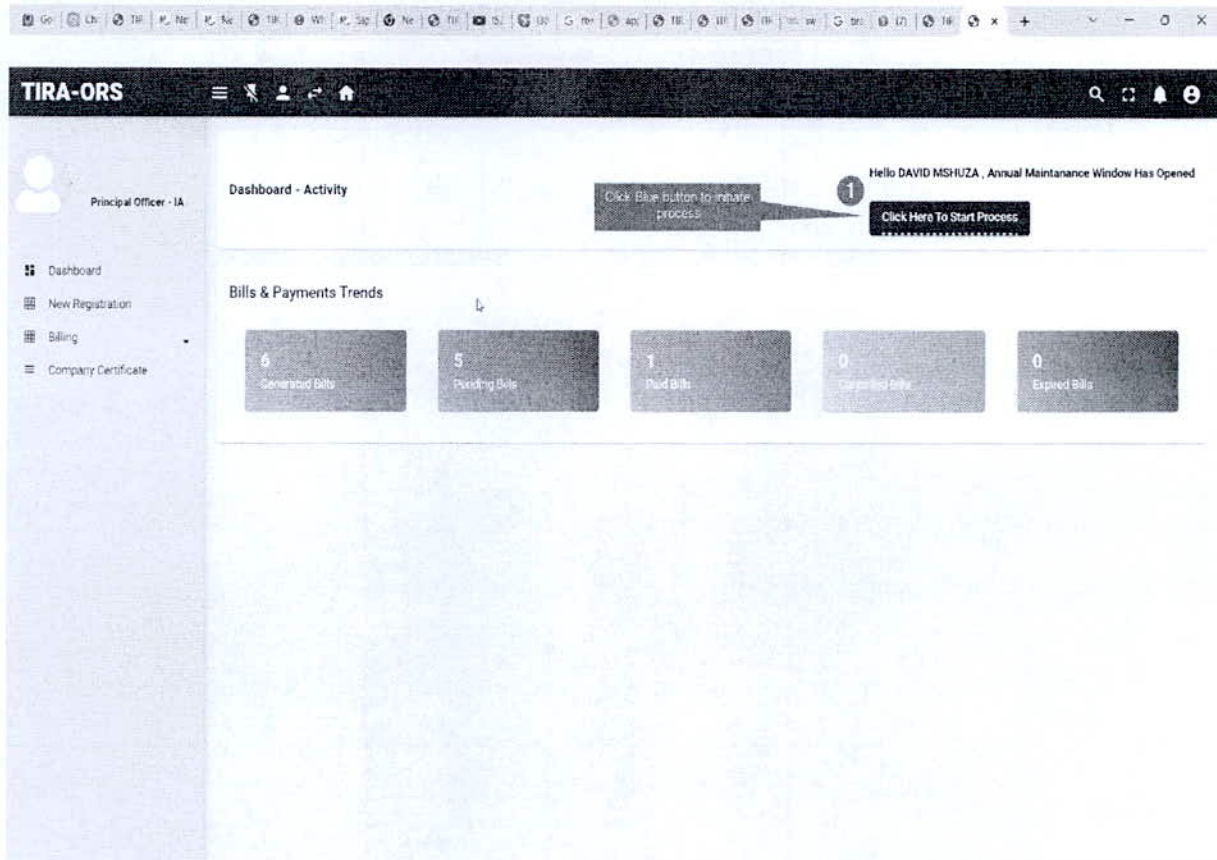
**ACCEPTANCE BY THE FINANCIAL INSTITUTION:**

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

