

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



On reply please refer:

Ref. No: AB. 89/184/06/013

October 31, 2023

CIRCULAR NO. 39 M/2023

A CIRCULAR TO ALL TAKAFUL AGENTS.

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 50,000/- (Fifty Thousand) for agents representing 1 takaful operator or 100,000/= (One hundred thousand) for multiple agents/agents representing more than one takaful operator.

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 Professional Indemnity cover-note of Tshs.6M/ for agents representing 1insurer/ takaful operator, 12M/- for agents representing 2 insurers/ takaful operators and 18M/- for agents representing 3 insurers/takaful operators.

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: coi@tira.go.tz

Lake Zone

5thFloor, 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

- ii. Details of principal officer including: -
 - a) Curriculum Vitae (CV);
 - b) Professional certificates (Minimum certificate of proficiency in insurance);
 - 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 and Work permit.

- iii. Details of Takaful specified persons (to be applied for Takaful agents only):
 - a) Updated Curriculum Vitae (CV);
 - b) A holder of a certificate in Insurance or Social Protection or Actuarial Science or Islamic finance, Shariah law or certified Shariah Advisor/Auditor from recognized and reputable institution;
 - c) Copy of academic certificates verified by TCU/NACTVET (for foreign certificates);
 - d) Attested declaration on solvency and non- conviction in criminal offences;
 - e) Employment contract/Copy of engagement letter attested by the intended candidate; and
 - f) Copy of NIDA/ Passport for non-citizen and Work permit for foreigner

- iv. IAAT (Insurance Agents Association of Tanzania) Membership clearance letter.

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

- i. 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.
- ii. An agent registered for more than three years may act for up to three insurers registered under the Act.

- iii. 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.**
- iv. An agent for an insurance broker shall not act for more than one broker registered under this Act.
- v. 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 2023.

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 thousand) 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 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

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;

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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.

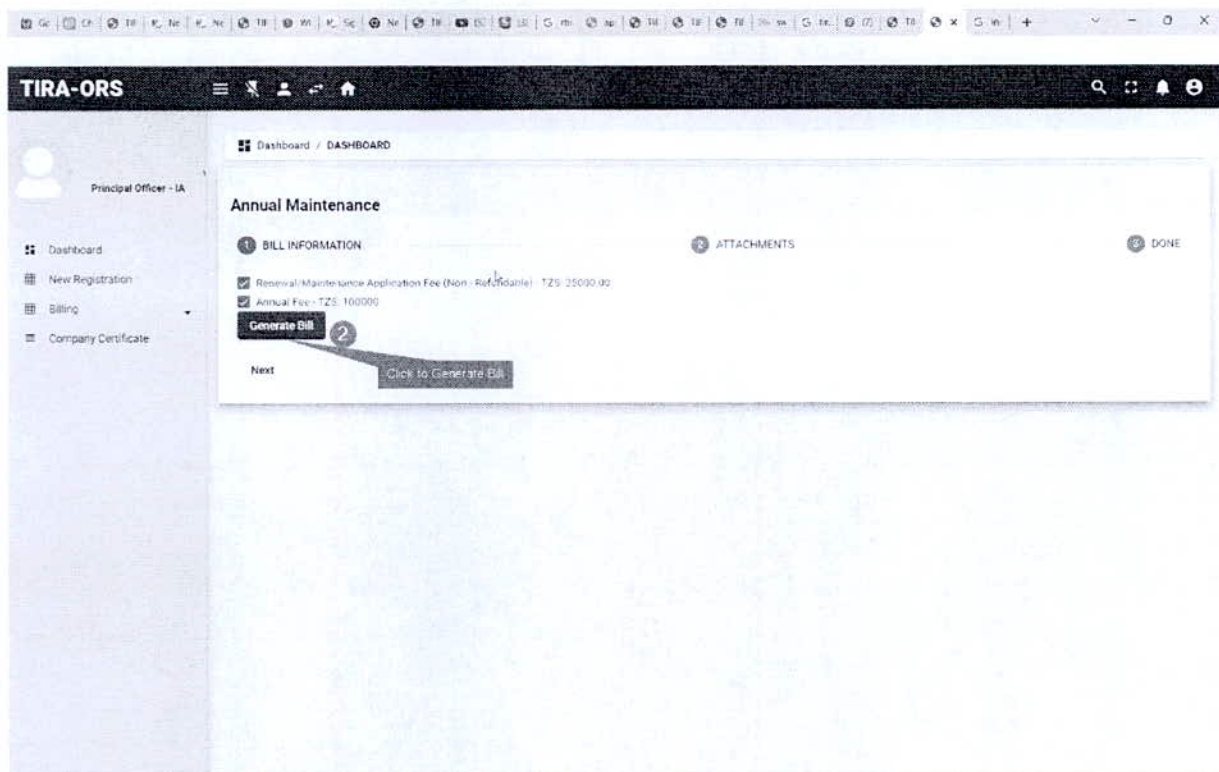
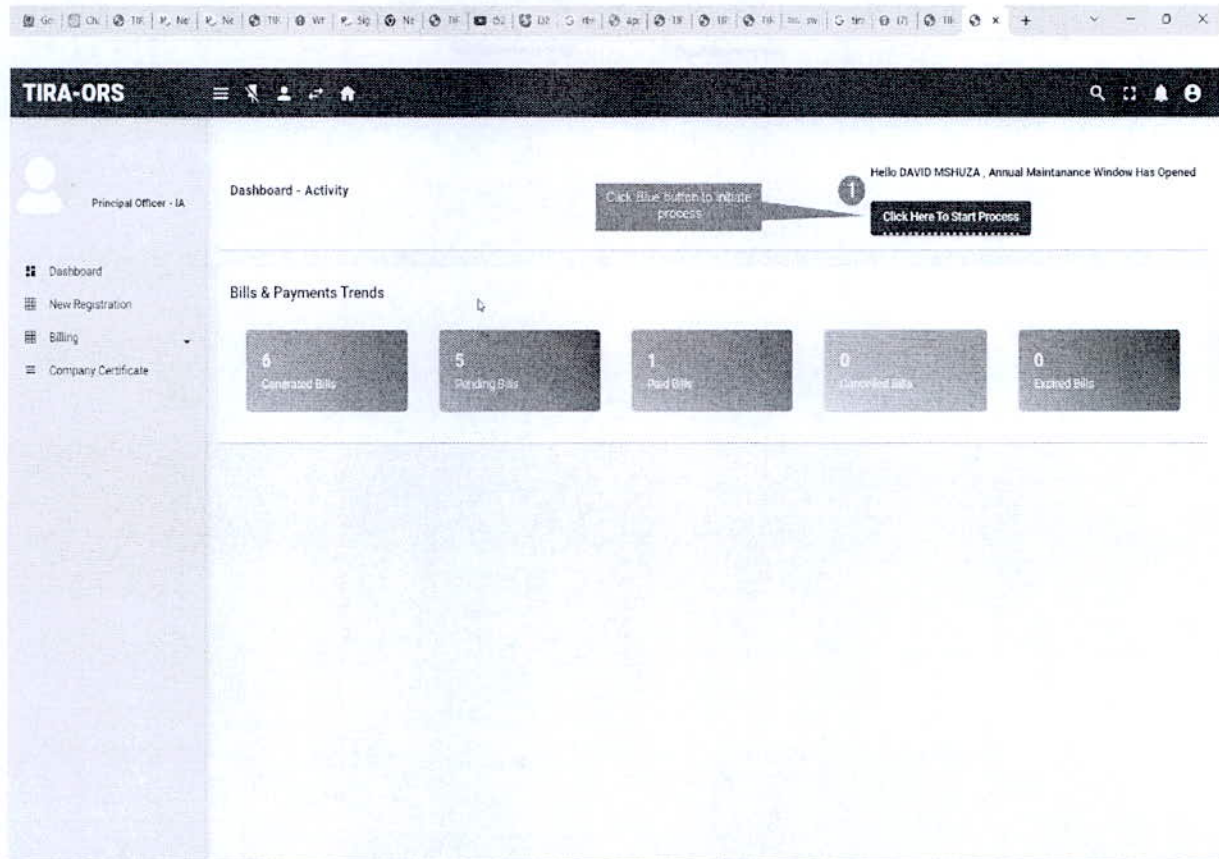
ACCEPTANCE BY THE FINANCIAL INSTITUTION:

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

