UNITED REPUBLIC OF TANZANIA

TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)

CHECKLIST OF REQUIREMENTS FOR APPLYING FOR A NEW LOSS ASSESSORS

1. Payment of fees:
   i. Non-refundable application fee of TZS. 25,000/=;
   ii. Payments of Annual Fee of TZS.100, 000/=; and
   iii. Registration fee of TSZ.1,000,000/=.
2. Copies of Memorandum and Articles of Association/Extract.
3. Copy of the Certificate of incorporation of the Company in Tanzania/Certificate of registration.
4. Copy of Register of companies Detailed information from registrar.

5. Proof/Evidence of Minimum Paid up Share Capital of Tshs. 2 million;
6. Copy of Professional Indemnity Insurance policy of Tshs. 12 million;
7. Particulars of Principal Officer; -
   i. Curriculum Vitae (CV);
   ii. Professional qualifications certificates as per regulation 14;
   iii. Copy of academic certificates verified by TCU/NACTIVET (for foreign certificates);
   iv. Employment contract/Copy of engagement letter attested by the intended candidate;
   v. A Sworn Declaration of good character and non-conviction in criminal offences issued by the police;
   vi. Attested Declaration on solvency from licensed advocate; and
   vii. Copy of NIDA/ Passport for non-citizen.

8. Particulars of Board Members of the assessor/surveyor/adjustor.

    i. Curriculum Vitae (CV);

    i. A Sworn Declaration of good character and non-conviction in criminal offences issued by the police;

    ii. Attested Declaration on solvency from licensed advocate;

    iii. Copy of NIDA/passport of each director; and

    iv. Work permit (In case of foreigners).

9. Particulars of Senior Management Staff:

    ii. Curriculum Vitae (CV);

    iii. Professional/Academic certificate verified by TCU/NACTIVET (for foreign certificates);

    iv. A Sworn Declaration of good character and non-conviction in criminal offences issued by the police;

    v. Attested Declaration on solvency from licensed advocate; and

    vi. Copy of NIDA/ Passport for non-citizen.

10. Clearance letter from ATLAS.