

## REQUIREMENTS OF REGISTRATION AS AN INSURANCE AGENT.-2018



1. Completed Application form together with nonrefundable application fees of Tshs. 25,000/=
2. Copies of Memorandum and Articles of Association/Extract from Registrar.
3. Copy of the Certificate of incorporation of the Company in Tanzania/Certificate of registration.
4. Proof/Evidence of Minimum Paid up Share Capital of  
Tshs 1,890,000/= for agents representing one insurer, or TZS 3,780,000 M/= for multiple agents/agents representing two insurers.
5. Copy of Professional Indemnity policy of Tshs.6M/ for agents representing 1insurer, 12M/- for multiple agents/agents representing 2 insurers.
6. Particulars of Principal Officer
  - CV
  - Professional certificates (Minimum certificate in insurance/CoP)
  - Sworn Declaration of good character and solvency.
  - His/her Employment contract
  - Two passport size photographs of the principal officer.
7. Particulars of Board Members of the Company.
  - CV
  - Copy of passport/Birth Certificate/Affidavit.
  - Sworn Declaration of good character and solvency.
8. Particulars of Senior Management Staff.(same as item 6&7)
9. Attested declaration on solvency and non conviction in criminal offences of Members under 6, 7 and 8 above.
10. Valid Trading/Business license
11. Particulars of shareholding pattern
12. Particulars of your bankers.
13. Copy of passports/birth affidavits for the company directors
14. Payments of Annual Fee of Tzs.50, 000/- for agents representing insurer or 100,000/- for multiple agents /agents representing more than one principal, Registration fee of Tshs.500, 000/=.
15. Agreement letter with your insurer (Principal).

**REQUIREMENTS OF REGISTRATION-ASSESSOR/LOSS ADJUSTORS/SUVERYORS  
AND PRIVATE INVESTIGATORS  
2018**



1. Completed Application form together with nonrefundable application fees of Tshs. 25,000/=
2. Copies of Memorandum and Articles of Association/Extract from Registrar.
3. Copy of the Certificate of incorporation of the Company in Tanzania/Certificate of registration
4. Proof/Evidence of Minimum Paid up Share Capital of Tshs 2.M/=.
5. Copy of Professional Indemnity Insurance policy of 12M/-
6. Particulars of Principal Officer
  - CV
  - Professional qualifications certificates as per regulation 14.
  - Sworn Declaration of good character and solvency.
  - Two passport size photographs of the principal officer
7. Particulars of Board Members of the Company.
  - CV
  - Copy of passport/Birth Certificate/Affidavit.
  - Sworn Declaration of good character and solvency.
8. Particulars of Senior Management Staff.(same as item &7)
9. Attested declaration on solvency and non conviction in criminal offences of Members under 6, 7 and 8 above.
10. Valid Trading/Business license
11. Particulars of shareholding pattern
12. Particulars of your bankers.
13. Copy of passports/birth affidavits for the company directors
14. Payments of Annual Fee of Tzs.100, 000/- and Registration fee of Tshs.1,000, 000/=.

**DETAILS FOR TIRA'S BANK ACCOUNTS**

**APPLICATION FEE**

**Account Name:** ADMIN INSURANCE FUND  
**Account Number:** 012103002630  
**Bank:** NBC BANK LIMITED  
**Branch:** SAMORA BRANCH.

**REGISTRATION & ANNUAL FEES**

**Account Name:** ADMIN INSURANCE FUND  
**Account Number:** 012103002641  
**Bank:** NBC BANK LIMITED  
**Branch:** SAMORA BRANCH.