

UNITED REPUBLIC OF TANZANIA
TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)



**CHECKLIST OF REQUIREMENTS FOR APPLYING FOR A NEW
LOSS ADJUSTORS**

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 TZS.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. Attested declaration on solvency and non-conviction in criminal offences **issued by police office or licensed advocate**; and
 - vi. Copy of NIDA/ Passport for non-citizen.

For further details call +255 (022) 213 2537, +255 (026) 232 1180

8. Particulars of Board Members of the assessor/surveyor/adjustor.
 - i. Curriculum Vitae (CV);
 - ii. Attested declaration on solvency and non-conviction in criminal offences issued by police office or licensed advocate;
 - iii. Copy of NIDA/passport of each director; and
 - iv. Work permit (In case of foreigners).

9. Particulars of Senior Management Staff:
 - i. Curriculum Vitae (CV);
 - ii. Professional/Academic certificate verified by TCU/NACTIVET (for foreign certificates); and
 - iii. Attested declaration on solvency and non-conviction in criminal offences issued by police office or licensed advocate;
 - iv. Copy of NIDA/ Passport for non-citizen.

10. Clearance letter from ATLAS.