

**UNITED REPUBLIC OF TANZANIA  
TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)**



**CHECKLIST OF REQUIREMENTS FOR APPLYING FOR A NEW  
PRIVATE INVESTIGATORS LICENSE**

1. Payment of fees:
  - i. Non- refundable application fees of TZS 25,000/= should be made through control number provided by the Authority.
  - ii. Annual Fee of TZS 100, 000; and
  - iii. Registration fee of TZS 1,000,000/=
2. Copies of Memorandum and Articles of Association.
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. Copy of Professional Indemnity Insurance policy of 12Million;
6. Proof/Evidence of Minimum Paid up Share Capital of Tshs 2 million;
7. Particulars of Principal Officer.
  - i. Curriculum Vitae (CV);
  - ii. Attested declaration on solvency and non-conviction in criminal offences **issued by police office or licensed advocate**;
  - iii. Professional certificates (minimum Advanced diploma in Insurance and experience of at least three years in insurance

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- business;
- iv. Copy of academic certificate verified by TCU/NACTVET (for foreign certificate);
- v. Employment contract/copy of engagement letter attested by the intended candidate; and
- vi. Copy of NIDA/Passport for non-citizen.

8. Particulars of Board Members of the private investigator; -

- 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. Attested declaration on solvency and non-conviction in criminal offences issued by police office or licensed advocate;
- ii. Curriculum Vitae (CV)
- iii. Professional/Academic certificate verified by TCU/NACTVET (for foreign Certificate); and
- iv. Copy of NIDA/Passport for non-citizen

10. Particulars of your Bankers including confirmation letter from banks specifying signatories.

11. Clearance letter from ATLAS

N.B:

Business Operations **must** commence within 12 months from the date the license is granted.