

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



**CHECKLIST OF REQUIREMENTS FOR APPLYING FOR A NEW
INSURANCE AGENT 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 50, 000/- for agents representing one (1) insurer or TZS 100,000/- for multiple agents /agents representing more than one principal; and
 - iii. Registration fee of TZS 500,000/= for agents dealing with a single principal and TZS 1,000,000/- for agents dealing with more than one (1) principal.
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. Copies of Memorandum and Articles of Association of Corporate shareholders, if any.
6. Copy of Professional Indemnity policy of Tshs.6M/ for agents representing 1insurer, 12M/- for agents representing 2 insurers and 18M/- for agents representing 3

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insurers.

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 National Secondary Education Certificate with at least five passes including one in the English language; and a certificate of proficiency in insurance.
- iv. Employment contract/copy of engagement letter attested by the intended candidate; and
- v. Copy of NIDA/Passport for non-citizen.

8. Particulars of Board Members of the broker. Your Board must have at least three members.

- 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. Agreement letter with your insurer (Principal).

11. Service level Agreement (SLA) with your insurer (Principal)

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

N.B:

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