UNITED REPUBLIC OF TANZANIA

TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)

CHECKLIST OF DOCUMENTS/PARTICULARS IN PROCESSING APPLICATIONS FOR LICENSING OF CLAIM SETTLING AGENT

1. Payments of fees including:
   i. Non-refundable application fee of TZS. 25,000/=;
   ii. Annual Fee of TZS 750,000/= and
   iii. Registration fee of TZS 2,500,000/=
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 registrer
5. Copy of Professional Indemnity policy of Tshs.6M/ for agents representing 1insurer, 12M/- for agents representing 2 insurers and 18M/- for agents representing 3 insurers.
6. Particulars of Principal Officer; -
   i. Curriculum Vitae (CV);
   ii. Particular Holder of current practicing Certificate from the Chief Justice and the active member of Tanganyika Law Society (TLS) and Certificate of Proficiency in insurance (COP)
   iii. Copy of academic certificates verified by TCU/NACTVET (for foreign certificates);
   iv. Employment contract/Copy of engagement letter attested by the intended candidate;

     v.   Practicing experience of at least two (2) years

    vi.   Attested declaration on solvency and non-conviction in criminal offences; and

   vii.   Copy of NIDA/ Passport for non-citizen

7. Particulars of Senior Management and Board of directors/partners

     i.   Curriculum Vitae (CV);

    ii.   Attested declaration on solvency and non-conviction in ==criminal offences;==

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

8. Particulars of your bankers including confirmation letter from bank specifying signatories.

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

10. Agency Agreement(s) with policyholder(s) and third-party(s) which include but not limited to the following: -

     i.   Scope of Authority

    ii.   Commission

   iii.   Responsibilities for each party

   iv.   Procedures for Disputes settlement between the parties

     v.   Termination