

EXPORTERS GUIDE

Export from Tanzania

Obtain a Business license:

Exporters are required to obtain a valid trading/business license from the city/town council where the business will be conducted. The license is valid for one year.

Obtain an Export License/Permit:

Some products require specific license/permit from the Government departments/institutions or a controlling body legally empowered to do so, exporters therefore have to contact the following:

1. Forest department for Forestry products
2. Fisheries department for Fisheries products
3. Wildlife department for Wildlife products
4. Mining department for Minerals/Gemstone products
5. Marketing Boards for Coffee, Tobacco, Cotton, Sisal fibre, Raw Tea, and Raw Pyrethrum.
6. Ministry of Agriculture for Food (staple) products.

Documentation:

Once an exporter has obtained an order from a buyer abroad and an agreement has been reached to export goods to the buyer and mode of shipment determined, the following steps are necessary:

Shipment by air:

- a) The exporter applies for an export license/permit for the export product if it falls under the above-mentioned product groups otherwise other products call no license.
- b) After confirmation of cargo space an airway bill is prepared by the carrier or its agent on presentation of the following:
 1. A commercial invoice,
 2. An export license/permit (if required),
 3. Technical documents (if required) on health, quality, weight, certificate of origin etc.
- c) Process a Single Bill of Entry (SBE) by attaching all the above documents at the customs long room. A customs release/approval is obtained.
- d) Goods are taken to the Airport for air freighting vide the cleared documents by customs

Shipment by sea:

- a) Apply/obtain a license/permit (if required).
- b) Apply/obtain technical documents for your product.
- c) Apply for shipping space to an agent/shipping company.
- d) Then obtain a single bill of entry from customs, complete it and then attach all the previous or required documents for processing the SBE at the long room.
- e) A shipping company/agent will finally prepare a bill of lading after accomplishing customs verification/approval, port charges and procedures, cargo loading (FOB).

New procedures for Payment of Duty and Taxes on PSI Consignments:

As from 1st November 2000, payment of duty and taxes on PSI consignments has been made according to the following procedures:

On receiving a request for an SBE from the importer, the **Inspection Agent (IA)** shall give three copies of the SBE printed on non-security paper. For ease of identity this printout shall be stamped "**Tax Assessment Notice**" (TAN).

- f) The importer shall go to the relevant bank and pay the assessed duties and taxes.
- g) The bank shall stamp the three copies of TAN and give one copy back to the importer along with a receipt of payment.
- h) The importer shall return to IA and present the stamped copy and the bank receipt.
- i) The IA shall keep the stamped copy and a copy of the receipt for their record and issue to the importer an SBE printed on security paper.
- j) The importer shall use the SBE printed on security paper for clearance of good as usual.

Twice a day the IA shall collect one of the copies retained by the bank for bank reconciliation.

The IA shall issue two daily reports to the Tanzania Revenue Authority (TRA), one with the list of TANs issued to importers and one with a list of paid up SBEs. Once weekly the IA shall issue to the TRA a report with a list of TANs for which no payment has been made.