

# IMPORTERS GUIDE

## Import to Tanzania

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This section provides a summary on the procedures and requirements for import facilitation. It also explains about the release of goods from customs.

**a) Obtain a Business license:**

An importer is required to have a valid business license in order to conduct any business; such a license is obtained from the city/town council. The license is valid for one year.

**b) Produce copy of an import declaration form**

An importer has to obtain Import Declaration Form (IDF) from their Bankers. This serves like an import license. This form is sold at US \$ 10. Some products require special clearance/approval from relevant authority for certain sensitive products e.g. drugs, firearms, etc. Therefore an importer has to ensure that such permissions are obtained.

**c) Import documentation/processing:**

As a first step an importer receives from a supplier an invoice and bill of lading. Then the following movements:

**d) Other requirements:**

Payment of 1.2% of FOB value must be paid to Pre-shipment Inspection (PSI) Company for goods worth US \$ 5,000 and above. There are some exceptions for some goods e.g. gold, art, military equipment, and personal effects.

**e) Securing Important Documents/Process:**

**f) Obtain a Tax Assessment Notice (TAN) from PSI companies/ Customs office.**

**g) Pay assessed fees at a commercial bank as per TAN.**

**h) Obtain bill of lading from a shipping agent (if not yet obtained).**

**i) Obtain Delivery and Disposal Order (D&DO) from Tanzania Harbors' Authority.**

**j) Obtain acknowledgement from customs that all necessary documents have been lodged.**

**k) Checking by customs officials on documents, import declaration forms, bill of lading, commercial invoice, CRF, TAN, pay-in-slip, ocean freight certificate, parking list, disposal order of Tanzania Harbors' Authority (THA).**

**l) Obtain assessment of charges from THA, Customs Wharfage, Storage and Handling Fees. Make Payments.**

**Release of goods:**

I. Customs officers will physically inspect goods and then issue a Release Order.

II. The importer takes the Release Order to THA where a gate pass is issued for taking out the goods.