



THE EXPORT PROCESSING ZONES ACT, 2002 AS AMENDED BY EXPORT  
PROCESSING ZONES AUTHORITY ACT, 2006

**APPLICATION FOR A SERVICE PROVISION LICENCE**

*(Pursuant to Section 6 of the Export Processing Zones Act, 2002 and Regulation 23 of the Export Processing Zones (General) Regulations, 2003)*

**NOTES AND GUIDELINES FOR COMPLETING THE APPLICATION FORM**

1. The information you provide in the application form will assist us in approving your Project in the Export Processing Zones.
2. Please, therefore, complete all sections as required. It is important that you assess your requirements such as Facility, Utility, affluent treatment and Manpower accurately before filling in the application Form.
3. An incomplete application form could result in delays in approving your application.
4. In filling the Form, Please follow the HSC (Harmonized System Coding) for product codes related to import/export and use the Metric system for all unites of measurements and US Dollars (\$) or Tanzania Shilling for currency details.
5. Please tick appropriate boxes, if any, and provide accurate information in the space provided. If more space is needed for any of the sections, please, attach an extract sheet.
6. The submission of this Form does not constitute an automatic acceptance or approval by the National Development Corporation of your Application.
7. The Information provided in the application form will be dealt in strict confidence.
8. This Form should be filled and submitted in four original copies.
9. Completed Application Form should be submitted to the Export Processing Zones Authority, BWM-SEZ, Mabibo External, P. O. Box 12112 or Fax: +255 22 2925061, Dar es Salaam, or Website: [www.epza.go.tz](http://www.epza.go.tz).

**(a) A. PARTICULARS OF THE APPLICANT COMPANY**

Name of the Company: \_\_\_\_\_

Registered Office: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

**(b) B. COMPANY PROFILE**

1. Date of Incorporation: \_\_\_\_\_

2. Particulars of Directors/Shareholders:

<i>Name of Shareholders</i>	<i>Nationality</i>	<i>Number and Value of Shareholders</i>	<i>Residential Address</i>

3. Description of the Company's Business/Operations.

(i) Type of Activities/Operations \_\_\_\_\_

(ii) Type of main Products/Services \_\_\_\_\_

(iii) Location of the EPZ \_\_\_\_\_

(iv) Owner of the Infrastructure \_\_\_\_\_

(v) Capital Structure \_\_\_\_\_

(c) Total Capital

(i) Authorized capital \_\_\_\_\_

(ii) Paid up capital \_\_\_\_\_

(d) Investment Outlay

<i>Foreign Equity</i>	<i>Local Equity</i>	<i>Foreign Loan</i>	<i>Local Loan</i>	<i>Suppliers Credit</i>	<i>Others</i>	<i>Total</i>

(vi) Capital Expenditure Structure.

<i>Description</i>	<i>1<sup>st</sup> Year</i>	<i>2<sup>nd</sup> Year</i>	<i>3<sup>rd</sup> Year</i>	<i>4<sup>th</sup> Year</i>	<i>Total Amount</i>
Premises (Building – if constructed at your cost or rented)					
Equipment					
Working capital					
Others					
total					

**C. DETAIL OF MACHINERY/EQUIPMENT (IF ANY)**

<i>Major items of Machinery</i>	<i>Condition (new or Used)</i>	<i>Country of Origin</i>	<i>Cost</i>

**D. RAW MATERIALS/COMPONENTS (IF REQUIRED)**

<i>Raw Materials/components</i>	<i>Source</i>		<i>Quantity</i>	<i>Value</i>
	<i>Local</i>	<i>Foreign</i>		

**E. UTILITY REQUIREMENTS**

Please indicate your Utility requirements in terms of:

Electricity: MD (Maximum Demand): \_\_\_\_\_KVA

Water – Industrial: \_\_\_\_\_Gallons/day

Gas: \_\_\_\_\_Cubic meters/day

Telephone: \_\_\_\_\_No. of Lines (Including Faxes)

Others: \_\_\_\_\_

**F. SALES OF THE SERVICE**

Products	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	Sales % Qty		Value	Sales% Qty		Value	Sales % Qty		Value
	Local	Export		Local	Export		Local	Export	

**G. EMPLOYMENT SCHEDULE**

Employment Category	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	Local	Foreign	Local	Foreign	Local	Foreign
Management Staff						
Technical and Supervisory Staff						
Workers (a) Skilled						
(b) Unskilled						
Others						

**H. LIST OF ATTACHMENTS**

1. Copy of the Memorandum of Association/charter/Constitution of the company.
2. Copy of the Articles of Association of rules for Conduct of Business.
3. Copy of the Certificate of Incorporation.
4. Copy of Receipts of the necessary initial fees.

**DECLARATION**

I am aware that the information given hereinabove constitutes the basis upon which the Agent may grant the Licence for Providing Services in the Export Processing Zones. Any Information which proves to be false and contrary to what have been declared hereinabove is, consequently an offence under the Export Processing Zones Act, 2002.

I \_\_\_\_\_ who is \_\_\_\_\_ of  
(Name of Signatory) (Title of the Signatory)

Knowledge and belief, all the particulars furnished in this application are true and correct. I, therefore, undertake to indemnify the Agent for any misrepresentation, deliberate omission and any information that may, in the future, prove to be false.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
and Seal/Stamp