



## PROCESS OF GETTING A RESIDENT PERMIT IN TANZANIA

The process of getting a resident permit in Tanzania depends on the type of class one decides to get. In Tanzania, there are three types of classes for a resident permit. Class A permits are issued to employed foreigners, Class B permits are issued to foreigners employed by companies and institutions while Class C permits are issued to other foreigners such as missionaries, students, volunteers, researchers or retired persons.

### **CLASS "A" PERMITS**

Anyone wishing to apply for a Class "A" permit may lodge his or her application at the Immigration Services Department headquarters in Dar es Salaam, Economic processing zone (EPZA), the Tanzania Investment Centre (TIC), at the Zanzibar Immigration head office or Zanzibar Promotion Authority (ZIPA).

The documents needed when making such an application will include the following:

- TIF 1 forms in duplicate duly filled
- A cover letter from the applicant
- Six photographs
- Curriculum vitae
- Education certificates (if appropriate)
- Business license
- Certificate of registration for Taxpayers Identification Number (TIN)
- Certificate of registration for Value Added Tax (VAT)
- Copy of registration
- Memorandum and articles of association for a company by liability
- Extract from the registrar-for business names
- Evidence of business premises
- Sectorial approval/permit/licence from any relevant Ministry (if needed)
- Share certificate (if needed) or share transfer and board resolution (for investors who have bought some shares or company.
- Power of attorney for a person given power as a Director
- Copy of passport pages authenticating nationality and validity of the passport.
- Business licence tax clearance certificate
- Evidence of the capital that has been invested in the company in terms of cash and assets. i.e.
- Bank statement/financial statement

### **CLASS "B" PERMITS**

Anyone wishing to apply for a Class "B" permit may lodge his or her application at



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the Immigration Services Department headquarters in Dar es Salaam or at the Zanzibar Immigration Head Office.

The documents needed when making such an application will include the following:

- TIF 1 forms duly filled
- Cover letter
- Certificate of incorporation/Compliance
- Valid Business licence
- Tax Clearance Certificate
- Tax Payment Slips
- Certificate of registration (TIN and VAT)
- The initial capital of the Company if it's a new company
- Sectorial approval from any relevant Ministry
- Current status of shareholders and directors from BRELA
- Photostat copy of the applicant's passport
- The employment contract signed by the employer and the employee. It should also include a clause on repatriation of an employee to his/her place of domicile or engagement in case of termination of the contract for lawful cause.
- Curriculum vitae (CV)
- Academic Certificates
- Five passport size photographs
- Memorandum and articles of Association
- Organisation Charter
- Copy of work permit
- Translations (by authorised institutions) of documents/certificate in case they are written in languages other than English or Kiswahili.
- Registration certificate from professional institution/Boards for posts of Accountants, Engineers, Doctors, Pilots, Teachers, and other posts of the like.
- In case the applicant is currently employed in Tanzania and gets employed to another company, a letter of no objection, the original permit from the previous employer and current immigration status of the applicant is needed.

### **CLAUSE "C" PERMITS**

Applications for Class "C" permits should be forwarded directly to the Director of Immigration Services. For envoys, consuls and their families, applications have to be processed through the Ministry of Foreign Affairs and International Co-operation.

Expatriates in Government-Funded Projects Working in government institutions can send



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their applications through their respective ministries in which they are intending to work. The applications should be forwarded to the Ministry of Labour and Employment for approval to enable the issuance of an Exemption Certificate by the Director of Immigration Services. Basic attachments to the application include the following:

- Five photographs
- Covering letter from the applying Ministry or Organization
- Copies of passport pages