



## THE BRELA NEW SYSTEM OF INCORPORATING A COMPANY IN TANZANIA

Before January 2018, any person wishing to register a company in Tanzania had to complete filling in all the required documents for registration and then physically go to the offices of the Business Registration and Licensing Agency (BRELA) to submit the documents.

On 1 February 2018, BRELA commenced their new Online Registration System (ORS). The ORS enables electronic registration of companies and post-registration services. With this new system, anyone can access all of BRELA's services at any time without having to physically go to their offices.

Companies that were incorporated before the commencement of the ORS must first be reconciled at the Registry and their up-to-date status approved by the Registrar of Companies before they are uploaded into the ORS. Entering the company's details can be done by the companies' owners, directors or company secretaries.

### **How the New System Works**

The new ORS deals with the registration of Companies, Business Names, Trade and Service Marks and their respective post registrations, issuance of Patents and Industrial Licence.

One can also file annual returns, make an online search of a business name, and change particulars of a company and the filing of any related documents depending on what you're registering.

In order for one to use the ORS they must first satisfy the following requisites:

- **National Identification Number (NIN) from NIDA**

- >> Only users who have National Identification Number (NIN) issued by the National Identification Authority (NIDA) will be able to access ORS services.

- >> All Directors and Company Secretaries of companies will have to provide their NINs in the ORS.

- >> A local natural person will not be registered as a shareholder, director or Company Secretary without having a National Identification Number.

- **Foreigners who want to register a company**

- >> Must use particulars of their passports issued by their respective countries or National Identification Number (NIN) issued by the National Identification Authority (NIDA).



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- **Tax Identification Number (TIN) issued by Tanzania Revenue Authority (TRA)**

>> A Tanzanian will not be registered as a shareholder or director without having a Tax Identification Number (TIN) and the same for foreigners if their passport details are not entered.

- **Preparation of Memorandum and Article of Association**

>> The objectives in the Memorandum and Articles of Association to be uploaded to the ORS must be in line with the objectives to be selected through the ORS from the per

Apart from the above-mentioned documents, a user must also have the following:

1. Memorandum and Articles of Association that has been duly signed by the shareholders and attested by either an advocate or Commissioner for Oaths
2. Company Form No. 14b that has been filled out and signed
3. Details of the directors, shareholders and company secretary need to provide their date of birth, physical address, postal address, email address and telephone numbers.
4. Details about the registered office of the company. Including as to whether or not the land is surveyed, physical address, postal address, email address and telephone numbers.

It should be noted that a user entering details in the ORS has to make sure to complete all the stages as the ORS will automatically delete any unfinished application after seven days.