

**THE UNITED REPUBLIC OF TANZANIA**



**PUBLIC NOTICE**

**INVITATION OF APPLICATIONS FOR RENEWAL OF SHIPPING  
AGENCY AND CARO CONSOLIDATORS & DECONSOLIDATORS  
LICENCES FOR 2017**

Notice is hereby given to invite applications for licence and licence renewal of Shipping Agency and Cargo Consolidators and Deconsolidators for the year 2017. The licencing process will begin on the 1st November, 2016 and end on 30th November 2016 as provided by the Shipping Agency Act, 2002 and Its Regulations and the SUMATRA (Licensing of Cargo Consolidators and Deconsolidators) Regulations, 2011 respectively.

Service providers intending to renew their licences as cited above are advised to take timely steps by submitting their application for licence renewal before 30th November 2016. In order to facilitate the exercise applicants are reminded to enclose the following documents of general requirements along with their applications:

- a) Copy of valid business licence;
- b) Tariff/ Charges to be applied for services to be rendered in 2017, which conform to approved tariff;
- c) Latest Audited Accounts (2015/2016);
- d) Annual Returns (Showing Shareholders and Directors);
- e) Tax clearance certificate; and
- f) Copy of Certificate of Incorporation

Also, the following documents of specific requirements should accompany the application: -

**I. SHIPPING AGENTS**

- a) Dully filled-in Shipping Agency Licence Application Form;
- b) Copy of previous Shipping Agency licence;
- c) Agency fees and commissions payable by principals to the applicant, which comply with the Shipping Agency (Appointment of Shipping Agent)(Minimum Commission, Fees and Service Charges) Regulations, 2011;
- d) Certified copies of Share Certificates of named shareholders to confirm ownership;
- e) Copy of Carrier – Shipping Agency Agreement/ Contract;
- f) Latest Bank Statement;

- g) Birth Certificates, affidavit to ascertain citizenship of shareholders and employees;
- h) Evidence of staff possessing appropriate qualifications in shipping management or equivalent.

## II. CARGO CONSOLIDATORS AND DECONSOLIDATORS

- a) Dully filled-in Cargo Consolidator and Deconsolidator Licence Application Form;
- b) Copy of previous Cargo Consolidator/ De-Consolidator licence;
- c) A certified copy of valid insurance cover for third party liability;
- d) proof or availability of business premises, including customs bonded area or warehousing, receiving and distribution centre;
- e) List of names and address of local and foreign counterparts;
- f) proof of existence of cargo tracking system;
- g) Latest Bank Statement;

Conducting shipping agency or cargo consolidation and de-consolidation business without holding a valid licence is against the law. Service providers intending to continue with the business in 2017 should complete formalities for renewal of licences by 31st December, 2016 as there will be no time extension or excuse for not complying.

New aspirants for the cited licences are also invited to use the licencing period and submit their applications timely so that they may be considered along with applicants for licence renewal.

Members of the General Public having evidence(s) of any service provider in this regard who has been operating contrary to any provision of the law are requested to submit the same to SUMATRA by 30th November, 2016.

For any enquiry, please contact SUMATRA at the address indicated below;

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