

**THE UNITED REPUBLIC OF TANZANIA**  
**TANZANIA COMMUNICATIONS REGULATORY AUTHORITY**

**ISO 9001:2008 CERTIFIED**



**APPLICATION FOR A LICENCE TO PROVIDE COURIER SERVICES**  
**(To be filled in Capital Letters)**

**1. Particulars of Applicant**

Name (s) of Applicant

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.....  
.....

**Address**

House No:..... Street:..... Postcode:.....

P. O. Box:..... City.....

Telephone..... Mobile: .....

Fax:.....

Email:..... Website:.....

**2. Ownership and Corporate Structure**

2.1 Name (s) of Shareholders and their shares (Provide three names of each shareholder)

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.....  
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.....  
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2.2 **Share Capital of The Company in Shillings (in case of Registered company)**

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2.3 **Name (s) and Citizenship of applicant's shareholders/directors (provide three names of director)**

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3. **Service Category Applied** ( International or East Africa or Domestic or Intracity or Inter-City Couriers or Inter-City Transporters)

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4. **Projection of quality of service standards** (as stipulated in Business Plan)

(Show how long it takes to deliver items posted in the system in terms of hours or days. For example items posted for delivery within the city = 24hrs etc)

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5. **Storage facilities**

State availability of storage facility in the building

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6. **Sorting Facility and Security**

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7. **Compensation and Insurance Policy**

In case of loss caused by your company what is the Policy to compensate your customers

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8. **Track and Trace System**

How do you intend to track and trace items posted in your system

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**9. Expected date of commencement of operations**

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**10. Declaration**

I declare that the contents of this application and any enclosures are true and correct

Signature of Authorised person and official stamp.....

Name.....

Position.....

Date.....

**Documents to be attached during submission:**

- i. A Certified copy of business licence from the District Trade Office/Municipality or Ministry of Trade;
- ii. Must be registered with the Tanzania Revenue Authority for Tax purposes (TIN Number);
- iii. A Certificate of Incorporation or Business Name Registration. Must be registered as a Company or Business in Tanzania
- iv. A shareholding structure of the company – *As per Regulations (EPOCA)*
- v. Business plan for the proposed services which will include service performance plan – projection of quality of services targets and rollout plan;
- vi. Adequate means of transport (means of transport available for providing the services) – Proof of ownership of vehicle, motorcycle and bicycle for conveyance and distribution of mail.
- vii. List of management team
- viii. Tariffs
- ix. Schedule of delivery standards