



THE UNITED REPUBLIC OF TANZANIA
PRIME MINISTER'S OFFICE
LABOUR, YOUTH, EMPLOYMENT AND PERSONS WITH
DISABILITY

ANNOUNCEMENT

This is to inform our Esteemed Customers that the following is an updated list of required documents that must be attached when submitting application for Work Permit:-

| SN. | REQUIRED DOCUMENT | WORK PERMIT CLASS |
|-----|---|---------------------------|
| 1. | Justification Letter | <i>All Classes</i> |
| 2. | Online Application Form (TFN 901) | <i>All Classes</i> |
| 3. | Recent two (2) passport size photographs (with blue back ground) | <i>All Classes</i> |
| 4. | Copy of a Valid Passport | <i>All Classes</i> |
| 5. | Scanned copies of original Academic/Professional certificates. | <i>Classes B, C and D</i> |
| 6. | Translated documents and scanned copies of original certificates before translation. | <i>Classes B, C and D</i> |
| 7. | Detailed Curriculum Vitae/ Resume | <i>Classes B,C and D</i> |
| 8. | Current Proof of Shares (from BRELA Online Search System) and BRELA Returns for renewal of Work Permit | <i>Class A</i> |
| 9. | Employment/Engagement Contract | <i>Classes B,C and D</i> |
| 10. | Detailed Job Description | <i>Class B, C and D</i> |
| 11. | Sectoral Approvals/Permits/Registrations (where applicable) i.e. TALA, TMDA, TBS, ERB, NBAA, TCAA, CRB, LATRA, TASAC, Ministry of Education, Science and Technology, Mining Commission etc. | <i>All Classes</i> |
| 12. | Previous Work Permit (For renewals) | <i>All Classes</i> |

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| 13. | Succession Plan (For renewals) | <i>Classes B,C and D</i> |
| 14. | Industrial/Business/Operating Licence | <i>Class A, B and C</i> |
| 15. | TIC/EPZA Certificate (Where Applicable) | <i>Class A and C</i> |
| 16. | Proof of payment of prescribed fee for Work Permit (Original Bank Slip) | <i>All Classes</i> |
| 17. | Lease Agreement/Certificate of Occupancy/Title Deed | <i>Class A</i> |
| 18. | Proof of NSSF and WCF registration and remittance of employees' contributions | <i>All Classes</i> |
| 19. | Certificate of Tax Identification Number (TIN) | <i>All Classes</i> |
| 20. | Certificate of Value Added Tax | <i>All Classes</i> |
| 21. | Tax Clearance Certificate | <i>All Classes</i> |
| 22. | Certificate of Incorporation/Registration for Companies, NGOs, Religious Institutions, Universities, Schools and other Institutions | <i>All Classes</i> |
| 23. | Memorandum and Articles of Association/ Extract from Register | <i>All Classes</i> |
| 24. | Introduction letter authorizing employee of the Organization to handle work permit application and copy of such employee's Work Identity Card. | <i>All Classes</i> |

Kindly be further informed that, translation of Academic/Professional Certificates which are in languages other than English or Swahili **MUST BE APPROVED BY BAKITA ONLY AND MUST BEAR TRANSLATION ID.** However, you are required to ensure that translated documents are found on www.etdvs.co.tz before submitting the said documents to BAKITA for approval.

Submission of translated documents contrary to this directive is commission of offences stipulated under Sections 20 of the Non- Citizens (Employment Regulation) Act, No.1 of 2015 and Section 335 of the Penal Code, Cap. 16 and. Be reminded that **ALL COPIES** must be certified by Commissioner for Oath.

Issued by

LABOUR COMMISSIONER

5TH NOVEMBER, 2019