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THE PETROLEUM ACT,
(CAP. 392)

THE PETROLEUM (CONDENSATE OPERATIONS) RULES, 2021

(Made under section 259(1))

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THE PETROLEUM ACT,
(CAP. 392)

THE PETROLEUM (CONDENSATE OPERATIONS) RULES, 2021

(Made under section 259(1))

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Rules may be cited as the Petroleum (Condensate Operations) Rules, 2021.
- Application 2. These Rules shall apply to the regulation of petroleum condensate business operations.
- Interpretation
n
Cap. 392 3. In these Rules, unless the context otherwise requires-
“Act” means the Petroleum Act;
“applicable law” means any principal law, treaty, proclamation, regulation, rule, order or a by-law that is customarily treated in Tanzania as having legally binding force in matters pertaining to regulation of petroleum condensates;
- Cap. 414 “Authority” means the Energy and Water Utilities Regulatory Authority established under the provisions of the EWURA Act;
- Cap. 245 “best petroleum industry practises” means any conduct related to a petroleum product intended to preserve product quality and meets generally accepted health, safety and environmental requirements;
- Cap. 414 “Certification Authority” means the Weights and Measures Agency established under the provisions of the Executive Agencies Act;
- “compliance order” means an order issued by the Authority pursuant to section 39 of the EWURA Act;
- “condensate” means a liquid hydrocarbon by-product which results from processing of natural gas in Mainland Tanzania;
- “dangerous situation” means a situation involving a

petroleum product that-

- (a) endangers the safety or health of a person, or the safety of a person's property; or
- (b) creates an immediate risk of significant environmental harm;

Cap. 414

“EWURA Act” means the Energy and Water Utilities Regulatory Authority Act;

“facility” means a warehouse, building, storage tank, parking area, associated equipment and accessory which is used to conduct a regulated activity;

“incident” means-

- (a) an event that involves the leakage of a petroleum product from a transport unit or spillage of a petroleum product resulting from the dispensing or offloading activities;
- (b) death or personal injury occurring as a result of the conduct of a regulated activity or retail business;
- (c) a fire or an event incidental to a fire resulting from the conduct of a regulated activity or retail business; or
- (d) any other significant event that may adversely affect the conduct of a regulated activity or retail business;

“inspector” means an officer of the Authority or an agent of the Authority appointed by the Authority to perform the functions of inspection as required under the Act and applicable law;

“licence” means an authorisation issued by the Authority to conduct a regulated activity pursuant to these Rules;

“licensee” means a holder of a licence;

“major improvement” means an improvement that aims at expanding the size of a facility and increasing the number of storage tanks;

“operator” means a person who is responsible for the day-to-day activities of a licensed facility, whether such person is located on the relevant premises during business hours or is the owner of such facility and who for the purpose of these Rules, shall be deemed to have the authority and the ability to-

- (a) grant an inspector access to relevant premises and facilities to facilitate the performance of their duties;

- (b) detect any defect weakness within a licensed facility and make an authoritative judgment as to its suitability for further use;
 - (c) answer questions raised by an inspector; and
 - (d) witness the inspection process;
- “regulated activity” means an activity related to storing, handling or selling of condensate and includes exporting of condensate.

PART II

APPLICATION FOR A CONSTRUCTION APPROVAL

Application
for
construction
approval

4.-(1) A person shall not construct a facility without seeking and obtaining a construction approval from the Authority in manner provided under these Rules.

(2) Any person who intends to construct a facility shall lodge an application with the Authority by filling in the application form to be prescribed by the Authority.

(3) Information to be provided in the application from shall include-

- (a) the applicant’s details including name, business address, telephone and fax number;
- (b) the location and complete address of the proposed licensed facility;
- (c) a list of personnel and proof of their training and qualification;
- (d) a list of facilities to be constructed; and
- (e) any other information as may be required by the Authority.

(4) The application form shall be accompanied by:

- (a) certified copies of its registration documents;
- (b) certified copies building permit from the Local Government Authority;
- (c) a list of storage tanks;
- (d) details on environmental protection measures to be employed to prevent harmful environmental impacts resulting from the regulated activity.

(5) Any person who contravenes the provisions of sub-rule (1) commits an offence and shall, on conviction, be liable to a fine of twenty million shillings or imprisonment

for a term of not less than two years but not exceeding five years or to both.

Grant of
construction
approval

5.-(1) The Authority shall, upon receipt of an application for construction approval, proceed to evaluate the application and decide whether to grant a construction approval or deny the application.

(2) The Authority shall, while determining whether to grant or deny a construction approval, consider the following-

- (a) applicant's compliance with rule 4(2);
- (b) applicant's compliance with land ownership and land use laws; and
- (c) applicant's compliance with health, safety and environmental requirements.

(3) The Authority shall, after issuing a construction approval, cause it to be published in the *Gazette* as required by the provisions of the Act.

(4) After issuance of an approval, the applicant shall be notified to come and collect it.

(5) The Authority shall, in the event that it denies an application for a construction approval, inform the applicant of such decision in writing, including the reasons thereof.

Validity and
duration of
construction
approval

6. A construction approval issued by the Authority shall remain in force for such period as the Authority may determine.

(2) The construction approval issued by the Authority shall cease to have effect in the event the holder of the said approval fails to commence construction within twenty four months from the date of issue.

Suspension
and
revocation
of
construction
approval

7.-(1) The Authority may, amend, withdraw, suspend or revoke a construction approval if any of the terms and conditions thereof have not been complied with.

(2) Where the Authority intends to withdraw, suspend or amend a construction approval it shall, at least twenty-one days before the date of the intended revocation, suspension or amendment, notify the holder of the approval

of such intention specifying the reasons thereof.

(3) Notwithstanding the provisions of sub-rules (1) and (2) the Authority may withdraw or suspend a construction approval on the application or with the consent of the holder of such approval.

(4) The Authority may reinstate a construction approval revoked or suspended under sub-rule (1) if satisfied that the reasons for the revocation or suspension no longer exist.

(5) Without prejudice to the provisions of sub-rule (2), the Authority may, pending the expiry of the notice under that sub-rule and where there are compelling reasons to do so, order the holder of the construction approval to stop the construction work.

PART III LICENSING PROCEDURES

Regulated
activity

8.-(1) A person shall not conduct a regulated activity without seeking and obtaining a licence.

(2) Any person who contravenes the provisions of sub-rule (1) commits an offence and shall, on conviction, be liable to a fine of twenty million shillings or imprisonment for a term not less than two years but not exceeding five years or to both.

Licensing
requirements
for
condensate
dealership
licence

9.-(1) A person shall not be issued with a condensate dealership licence unless their application meets the necessary technical and financial licensing requirements which are-

- (a) agreement between natural gas processor and the applicant;
 - (b) possession of a storage facility or hospitality agreement with an existing licensee where applicable;
 - (c) submission of a duly signed integrity pledge as provided in the First Schedule; and
 - (d) possession of skilled personnel to handle condensate.
- (2) Notwithstanding the generality of sub-rule (1),

the Authority may issue a licence with specific conditions to be fulfilled within a prescribed time to an applicant who fails to meet some of the requirements in sub-rule (1).

(3) Notwithstanding the provision of sub-rule (1), an application for a licence shall be accompanied by:

- (a) certified copies of registration documents of the applicant;
- (b) a list of prospective customers, where applicable;
- (c) a duly signed integrity pledge as provided in the First Schedule;
- (d) agreement between natural gas processor and the applicant;
- (e) proof of storage facility or hospitality agreement; and
- (f) proof of skilled personnel.

Application
to be
accompanied
by fee

10. An application for a licence shall be accompanied by a non-refundable application fee of Fifty Thousand shillings (50,000/=).

Publication
of licence
application

11.-(1) The Authority shall evaluate a licence application to verify its completeness and correctness of the information contained therein and shall publish a notice of the application in at least two newspapers of wide circulation in Tanzania, one in English and one in Kiswahili, with a view to soliciting comments and representations on the application.

(2) The costs of publication of the notice shall be borne by the Authority.

(3) The public shall be invited to submit their comments and representations within twenty-one days from the date of publication of the notice and the comments and representations received shall be considered by the Authority in arriving at the decision on the application.

Grant of
licence

12.-(1) The Authority may, upon consideration of an application for a licence:

- (a) grant the application and issue a licence;
- (b) deny the application; or
- (c) refer back the application.

(2) The Authority shall, while making a decision to grant, refer back or deny a licence, take into consideration:

- (a) the licensing requirements under rule 9;
- (b) the protection of the environment;
- (c) objections or representations received from the public pursuant to rule 11;
- (d) the applicant's record of compliance with the Act, these Rules and other applicable laws;
- (e) compliance of the facility on matters related to safety, health, security, handling of hazardous substances and environment;
- (f) any other matter relevant to the orderly conduct of condensate business in Tanzania.

(3) The Authority shall, in the event that it denies or refers back an application for a licence, inform the applicant of such decision in writing, including the reasons thereof.

(4) The Authority shall, within sixty days from the date of receiving a complete application, notify the applicant of its decision referred under sub-rule (1).

Validity and
duration of
licence

13. The term of a licence shall be five years and shall remain valid for such period unless revoked or renewed pursuant to the provisions of these Rules.

Application
for transfer
or
assignment
of licence

14.-(1) A licence shall not be assigned or transferred to another person without a written approval of the Authority.

(2) A licensee who intends to transfer or assign a licence shall apply to the Authority by filling in the appropriate form prescribed by the Authority, and lodging it with the Authority, together with the following documents:

- (a) certified copy of the tax clearance certificate of the licensee;
- (b) original copy of the valid licence;
- (c) proof of payment of non-refundable transfer application fee of Fifty Thousand Tanzanian Shillings (50,000/=); and
- (d) lease/sales agreement that is stamp duty paid.

(3) Notwithstanding the provisions of sub-rule (1) an application for a transfer or assignment of a licence shall not

be entertained by the Authority-

(a) unless it is endorsed by the transferor or assignor; and

(b) where there is pending litigation between the Authority and the licensee.

(4) The Authority shall evaluate a transfer application to verify its completeness and correctness of the information contained therein and shall publish a notice of the application in at least two newspapers of wide circulation in Tanzania, one in English and one in Kiswahili with a view to soliciting comments and representations on the application.

(5) The public shall be invited to submit comments and representations within fourteen days from the date of publication of the notice and the comments and representations shall be considered by the Authority in arriving at the decision on the application.

(6) The Authority shall, after the expiration of the notice, evaluate the application together with comments received (if any) and make a decision whether to grant or deny the application for transfer or assignment.

Application
for renewal
of licence

15.-(1) A licensee shall, in the event it intends to renew its licence, apply to the Authority for the renewal of the licence.

(2) Application for a renewal of a licence shall be in writing by filling in an application form to be prescribed by the Authority and shall be made at least three months before expiration of the licence term.

(3) An application for renewal of a licence shall be accompanied by-

(a) if there is change in agreement terms, a new agreement with the natural gas processor;

(b) if there is change in hospitality agreement, a new hospitality agreement; and

(c) records showing condensate purchased and disposed.

(4) The Authority shall while making a decision whether to grant or deny an application for renewal of a licence consider the applicant's general compliance to the

law.

(5) The Authority shall, in the event of denial of an application for a licence, within seven working days from the date of decision, inform the applicant of such decision in writing, including the reasons thereof.

Suspension
or
revocation
of licence

16.-(1) The Authority may suspend or revoke a licence for a period of twelve months where a licensee-

- (a) violates any of the provisions of the Act or conditions attached to the licence which affect the conduct of regulated activity;
- (b) obtained a licence by fraud or deliberate submission of false information or statements;
- (c) fails to comply with obligations conferred within the terms stated in the licence;
- (d) persistently fails to comply with the approved local content plans;
- (e) interrupts services to other users without authorisation of the Authority;
- (f) carries on business in a manner that is detrimental to the welfare or interest of other users;
- (g) violates the tariffs, rates and charges established by the Authority;
- (h) persistently fails or refuses to submit information to the National Petroleum and Gas Information System;
- (i) fails to comply with the applicable health, safety, service, quality or environmental standards, or any other additional standards as may be stated in the licence; and
- (j) is convicted and found guilty of an offence relating to corruption, money laundering, economic crimes or tax evasion;
- (k) is suspended by the Authority for a period of twelve months in case of a serious violation of the licence conditions, the provisions of the Act, these Rules or applicable law; or
- (l) is revoked by the Authority if a licensee fails to remedy or desist from an act or omission

constituting a serious violation within a prescribed time.

(2) The Authority shall not suspend or revoke a licence, unless a twenty-one days' notice of intention to suspend or revoke the said licence has been issued to a licensee

(3) Notwithstanding the provisions of sub-rule (1) the Authority may, in writing waive a licence suspension if it is satisfied that the licensee has abstained from the act that caused the suspension and the reason for suspension no longer exists.

PART IV GENERAL OBLIGATIONS OF THE LICENSEE

General
obligations

17. A licensee shall-

(a) comply with:

- (i) applicable law;
- (ii) orders and directives of the Authority;
- (iii) these Rules;
- (iv) best petroleum industry practices; and
- (v) any guidelines issued by the Authority;

(b) import condensate;

(c) ensure that it adheres to health, safety and environmental precautions when handling condensate;

(d) ensure that it adheres to the integrity pledge;

(e) prior to effecting any maintenance, replacement or installation to a facility or part thereof, notify the Authority not less than fourteen (14) days prior to commencing such replacement or installation

(f) submit to the Authority information on every stock movement to the final destination and such information shall include;

- (i) date of purchase;
- (ii) quantity purchased;
- (iii) customer name, physical location and phone numbers;
- (iv) intended usage of the purchased

- condensate;
- (v) registration number of the vehicle used in loading and offloading of condensate; and
- (vi) copy of the delivery note from the customer.
- (g) as soon as practicable, but in any event not more than twenty-four hours after the occurrence of a dangerous situation or incident related to its regulated activity, or occurring within its facility, including the steps taken or proposed to be taken to remedy such situation or to eliminate or minimize the danger arising from such situation;
- (h) upon request, make available to the Authority records of the regulated activity;
- (i) conduct business in such a way that customers are treated fairly and equally and comparable services are provided to all customers;
- (j) not engage in any activity that disrupts or interferes with competition;
- (k) as soon as practicable, but in any event not later than thirty days after it becomes aware of the fact, notify the Authority in writing
 - (i) if it is unable to conduct its regulated activity;
 - (ii) if the conduct of its regulated activity would or might lead to the breach of any of these Rules, applicable law or materially affect services to the customers; or
 - (iii) of any material change in circumstance that adversely affects its regulated activity;
- (l) cause the operator to be present on the facility at all times; and
- (m) notify the Authority of any change in its address, name or location not later than seven days after such change.

- property keeping, handling, conveying, using or disposing of condensate, take such precautions and exercise such care as may be reasonable under the circumstances in order to:
- (a) avoid endangering the safety or health of any person, or the safety of any person's property; and
 - (b) prevent risk of significant environmental harm.
- (2) A licensee and customer shall dispose of any waste related to condensate in a manner and at a place intended for the safekeeping and dumping of such products pursuant to applicable law and best petroleum industry practices.
- Compensation for loss suffered 19.-(1) A licensee shall compensate any person who has suffered any loss of property as a result of a regulated activity.
- (2) Any person who has suffered loss of property as a result of a regulated activity shall first lodge a complaint with a licensee whose regulated activity has caused such loss with a view to reaching an amicable settlement.
- (3) In the event no settlement is reached under sub-rule (2), the person who has suffered loss may refer the matter to the Authority for decision and the Authority shall deal with such matter as if it is a complaint lodged pursuant to the provisions of the EWURA Act.
- Maintenance of records, provision and disclosure of information 20.-(1) A licensee shall at all times-
- (a) keep complete and accurate records and data related to its regulated activity; and
 - (b) in accordance with the Authority's requirements and pursuant to its directions, promptly provide to the Authority documents, records or information related to its regulated activity.
- (2) Any person who refuses to furnish information or statement as required under sub-rule (1)(b) or furnishes false information or statement to the Authority shall be liable to a fine of five million shillings.
- (3) Any person who refuses to furnish information or statement as required under sub-rule (1)(b) or furnishes false information or statement to the Authority for the second or

subsequent time shall be liable to pay a fine of ten million shillings and shall have its licence suspended for a period of twelve months.

Confidential
information

21.-(1) Any information received by the Authority pursuant to these Rules and applicable law shall be presumed not to be confidential.

(2) A licensee shall not be entitled to withhold information from the Authority on the ground that it is confidential.

(3) A licensee may request the Authority not to circulate specific data or information that it has provided to the Authority, provided that, only the Authority shall determine whether such information is confidential.

(4) The Authority shall limit or prohibit the publication of any information to the public in the event it makes a determination that such information is confidential.

Penalty

22. Any person who contravenes the provisions of this Part shall be liable to the penalty of five million shillings.

PART V ENVIRONMENTAL PROTECTION

Compliance
with
environment
al laws and
standards

23.-(1) A licensee shall comply with the requirements of all applicable environmental laws and standards related to a regulated activity.

(2) Subject to the applicable laws, a licensee shall-

- (a) take appropriate actions pursuant to the provisions of the Environmental Management Act prior to effecting a major improvement to an existing facility;
- (b) take all necessary preventive measures to avoid pollution resulting from its regulated activity;
- (c) observe strict environmental, health, and industrial safety standards as required by applicable law; and
- (d) perform an environmental audit related to regulated activity in accordance with the

Cap. 191

applicable law.

PART VI
TECHNICAL OBLIGATIONS OF A LICENSEE

Provision
for fire
extinguishin
g equipment

24.-(1) A licensee shall provide and maintain adequate fire extinguishing equipment at a facility as required by applicable law and good petroleum industry practices.

(2) A licensee shall, not less than once a year, test the fire extinguishing equipment pursuant to its specification and applicable law.

Inspection
of licensed
facility

25.-(1) The Authority may, at any time, inspect a facility pursuant to these Rules and applicable law.

(2) The Authority may access and inspect a facility, equipment and documents and during inspection, a licensee or customer as the case may be, shall render such assistance to inspectors as may be required in the course of such inspection.

(3) Notwithstanding the generality of sub-rule (2), an inspector shall have the right and obligation to enter upon any premises that condensate is stored for the purpose of conducting an inspection.

(4) During inspection, an inspector may-

- (a) take samples of any substance or equipment or articles stored in a facility or a customer's premises;
- (b) make copies or take extracts from any book, accounts or records kept on a facility or a customer's premises;
- (c) inspect machinery, equipment, appliances, meters, fittings or apparatus; and
- (d) inspect any vehicle that is found at a facility or a customer's premises.

Prohibited
acts against
inspectors

26.-(1) A licensee shall not-

- (a) hinder or obstruct an inspector in the exercise of any of the powers conferred upon him under these Rules;

- (b) use abusive, threatening or insulting language to an inspector;
- (c) deny or fail to comply with a requirement, direction or notice of an inspector; and
- (d) when required by an inspector to answer a question, deny or fail to answer such question to the best of his knowledge, information or belief.

(2) Any person who contravenes the provision of sub-rule (1) commits an offence and shall be liable, to a fine of five million shillings or to imprisonment for a term not exceeding two years or both.

Notification
of offences

27.-(1) At the conclusion of an inspection and where it is found that there was violation of the provisions of the Act, the EWURA Act or these Rules, the person responsible for such violation, shall:

- (a) where he disputes the offence, fill in Part A of the Notification of the Offence as set out in the Second Schedule; or
- (b) where he admits the offence, fill in Part B of the Notification of the Offences as set out in the Second Schedule.

(2) Where a person who has been found in violation of the law admits commission of the offence under the provision of sub rule 1(a), such person shall, within fourteen days from the date of the said admission, be required to pay the fine as shall be compounded by the Authority.

(3) Where a person who has been found in violation of the law disputes the offence under the provision of sub rule 1(b), such person shall, within seven days from the date of commission of the offence be-

- (a) issued with a compliance order; and
- (b) charged with a criminal offence.

(4) Upon the conclusion of the inspection and where the inspector is satisfied that the continued operation of the transport unit or a facility poses an imminent danger to the lives of people, animals or property, he may order the closure or impoundment, as the case may be, of the said facility or transport unit regardless of whether the said person has admitted the offence or not.

(5) Notwithstanding the provisions of sub rule (4), an inspector who has ordered the closure a facility or impoundment a transport unit shall record the reasons which have compelled him to take such decision including all the available evidences.

Refusal to
sign
notification
of
offence

28. Any person who, upon being required by an inspector, refuses to sign the Notification of Offence commits an offence and shall on conviction be liable to a fine of not less than five million shillings or to imprisonment for a term of not less than three years or both.

Issuance of
compliance
orders

29. The Authority may, while discharging its regulatory functions and where it finds that there is a continued violation of the provisions of the Act, the EWURA Act or these Rules, issue a compliance order to the person responsible for such violation-

- (a) after receipt of a written application for decommissioning from a licensee;
- (b) by an order of the Authority where it is satisfied that such facility has been abandoned by its licensee for a continued period of three months or more; or
- (c) by an order of the Authority that the facility same be decommissioned after the Authority is satisfied that the continued operation of such facility poses danger to lives or property.

PART VII PENALTIES AND REMEDIAL MEASURES

Penalties
and
remedial
measures

30. The Authority may, without prejudice to the penalties prescribed in these Rules and applicable law where it determines that a licensee or customer is in violation of these Rules or applicable law:

- (a) issue a warning;
- (b) issue a compliance order restraining the supplier from continuing violation of applicable law;
- (c) restrict the conduct of a regulated activity or retail business;

- (d) order the supplier to remedy any situation which results from such violation;
- (e) suspend a licence for such period as the Authority may determine; or
- (f) revoke a licence.

PART VIII GENERAL PROVISIONS

Natural gas
processor to
notify
Authority

31. The natural gas processing licensee who intends to supply condensate to a licensee shall, within seven days from the date of procurement of such condensate by a licensee, notify the Authority on the quantity purchased.

Power to
enter and
close facility

32.-(1) Notwithstanding any provision of these Rules, an inspector shall have the right and obligation to enter upon any facility or customer premises and close it down where he determines that a regulated activity is conducted in contravention of these Rules.

(2) An inspector may, without a written order, where he determines that the continued operation of a facility poses an imminent danger to lives or property, enter upon any premises, building or facility and close it down.

(3) An inspector may while discharging his obligation under sub-rule (1) seek the assistance of law enforcement institutions including the police and such institutions shall provide the requested assistance to the inspector.

Obligation
of inspector
during
inspection

33.-(1) An inspector shall, while conducting inspection-

- (a) identify himself with an identity card issued by the Authority to the licensee or any person authorised by the licensee to handle the facility;
- (b) explain to the licensee or any person authorised by the licensee to handle the facility the purpose of the inspection;
- (c) conduct himself with fairness, objectivity and

integrity;

- (d) not engage in any form of discrimination, bias or harassment;
- (e) refrain from taking part in the inspection where he has or may appear to have conflict of interest;
- (f) not use force or abusive, threatening and insulting language.

(2) Any inspector who contravenes the provision of sub-rule (1) shall be dealt with in accordance with the Authority's procedures.

(3) Any person aggrieved by an act of an inspector during inspection may, within fourteen days from the date of the act, report the matter in writing to the Authority.

General
penalty

34. Any person who commits an offence under these Rules for which no specific penalty is prescribed shall be liable to a fine of five million shillings.

Authority to
supplement
procedures

35. Where procedures are not provided for in these Rules, the Authority may do whatever is necessary and permitted by the Act, the EWURA Act or applicable law to enable it to effectively and completely adjudicate on any matter before it.

Appeal

36. Any person who is aggrieved by the decision, directive or order made under these Rules may, within twenty one days from the date of the decision, directive or order appeal to the Fair Competition Tribunal.

FIRST SCHEDULE

INTEGRITY PLEDGE

(Made under rule 9(1)(c))

1. We do believe that, unethical business practices and corruption have been the biggest impediments to sustainable economic growth and prosperity in Tanzania and have been eroding public confidence in the Government and its institutions ability to serve its citizen fairly.
2. As a company involved in petroleum activities in Tanzania, we acknowledge our responsibility to ensure good governance because it is necessary for continued growth and business sustainability. We also acknowledge the importance of conducting our business with the highest standards of transparency, ethics and integrity.
3. While the Government and Prevention and Combating of Corruption Bureau (PCCB) have their own initiatives for reducing corruption and other unethical practices, we realize that those initiatives cannot succeed without individual and collective commitment from the business community to level the playing field and to build integrity in the business environment.
4. In view of the foregoing, we pledge the following:
 - (a) not, through any of its employees, representatives or agents, to engage in any form of bribery, corruption whether direct or indirect or unethical behavior in whatever form;
 - (b) to clearly communicate with all employees and business partners about stance on fighting all forms of bribe, corruption and other unethical behavior;
 - (c) to maintain and share with our employees the code of conduct which shall be a guide in executing our daily business operations in order to comply with high ethical standards of conduct and anti-corruption laws;
 - (d) to conduct regular training on anti-bribery and anti-corruption to our employees and business partners in order to ensure that they are updated and knowledgeable of the Company' s policy in implementing this pledge;
 - (e) to conduct integrity risk assessment which shall help to identify corruption risks inherent in business operations and apply effective measures;
 - (f) to maintain appropriate financial reporting mechanisms that are accurate and transparent;
 - (g) to enter into integrity pacts with business partners and Government agencies when dealing with procedures related to the bidding and procurement of supplies, materials, equipment, and construction;
 - (h) to maintain channels by which employees and other stakeholders can raise ethical concerns and report suspicious circumstances in confidence without risk of reprisal, and a designated officer shall be tasked with investigating all reports received and taking appropriate action;
 - (i) to refrain from engaging in business with parties who have demonstrated unethical business practices;
 - (j) not to engage in any arrangements that undermines or is prejudicial to the national security; and
 - (k) to maintain a proper insurance cover against losses, injuries or damage to environment, communities, individual or properties that may be occasioned in the course of carrying business.

5. To ensure collective action in preventing any unethical and corrupt behavior and the highest standards of ethics, integrity and transparent in business transactions in Tanzania, we commit to:

- (a) support a nationwide initiative intended to create fair market conditions, transparency in business transactions, and ensure good corporate governance;
- (b) participate in roundtable discussions, meetings, and forum to identify key concerns and current problems affecting the private sector related to integrity and transparency in business transactions;
- (c) share the international best practices, tools and concepts which are intended to be used by all participating entities to achieve the goals of the nationwide integrity behavior initiative;
- (d) participate in the creation of key measures and control activities intended to ensure transparency, integrity and ethical business practice;
- (e) support the development of an audit and certification program (including a training program for advisers and auditors) which shall offer a toolbox for enterprises to introduce and implement ethical practices in their business processes; and institutionalize the whole process to promote sustainability of the integrity initiative.

6. To confirm our commitment to this pledge, we hereby commit ourselves as a company and individuals to be bound in all aspects by this integrity pledge and shall be responsible for all the consequences which may result from non-compliance to this pledge.

7. To fight any form of corruption practices whereby zero tolerance action shall be taken against any employee, staff or other person involved in corruption in relation to the business, regardless of position and status.

8. To report any corrupt or unethical practices that occurs in the business place to the appropriate Authority.

9. We shall also ensure that our employees and agents comply with this pledge and in any event of non-compliance we commit ourselves to be responsible for their action.

Signed by

for and on behalf of

this day of

Signature

Designation:.....

Witness

Name:.....

Signature:.....

Designation:.....

SECOND SCHEDULE

(Made under rule 27(1)(a) and (b))

NOTIFICATION OF OFFENCE

To..... Address.....

1. You are charged with the following offence (s):
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
2. If you WISH to admit commission of the offence (s) you should complete "PART B" below and send this notification, together with the compounded amount as penalty for each offence to which you admit, to the Authority within fourteen days from the date of service of this notification.
3. If you DO NOT WISH to admit to have committed the offence (s) you are required to complete "PART A" below and send this notification to the Director General of the Authority.

PART "A"- NOTIFICATION OF INTENTION TO ANSWER CHARGES

I..... of..... Residential or business address) being the (owner/director/manager/representative) of..... intend to respond to the Authority/Court of law on the charge (s) Nos.....set out in Paragraph 1 of this Notification.

Signature:

Date:

PART "B"- ADMISSION OF OFFENCE

I of residential or business
address) being the (owner/director/manager/representative) of.....
..... Admit to the charge (s)

Nos.....set out in Paragraph 1 of this Notification and I
undertake to pay the requisite fine of TZS..... within a period of fourteen
days from the date hereof.

Signature:

Date:

Signature of the person issued with the notification

.....

Signature of the Inspector

.....

Dodoma,
10th May, 2021

GODFREY H. CHIBULUNJE
Director General