GOVERNMENT NOTICE NO. 82 published on 20/3/2026

THE COMPANIES ACT,
(CAP.212)

_____

RULES

_____

(Made under section 489)

THE COMPANIES (FORMS) (AMENDMENT) RULES, 2026

Citation GN. NO. 41 of 2005

1. These Rules may be cited as the Companies (Forms) (Amendment) Rules, 2026, and shall be read as one with the Companies (Forms) Rules, hereinafter referred to as the "principal Rules".

Amendment of rule 4

2. The principal Rules are amended in rule 4 by deleting the reference to "section 434" appearing in subrule (1) and substituting for it the reference to "section 438".

Deletion and substitution of Schedule

3. The principal Rules are amended by deleting the Schedule and substituting for it the following:

"_____

SCHEDULE

_____

(Made under rule 3)

FORM 09
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF CHANGE OF COMPANY OBJECTS
To the Registrar of Companies
Company Number

Company Name (Full Name)
The above named Company gives notice in accordance with section 9 of the Companies Act, Cap.212 [R.E 2023] that by special resolution of the members of the Company passed on *[insert date of resolution],* resolved to alter the Objects Clause of the Company as contained in its Memorandum of Association.
The new or amended objects of the Company are as follows; *[Insert the revised/new objects in full, numbered clearly]*
A copy of the Special Resolution and the altered Memorandum of it is attached to this notice for registration.
Signed…… Date……
(Director / Secretary / Administrator / Administrative Receiver / Liquidator / Receiver)
(Print name)
FOR OFFICIAL USE ONLY.

Form 11
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF INCREASE IN NUMBER OF MEMBERS
To the Registrar of Companies
Company Number
Name of Company (Full Name)
The above named company gives notice in accordance with section 11 of the Companies Act, Cap.212 [R.E 2023] that by [ordinary /extraordinary / special] resolution of the Company dated ……, the number of members of the Company has been increased by members beyond the present registered number of…….
Signed……Date…… (Director/Secretary)

FOR OFFICIAL USE ONLY.

Form 15a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISLATIONS AND LICENSING AGENCY
APPLICATION FOR REGISTRATION OF A COMPANY
APPLICATION DETAILS:
Tracking number:
Application date:
APPLICANT:
National ID:
Name:
Gender:
Date of birth
Nationality:
E-mail Address:
Mobile Phone Numbers:
Can this person update data in ORS
This person is empowered to assign persons who can update data in ORS
INFORMATION ABOUT COMPANY
TIN:
Incorporation number:
Company name:
Company type:
Incorporation date:
Accounting date:
REGISTERED OFFICE
Registered office:
P.O. BOX:
E-mail:
Mobile Phone Number
BUSINESS ACTIVITIES
Name of activities:
DIRECTORS
Director 1 Can this person update data in ORS?
National ID/Passport No:
TIN:
Name:
Gender:
Date of birth:
Nationality:
E-mail Address:

Mobile Phone Number:
Residential address
Director 2 Can this person update data in ORS?
National ID/Passport No:
TIN:
Name:
Gender:
Date of birth:
Nationality:
E-mail Address:
Mobile Phone Number:
Residential address
Company secretary
Director 1 Can this person update data in ORS?
National ID/Passport No:
TIN:
Name:
Gender:
Date of birth:
Nationality:
E-mail Address:
Mobile Phone Number:
Residential address:
AUTHORISED SHARE CAPITAL

Class of shares	Number of shares issued	Value	Aggregate nominal value	Currency
Ordinary				
		Total		

SHAREHOLDERS
SHAREHOLDERS 1
National ID/Passport No:
TIN:
Name:
Gender:
Date of birth:
Nationality:
E-mail Address:
Mobile Phone Number:
Residential address

Ordinary
SHAREHOLDERS 2
National ID/Passport No:
TIN:
Name:
Gender:
Date of birth:
Nationality:
E-mail Address:
Mobile Phone Number:
Residential address
Ordinary
Director: Signature……Date……
Director: Signature……Date……
Company Secretary: Signature……Date……

FORM 15b
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISLATIONS AND LICENSING AGENCY
PARTICULARS OF BENEFICIAL OWNERS
Details of the Company
Name of company (existing Full Name)
Type of the Company (Public/Private/Company Limited by shares/guarantee)
Incorporation Number
Address of the Registered Office
To the Registrar of Companies
The above-named Company hereby lodges particulars of beneficial owners in accordance with section 15(2)(b) of the Companies Act, Cap 212, [R.E 2023] and regulation 3(1) of the Companies (Beneficial Ownership) Regulations, 2020, as follows:
Date that the person became a beneficial owner ……../……/…….. (dd/mm/yyyy)

(a) beneficial owner			
Full Name (state any former or other name(s))			
Date and place of Birth			
Place of work and position held			
State whether or not Beneficial Owner is a Politically Exposed Person (PEP) (Please attach a legally executed Oath or Affirmation)			
Nationality and Identification	Nationality		
	Identification Type and Number		
	Validity/Expiry Date		
	Issuing Authority and Country		
Residential and postal address, email and phone number	Building Name/Plot Number		
	Street		
	Ward		
	District		
	Region		
	Country		
	Postcode		
	Email		
	Postal Address		
	Phone Number		
Date of declaration (DD/MM/YYYY)			
Date of receipt of declaration by the company (DD/MM/YYYY)			
(b) nature of ownership or control the beneficial owner has in the company			

The percentage of shares a person holds in the company	Direct	…… % of shares	
	Indirect	…… % of shares	
The percentage of voting rights a person holds in the company	Direct	……% voting rights	
	Indirect	……% voting rights	
A person holds a right to appoint or remove a majority of the board of Directors of the company; and / or	Direct		
	Indirect		
A person exercises significant influence or control over the company	Direct		
	Indirect		

(c) link of beneficial owner with the company in indirect ownership

Name of shareholder holding shares on behalf of the beneficial owner of the Company		
Name of Director appointed by the beneficial owner		

List of attachments (if any):

Declaration:

The information given in this form and attachments is correct and complete to the best of my knowledge and belief.

Lodged on behalf of the Company by:

Name:	
Capacity: (indicate whether Director or Secretary)	
Signature:	

Source: (Indicate whether the information obtained was (a) provided by the beneficial owners or their authorized representatives; (b) taken from an official register; or (c) provided by a third party not directly related to the beneficial owner)		
Date		
(Note: Please enter particulars of every beneficial owner in a separate form)		

FORM 15c

THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISLATIONS AND LICENSING AGENCY
NOTICE OF CEASING TO BE A BENEFICIAL OWNER
Details of the Company
Name of company (existing Full Name)
Type of the Company (Public/Private/Company Limited by shares/guarantee)
Incorporation Number
Address of the Registered Office
To the Registrar of Companies
The above Company hereby gives Notice in accordance with regulation 3(3) of the Companies (Beneficial Ownership) Regulations, 2020 that the beneficial owners of the Company as specified in column 1 of the table below ceased to be beneficial owners of the Company on the date(s) specified opposite that/those name(s) in column 2 of that table.

Column 1 Name of Beneficial Owner concerned	Column 2 Date on which a person ceased to be a beneficial owner	Column 3 Reason(s) for cessation
	----/----------/------- (DD/MM/YYYY)	
	----/----------/------- (DD/MM/YYYY)	
	----/----------/------- (DD/MM/YYYY)	

List of Attachments (if any):

Declaration:

The information given in this form and attachments is correct and complete to the best of my knowledge and belief.

Lodged on behalf of the Company by:

Name:	
Capacity: (indicate whether Director or Secretary)	
Signature:	
Source: (Indicate whether the information obtained was- (a) provided by the beneficial owners or their authorized representatives; (b) taken from an official register; or (c) provided by a third party not directly related to the beneficial owner)	
Date	

(Note: Please enter particulars of every beneficial owner in a separate form)

FORM 15d
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISLATIONS AND LICENSING AGENCY
DECLARATION BY THE REGISTERED OWNER OF SHARES BUT WHO DOES NOT HOLD THE BENEFICIAL INTEREST IN SUCH SHARES
Details of the Company
Name of company (existing Full Name)
Type of the Company (Public/Private/Company Limited by shares/guarantee)
Incorporation Number
Address of the Registered Office
1. Particulars of the Registered owner of shares:

Full Name (state any former or other name(s))		
Date and place of Birth		
Nationality and Identification	Nationality	
	Identification Type and Number	
	Validity/Expiry Date	
	Issuing Authority and Country	
Company Incorporation Number (in case of company) or Registration Number (in case of other body corporates)	Name	
	Company Incorporation Number or Registration Number	
	Date of Incorporation	
	Place of incorporation /Registration	
Residential and postal address, email and phone number	Building Name/Plot Number	
	Street	
	Ward	
	District	
	Region	
	Country	
	Postcode	
	Email	
	Postal Address	
	Phone Number	
Date of entry of name in register (DD/MM/YYYY)		
Date of declaration (DD/MM/YYYY)		

2. Particulars of the shares in respect of which declaration is being made by the registered owner:

Class of shares:	
Number of shares:	
Distinctive numbers:	From…… …. To……..
Certificate No.:	
Folio No.	
Nominal value of shares:	
Paid up value of shares:	

3. Declaration:

In pursuance of regulation 4(1) of the Companies (Beneficial Ownership) Regulations, 2020, I ……hereby declare that the person(s) named below hold(s) the beneficial interest in the above mentioned shares registered in my name in the register of members of the company:

Full Name (state any former or other name(s))		
Date and place of Birth		
Place of work and position held		
State whether or not Beneficial Owner is a Politically Exposed Person (PEP) (Please attach a legally executed Oath or Affirmation)		
Nationality and Identification	Nationality	
	Identification Type and Number	
	Validity/Expiry Date	
	Issuing Authority and Country	
Residential and postal address, email and phone number	Building Name/Plot Number	
	Street	
	Ward	
	District	

	Region	
	Country	
	Postcode	
	Email	
	Postal Address	
	Phone Number	
Date of declaration (DD/MM/YYYY)		

4. Details of the beneficial interest:

Nature of the beneficial interest:	
Date of creation of the beneficial interest:	
Reasons for not registering shares in the name of the beneficial owner(s):	
Particulars of the instrument/ document, if any, showing the creation of such beneficial interest	

5. Particulars of change in beneficial interest:

Date of change:	
Nature of the change in the beneficial interest:	
Brief particulars of such change:	
Reason for such change:	
Particulars of the instrument/ document, if any, showing the change in such beneficial interest:	

Date ……. Place……..

……..
Signature of the registered owner

Enclosures:

(a) Proof of identity of the registered owner and beneficial owner; and
(b) Instrument/ document under which the beneficial interest is created/ transferred/ changed.

FORM 15e	
THE UNITED REPUBLIC OF TANZANIA	
BUSINESS REGISTRATIONS AND LICENSING AGENCY	
DECLARATION BY THE BENEFICIAL OWNER WHO HOLDS OR ACQUIRES BENEFICIAL INTEREST IN SHARES BUT WHOSE NAME IS NOT ENTERED IN THE REGISTER OF MEMBERS	
Details of the Company	
Name of company (existing Full Name)	
Type of the Company (Public/Private/Company Limited by shares/guarantee)	
Incorporation Number	
Address of the Registered Office	
1. Particulars of the shares in which beneficial interest is held by the person making declaration:	
Class of shares:	
Number of shares:	
Distinctive numbers:	From……. To……..
Certificate No.:	
Folio No.	
Nominal value of shares:	
Paid up value of shares:	
2. Particulars of the beneficial owner	

Full Name (state any former or other name(s))		
Date and place of Birth		
Place of work and position held		
State whether or not Beneficial Owner is a Politically Exposed Person (PEP) (Please attach a legally executed Oath or Affirmation)		
Nationality and Identification	Nationality	
	Identification Type and Number	
	Validity/Expiry Date	
	Issuing Authority and Country	
Residential and postal address, email and phone number	Building Name/Plot Number	
	Street	
	Ward	
	District	
	Region	
	Country	
	Postcode	
	Email	
	Postal Address	
	Phone Number	

3. Declaration

In pursuance of regulation 4(2) of the Companies (Beneficial Ownership) Regulations, 2020, I ……hereby declare that I hold / have acquired the beneficial interest in the above mentioned shares of the company which are registered in the name of the person whose particulars are furnished below:

4. Particulars of the Registered owner of shares:

Full Name (state any former or other name(s))			
Date and place of Birth			
Nationality and Identification	Nationality		
	Identification Type and Number		
	Validity/Expiry Date		
	Issuing Authority and Country		
Company Incorporation Number (in case of company) or Registration Number (in case of other body corporates)	Name		
	Company Incorporation Number or Registration Number		
	Date of Incorporation		
	Place of incorporation /Registration		
Residential and postal address, email and phone number	Building Name/Plot Number		
	Street		
	Ward		
	District		
	Region		
	Country		
	Postcode		
	Email		
	Postal Address		
	Phone Number		

5. Details of the beneficial interest:

Date of creation / acquisition of beneficial interest:	
Mode of acquisition of beneficial interest: Allotment / Transfer / others, specify	
Nature of the beneficial interest:	
Reasons for not registering shares in the name of the beneficial owner(s):	
Particulars of the instrument/ document, if any, showing the creation of such beneficial interest	

6. Particulars of the person from whom the beneficial interest is acquired, if applicable:

Name of the transferor of beneficial interest:	
Whether shares were registered in his name: (If not, whether any declaration under regulation 4(2) of the Companies (Beneficial Ownership) Regulations, 2020 was filed by him to the company. If so, date of such declaration)	
Particulars of the instrument/ document, if any, showing the transfer of such beneficial interest :	

7. Particulars of change in beneficial interest:

Date of change:	
Nature of the change in the beneficial interest:	
Brief particulars of such change:	
Reason for such change:	
Particulars of the instrument/ document, if any, showing the change	

in such beneficial interest:	

Date ……. Place……..

……..
Signature of the beneficial owner

Certification

I, …… hereby certify that the beneficial interest in the shares mentioned above has been transferred by me on

Date: …… Place: ……

Signature of the person who has transferred the beneficial interest in the shares

Enclosures:

1. Proof of identity of the registered owner and beneficial owner;
2. Instrument/ document under which the beneficial interest is created/ transferred/ changed

FORM 15f

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISLATIONS AND LICENSING AGENCY

CHANGE OF BENEFICIAL OWNERS PARTICULARS

Details of the Company

Name of company
(Full Name)

Type of the Company (Public/Private/Company Limited by shares/guarantee)

Incorporation Number

Address of the Registered Office

To the Registrar of Companies

The above Company hereby gives Notice in accordance with regulation 5(1) of the Companies (Beneficial Ownership) Regulations, 2020 that the registered particulars of beneficial owners of the Company as specified in column 1 of the table below have changed as indicated in Column 2 of that table		
Column 1 Name of beneficial owner concerned	Co lu mn 2 Particulars of change	
List of Attachments (if any):		
Declaration:		
The information given in this form and attachments is correct and complete to the best of my knowledge and belief.		
Lodged on behalf of the Company by:		
Name:		
Capacity: (indicate whether Director or Secretary)		
Signature:		
Source: (Indicate whether the information obtained was (a) provided by the beneficial owners or their authorized representatives (b) taken from an official register; or (c) provided by a third party not directly related to the beneficial owner)		
Date:		

FORM 31
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTIFICATION OF CEASING TO BE A PRIVATE COMPANY
To the Registrar of Companies

Company Number
Name of company (Full Name)
Sends notification of ceasing to be a private company and applies to be re-registered as a public company by the name of:……..
(insert name of company amended to make it appropriate for this company as a Public Limited Company)
And for that purpose delivers a copy of the memorandum and articles of association as altered.
Signed (Director/Secretary)
(Print name)
Date
FOR OFFICIAL USE ONLY.

FORM 33
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF CHANGE OF COMPANY NAME
Company Number

Name of company (existing Full Name)
The above named Company gives notice in accordance with section 33of the Companies Act, Cap 212, [R.E 2023] that by resolution of the members of the Company passed on *[insert date of resolution],* the name of the Company has been changed from ……. to ……
A copy of the special resolution authorizing the change of name is attached
Signed (Director/Secretary)
(Print name)
Date
FOR OFFICIAL USE ONLY.

FORM 57a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
RETURN OF ALLOTMENT OF SHARES
To the Registrar of Companies
Company Number
Company Name in Full
Shares allotted (including bonus shares)
Date or period during which shares were allotted:
(If shares were allotted on one date, enter that date in the "from" box)

From:

To:

Class of Shares
(ordinary or preference etc.)
Number allotted
Nominal value of each share
Amount(if any) paid or due on each share

List the names and addresses of the allottees and the number of shares allotted overleaf

If the allotted shares are fully or partly paid up otherwise than in cash please state:

%that each share is to be treated as paid up

Considerations for which shares were allotted (this information must be supported by the duly stamped contract or by the duly stamped particulars on Form 57b is the contract which is not in writing)

Name and addresses of the allottees

Shareholder details	Share and share class allotted	
Name:	Class of Shares	Number Allotted
Address:		

Name:	Class of Shares	Number Allotted
Address		

Name:	Class of Shares	Number Allotted
Address:		

Name:	Class of Shares	Number Allotted
Address:		

Name:	Class of Shares	Number Allotted
Address:		

Please enter the number of continuation sheets (if any) attached to this form

I consent to be a shareholder of the above named company

Signed……
Date……

(print name)

A serving director / secretary

Signed……
Date……

(A director / secretary / administrator / administrative receiver / receiver)

FOR OFFICIAL USE ONLY.

FORM 57b

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

PARTICULARS OF A CONTRACT RELATING TO SHARES ALLOTTED AS FULLY OR PARTLY PAID UP OTHERWISE THAN IN CASH

Company Number

Company Name in Full

The company gives the following particulars of a contract which has not been reduced to writing:		
1.The number of shares allotted as fully or partly paid up otherwise than in cash		
2.The nominal value of each share	TZS.	
3. (a) the amount of such nominal value to be considered as paid up on each share otherwise than in cash.	TZS.	
(b) the value of each share allotted that is the nominal value and any premium.	TZS.	
(c) the amount to be considered as paid up in respect of (b) above.	TZS.	
4. If consideration for allotment of such shares is services, or any consideration other than that mentioned below in 8, state the nature and amount of such consideration, and the number of shares allotted.		
5.If the allotment is a bonus issue, state the amount of reserves capitalised in respect of this issue.	TZS.	
6. If the allotment is made in consideration of the release of a debt (e.g. a director's loan account) state the amount released.	TZS.	
7. If the allotment is made in connection with the conversion of loan stock, state the amount of stock converted in respect of this issue.	TZS.	
8. If the allotment is made in satisfaction or part satisfaction of the purchase price of property, give details below:		
a.full particulars of the property which is the subject of the sale		
b. full particulars of the manner in which the purchase price is to be satisfied	TZS.	
Amount of consideration payable in cash or bills		

Amount of consideration payable in debentures, etc	
Amount of consideration payable in shares	
Liabilities of the vendor assumed by the purchaser	
Amounts due on mortgages including interest to date of sale	
Hire purchase debts in respect of goods acquired	
Other liabilities of the vendor	
any other consideration	
Signed	
Director/Secretary: Date:	
Certificate of value:	
This certificate must be signed by the person to whom the shares have been allotted as well as an officer of the Company	
It is certified that the transaction effected by the contract does not form part of a larger transaction or series of transactions in respect of which the amount or value, or aggregate amount or value, of the consideration exceeds TZS.	
Signed (Alottee) Date:	
(print name)	
Signed (Officer of the company) Date:	
FOR OFFICIAL USE ONLY.	

FORM 58

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

STATEMENT OF THE AMOUNT OR RATE PERCENT OF ANY COMMISSION PAYABLE IN CONNECTION WITH THE SUBSCRIPTION OR ALLOTMENT OF SHARES

To the Registrar of Companies

Company Number

Company Name (Full Name)
Amount payable as commission for subscribing, whether absolutely or conditionally, or agreeing to subscribe, or for procuring or agreeing to procure, subscriptions, whether absolute or conditional, for any shares in the company TZS.
or
Rate percent of such commission
Number of shares for which persons have agreed for a commission to subscribe absolutely
Signatures of all the directors or their agents authorised in writing
FOR OFFICIAL USE ONLY.

FORM 67a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF CONSOLIDATION OF SHARES
To the Registrar of Companies
Company Number
Company Name (Full name)

The above named Company gives notice in accordance with section 67 of Companies Act, Cap 212, [R.E 2023 that by resolution of the members of the Company passed on *[insert date of resolution],* the share capital of the Company has been consolidated as follows: *[Insert details of the consolidation, e.g., "Every ten (10) ordinary shares of TZS. 100 each have been consolidated into one (1) ordinary share of TZS. 1,000 each."]*
Following the consolidation, the issued share capital of the Company now stands as follows: *[Insert amount and structure]*
A copy of the Special Resolution authorizing the consolidation is attached.
Signed…… Date:…….
director/secretary/administrator/administrative receiver/receiver/manager
FOR OFFICIAL USE ONLY.

FORM 67b	
THE UNITED REPUBLIC OF TANZANIA	
BUSINESS REGISTRATIONS AND LICENSING AGENCY	
NOTICE OF CONVERSION OF SHARES	
To Registrar of Companies	
Company Number	
Company Name in Full	
The above named Company gives notice in accordance with section 67 of Companies Act, Cap 212, [R.E 2023] that by resolution of the members of the Company passed on *[insert date of resolution],* the Company has converted its shares as follows: *[[Insert details of conversion, e.g.: "100,000 Ordinary*	

Shares of TZS 100 each have been converted into 100,000 Preference Shares of TZS 100 each."]	
Following the said conversion, the share capital of the Company is now structured as follows: *[Insert structure]*	
A copy of the Special Resolution authorizing the conversion is attached	
Signed…… …… …… Date:…… …….	
director/secretary/administrator/administrative receiver/receiver/manager	
FOR OFFICIAL USE ONL	

FORM 67c	
THE UNITED REPUBLIC	

OF TANZANIA	
BUSINESS REGISTRATIONS AND LICENSING AGENCY	
NOTICE OF RE-CONVERSION OF STOCK INTO SHARES	
To Registrar of Companies	
Company Number	
Company Name (Full Name)	
The above named Company gives notice in accordance with section 67 of the Companies Act, Cap 212, [R.E 2023] that by special resolution of the members of the Company passed on *[insert date of resolution],* the Company reconverted stock into shares as follows: *[Insert details of conversion]*	

Following the said conversion, the share capital of the Company is now structured as follows: *[Insert structure]*	
A copy of the special resolution authorizing the conversion is attached.	
Signed…… …… …… Date:…… …….	
director/secretary/administrator/administrative receiver/receiver/manager	
FOR OFFICIAL USE ONLY.	

FORM 67d	
THE UNITED REPUBLIC OF TANZANIA	
BUSINESS REGISTRATIONS AND LICENSING AGENCY	

NOTICE OF DIVISION AND SUB DIVISION OF SHARES	
To the Registrar of Companies	
Company Number	
Company Name (Full Name)	
The above named Company gives notice in accordance with section 67 of the Companies Act, Cap 212, [R.E 2023] that by special resolution of the members of the Company passed on *[insert date of resolution],* the share capital of the Company has been divided/sub divided as follow*s:*	

[Insert details of division]	
Following this division/subdivision, the Company's share capital is as follows *[Insert new structure]*	
A copy of the special resolution authorizing the division/sub division is attached.	
Signed…… …… …… Date:…… …….	
director/secretary/administrator/administrative receiver/receiver/manager	

FOR OFFICIAL USE ONLY.	

FORM 67e
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF REDEMPTION OF SHARES
To the Registrar of Companies
Company Number
Company Name (Full Name)
The above named Company gives notice in accordance with section 67 of the Companies Act, Cap 212, [R.E 2023] that by special resolution of the members of the Company passed on *[insert date of resolution],* the Company has redeemed the following shares*: ……*
Following the said redemption, the Company's share capital is now as follows: *[Insert updated structure].*
A copy of the special resolution authorizing redemption is attached.
Signed…… Date:……..
director/secretary/administrator/administrative receiver/receiver/manager
FOR OFFICIAL USE ONLY.

FORM 67f	
THE UNITED REPUBLIC OF TANZANIA	
BUSINESS REGISTRATIONS AND LICENSING AGENCY	
NOTICE OF CANCELLATION OF SHARES	

To the Registrar of Companies	
Company Number	
Company Name (Full Name)	
The above named Company gives notice in accordance with section 67of the Companies Act, Cap 212, [R.E 2023] that by special resolution of the members of the Company passed on *[insert date of resolution],* the Company has cancelled the following unissued *[insert number of unissued shares]* Shares.	
After this cancellation, the Company's share capital is now as follows *[insert new structure]*	
A copy of the special resolution authorizing	

the cancellation is attached.	
Signed…… …… …… Date:…… …….	
director/secretary/administrator/administrative receiver/receiver/manager	
FOR OFFICIAL USE ONLY.	

FORM 68
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF INCREASE IN NOMINAL CAPITAL
To the Registrar of Companies
Company Number
Company Name (Full Name)
The above named Company gives notice in accordance section 68 of the Companies Act, Cap 212, [R.E 2023] that by special resolution of the Company passed on *[insert date of resolution]* the nominal capital of the Company has been increased by *[insert the amount (TZS.)]* beyond the registered capital of *[insert the amount (TZS.)]*
The conditions (e.g. voting rights, dividend rights, winding-up rights etc.) subject to which the new shares have been or are to be issued are as follows: (a) …… (b) …… (c) ……etc.
A copy of the special resolution authorising the increase are attached.
Signed…… Date:…….

director/secretary/administrator/administrative receiver/receiver/manager
FOR OFFICIAL USE ONLY.

FORM 71	
THE UNITED REPUBLIC OF TANZANIA	
BUSINESS REGISTRATIONS AND LICENSING AGENCY	
NOTICE OF REDUCTION OF SHARE CAPITAL	
To the Registrar of Companies	
Company Number	
Company Name (Full Name)	

The above named Company gives notice in accordance with section 71 of the Companies Act, Cap 212, [R.E 2023] that by special resolution of the members of the Company passed on *[insert date of resolution],* the nominal capital of the Company has been decreased by [*insert the amount (TZS.)]* from the registered capital of *[insert the amount (TZS.)]*.	
The conditions (e.g. voting rights, dividend rights, winding-up rights etc.) subject to which the REDUCTION of shares have been or are to be issued are as follows; (a) …… ……	

…… … (b) …… …… …… … (c) …… …… …… …etc .	
A copy of the resolution authorizing the reduction of share capital is attached.	
Signed…… Date:…….	
director/secretary/administrator/ administrative receiver/receiver/manager	
FOR OFFICIAL USE ONLY.	

FORM 99
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
PARTICULARS OF MORTGAGE OR CHARGE
To the Registrar of Companies
Company Number
Company Name (Full Name)
Date of creation of the charge
Description of the instrument (if any) creating or evidencing the Charge (note 2)
Amount secured by the Mortgage or Charge
Names and addresses of the Mortgagees or persons entitled to the charge

Short particulars of the property Mortgaged or charged	
Particulars as to commission allowance or discount (note 3)	
Signed……Date…… ……	
On behalf of [Company] [Mortgagee / Chargee] (delete as appropriate)	
Notes:	
1. The original instrument (if any) creating or evidencing the charge, together with these prescribed particulars correctly completed must be delivered to the Registrar of Companies within 42 days after the creation of the charge.	
2. A description of the instrument, e.g. "Trust Deed", "Debenture", "Mortgage" or "Legal Charge" etc, as the case may be, should be given.	
3. In this section there should be inserted the amount or rate percent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of- (a) subscribing or agreeing to subscribe, whether absolutely or conditionally; (b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return; and (c) the rate of interest payable under the terms of the debentures should not be entered.	
4. If any of the spaces in this form provide insufficient space, the particulars should be entered on a continuation sheet which should be attached and clearly marked with the company name and number.	
FOR OFFICIAL USE ONLY.	

FORM 101a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY

PARTICULARS FOR THE REGISTRATION OF A CHARGE TO SECURE A SERIES OF DEBENTURES
To the Registrar of Companies
Company Number
Company Name (Full Name)
Date of the covering deed (if any) (note 2)……
Total amount secured by the whole series…….
Amount of present issue (if any) of debentures of the series……
Names of the trustees (if any) for the debenture holders
General description of the property charged
Particulars as to commission, allowance or discount (note 3)
Signed……Date ……
On behalf of [company] [mortgagee / chargee] (delete as appropriate)
Notes:
1.Particulars should be given on this form of a series of debentures containing (or giving by reference to any other instrument) any charge to the benefit of which the debenture holders are entitled pari passu. This form is to be used for registration of particulars of the whole series, and may also be used when an issue of debentures is made at the same time as the series of debentures is created. All issues of debentures made after the registration of the series with the Registrar of Companies should be notified to the Registrar on Form 101b.
2.The date should be given of the covering deed (if any) by which the security is created or defined.

3.In this section there should be inserted the amount or rate percent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of- (a) subscribing or agreeing to subscribe, whether absolutely or conditionally; (b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return; and (c) the rate of interest payable under the terms of the debentures should not be entered.
4.The deed (if any) containing the charge must be delivered with these particulars correctly completed to the Registrar within 42 days after its execution. If there is no such deed, one of the debentures must be delivered within 42 days after the execution of any debenture of the series.
5.If any of the spaces in this form provide insufficient space, the particulars should be entered on a continuation sheet which should be attached and clearly marked with the company name and number.
FOR OFFICIAL USE ONLY.

FORM 101b
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
PARTICULARS OF ISSUE OF SECURED DEBENTURES IN A SERIES
To the Registrar of Companies
Company Number
Company Name (Full Name)
Date of present issue……
Amount of present issue……
Particulars as to commission, allowance or discount (note 2)
Signed……Date ……
On behalf of [company] [mortgagee / chargee] (delete as appropriate)

Notes:
1.This form is for use when an issue is made of debentures in a series; for registration of particulars of the entire series, form 101a should be used.
2.In this section there should be inserted the amount or rate per cent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of- (a) subscribing or agreeing to subscribe, whether absolutely or conditionally; (b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return; and (c) the rate of interest payable under the terms of the debentures should not be entered.
FOR OFFICIAL USE ONLY.

Form 102	
THE UNITED REPUBLIC OF TANZANIA	
BUSINESS REGISTRATIONS AND LICENSING AGENCY	
NOTICE OF A CHARGE CREATED OUTSIDE TANZANIA	
To the Registrar of Companies	
Company Number	
Name of Company (Full Name)	
STATEMENT OF COMPANY CHARGES OBTAINED OUTSIDE TANZANIA	
CHARGES DETAILS:	
Name of Lender:	
Address(es) of Lender:	
Charge Amount:	
Date of creation of charge:	
Description of instrument (if any) creating/evidencing charge:	
Particulars of the property charged:	
Particulars as to commission/allowance or discount;	
Signed…… Date……	

On behalf of [company] [mortgagee / chargee] (delete as appropriate)	
FOR OFFICIAL USE ONLY.	

FORM 104
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
PARTICULARS OF A MORTGAGE OR CHARGE SUBJECT TO WHICH PROPERTY HAS BEEN ACQUIRED
To the Registrar of Companies
Company Number
Company Name (Full Name)
Date and description of the instrument (if any) creating or evidencing the mortgage or charge (note 1)
Amount secured by the mortgage or charge
Names and addresses of the mortgagees or persons entitled to the charge
Particulars of the property mortgaged or charged (continue overleaf if necessary)
Date of the acquisition of the property…… ……
Signed…… ……Date……

(Director / Secretary / Administrator / Administrative Receiver)
Notes:
1.A description of the instrument, e.g. "Trust Deed", "Debenture", etc, as the case may be, should be given.
2.A verified copy of the instrument, together with these prescribed particulars correctly completed must be delivered to the Registrar of Companies within 42 days after the date of the completion of the acquisition of the property which is subject to the charge. The copy must be verified to be a correct copy either by the company or by the person who has delivered or sent the copy to the Registrar. The verification must be signed by or on behalf of the person giving the verification and where this is given by a body corporate it must be signed by an officer of that body. If the property is situated and the charge was created outside Tanzania, they must be delivered within 42 days after the date on which the copy of the instrument could, in due course of post and if dispatched with due diligence, have been received in Tanzania.
FOR OFFICIAL USE ONLY.

FORM 107
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
DECLARATION OF SATISFACTION IN FULL OR IN PART OF MORTGAGE OR CHARGE
To the Registrar of Companies
Company Number

Company Name (Full Name)	
I (full name), …… ……	
of (address) …… ……	
[director/secretary/administrator/administrative receiver] *(delete as necessary)* of the above company do solemnly and sincerely declare that the debt for which charge described below was given has been paid or satisfied in [full] or [partialy]	
Date and description of charge:	
Date of registration:	
Name and address of chargee / trustee for the debenture holders:	
Particulars of property charged:	
And I make this solemn declaration conscientiously believing the same to be true.	
Declarant's signature	
Declared at	
On	
Before me (please print name)	

Signed A commissioner for oaths or Notary Public Date
A commissioner for oaths or Notary Public
FOR OFFICIAL USE ONLY.

FORM 109a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF APPOINTMENT OF RECEIVER OR MANAGER
To the Registrar of Companies
Company Number
Company Name (Full Name)
I / We (full name(s))……
of (address)……
give notice that (insert name) ..……
of (address) ……
was appointed as [receiver/manager/receiver and manager] of [part of] the property of the company.
The appointment was made by an order of the court
[on…… ……]
[to me / us on…… under the powers contained in …… ……]
(enter description and date of the instrument under which appointment was made, and state whether it is a debenture secured by a floating charge)

FORM109b
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF CEASING TO ACT AS RECEIVER OR MANAGER
To the Registrar of Companies
Company Number
Company Name (Full Name)
I / We (full name(s))……
of (address) ……
give notice that I / we ceased to act as [receiver/manager/receiver and manager] of the above company
on …… 20……
Signed…… Date……
FOR OFFICIAL USE ONLY.
Signed…… Date……
FOR OFFICIAL USE ONLY.

FORM 114
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF CHANGE IN SITUATION OR ADDRESS OF REGISTERED OFFICE
To the Registrar of Companies
Company Number

Company Name (Full Name)
New Situation of Registered Office:
Address
Town/City
Signed…… Date……
(Director / Secretary / Administrator / Administrative Receiver / Liquidator / Receiver)
FOR OFFICIAL USE ONLY.

FORM 131
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
ANNUAL RETURN OF A COMPANY
To the Registrar of Companies
Company Number
Company Name (Full Name)
The information in this return is made up to: *[insert return date]*
Address of registered office of Company……
Company type…… ……
(Where a company does not have a share capital, the return must be accompanied by a statement setting out full particulars of the company's indebtedness of the company in respect of all mortgages and charges required to be registered under the Act)
Principal business activities……..

If different from the registered office, state address where the register of members or any register of debenture holders is kept

Register of member s
Register of debentur e holders

Company Secretary:

Name:
Previous name(s):
Address:

Directors:
(use additional copies of this sheet if necessary)

Name:	Business occupation:
Previous name(s):	Nationality:
Address:	Date of birth:
Other relevant past or present directorships:	

Name:	Business occupation:
Previous name(s):	Nationality:
Address:	Date of birth:
Other relevant past or present directorships:	

Name:	Business occupation:
Previous name(s):	Nationality:
Address:	Date of birth:
Other relevant past or present directorships:	

Issued share capital:

Enter details of all the shares in issue at the date of the return:

Class issued	Number of shares	Aggragate nominal value
		TZS.
		TZS.
		TZS.
		TZS.
		TZS.
Total		TZS.

List of past and present members
A full list is required if one was not included with either of the last two returns.

There were no charges in the period ☐

A list of changes is enclosed ☐

A full list of members is enclosed (☐

I certify that the information given in this return is true to the best of my knowledge and belief.

Signed……
Date……

Director / Secretary

List of past and present members:
(use additional copies of this sheet if necessary)

	Names of addresses
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

List of past and present members:
(use additional copies of this sheet if necessary)

	Number of shares or amount of stock held by existing members at date of return	Particulars of shares transferred since the date of the last return (or, in the case of the first return, of the incorporation of the company) by (a) persons who are still members, and (b) persons who have ceased to be members (note 12)		Remarks
		Number/ amount transferred	Date of registration of transfer	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

FOR OFFICIAL USE ONLY.

FORM 173a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF APPOINTMENT OF AUDITOR
To the Registrar of Companies
Company Number
Company Name (Full Name)
Details of General Meeting: Type of Meeting: Annual General Meeting (AGM) / Extraordinary General Meeting (EGM)
Date of the Meeting:
Appointment of Auditor(s):
Name of Auditor(s) / Audit Firm(s)
Registration Number/Practicing Certificate No.
Address of Auditor(s)
Period of Appointment
I consent to act as auditor of the above named company
Signed…… Date……
(print name)
Signed…… Date……
Director / Secretary
FOR OFFICIAL USE ONLY.

FORM 173b	

THE UNITED REPUBLIC OF TANZANIA	
BUSINESS REGISTRATIONS AND LICENSING AGENCY	
NOTICE OF REMOVAL OF AN AUDITOR	
To the Registrar of Companies	
Company Number	
Company Name (Full Name)	
Details of General Meeting: Type of Meeting: Annual General Meeting (AGM) / Extraordinary General Meeting (EGM)	
Date of the Meeting:	
Removal of Auditor(s):	
Name of Auditor / Audit Firm	
Registration Number /Practicing Certificate No.	
Address of Auditor(s)	
Date of removal	
Signed…… …… Date…… ……	

Director / Secretary	
FOR OFFICIAL USE ONLY.	

FORM 213a

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

APPOINTMENT OF DIRECTOR OR SECRETARY

To the Registrar of Companies

Company Number

Company Name
(Full Name)

Date of appointment

Appointment as director/secretary *[delete as necessary]*

Name:
(First Name(s))

(Surname)

Previous name(s):

Address:
(usual residential)

Nationality:
Date of Birth
Business Occupation
Other Directorships (directors only)
I consent to act as [director/secretary] of the above named company
Signed…… Date……
A director / secretary etc. must sign the form below
Signed…… Date……
(A director / secretary / administrator / administrative receiver / receiver)
Notes:
1. Show full First Names, not initials. If the director or secretary is a corporation, show the name on surname line and registered or principal office address on the usual residential address line.
2. Give previous First Name(s) or surname(s) except that:
(i) for a married woman, the name by which she was known before marriage need not be given; or
(ii) names not used since the age of 18 or for at least 20 years need not be given.
3. Other directorships:
give the name of every company incorporated in Tanzania of which the person concerned is a director or has

FORM 213b
THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY
TERMINATING APPOINTMENT AS DIRECTOR OR SECRETARY
To the Registrar of Companies
Company Number
Company Name (Full Name)
Date of termination of appointment
Termination of Director/Secretary *[delete as necessary]*
Name: (First Name(s))
(Surname)
Date of Birth
A serving director / secretary etc. must sign the form below
Signed…… Date……
(A serving director / secretary / administrator / administrative receiver / receiver)
FOR OFFICIAL USE ONLY.

FORM 213c
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
CHANGE OF PARTICULARS FOR DIRECTOR OR SECRETARY
To the Registrar of Companies
Company Number
Company Name (Full Name)
Date of change of particulars

Name
Date of Birth
Change of Name: (First Name(s))
Surname
Change of Address: (enter new address)
Other Change: (please specify)
A serving director / secretary etc. must sign the form below
Signed…… Date……
(A serving director / secretary / administrator / administrative receiver / receiver)
FOR OFFICIAL USE ONLY.

FORM 214
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF PLACE WHERE COPIES OF DIRECTOR'S SERVICE CONTRACTS AND ANY MEMORANDA
To the Registrar of Companies
Company Number
Company Name (Full Name)
The above company hereby gives notice that copies of such of the directors' service contracts (or where they are not in writing written memoranda setting out the terms of such contracts) as are required to be kept by the company and to be open to the. inspection of the members of the company are *[now]* kept at:

Address:
Signed ..... Date .....
(Director / Secretary).
FOR OFFICIAL USE ONLY.

Form 235a
UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING ACENCY
NOTICE TO DISSENTING SHAREHOLDERS
Re: ..... Limited ("Transferor Company")
Notice by ..... Limited ("Transferee Company")
To: (a) .....
Whereas on the ..... day of ..... 20....., the Transferee Company made an offer to all the holders of (b) shares in the Transferor Company *[state shortly the nature of the offer]* ("the Offer"); and
Whereas up to the ..... day of ..... 20 .....(being a date within 4 months of the date of the making of the Offer) the Offer was approved by the holders of not less than nine - tenths in value of the said (b) shares (other than, shares already held at the date of the Offer by or by a nominee for the Transferee Company or its Subsidiary).
Now therefore the Transferee Company, in accordance with section 235 of the Companies Act, Cap 212 [R.E 2023] hereby gives you notice that it desires to acquire the (b) shares held by you in the Transferor Company.
And further take notice that unless upon an application made to the Court by you on or before the .....day of ..... 20 (being I month from the date of this notice) the Court, thinks fit to order otherwise, the Transferee Company will be entitled and bound to acquire the (b) shares held by you in the Transferor Company on the terms of the Offer.
Signed ..... Date .....
for the Transferee Company
(Director / Secretary)
(a) {insert name (s) and address(es) of dissenting shareholders)]

(b) [if the offer is limited to a certain class or classes of shareholders, state description of that class or those classes.

Form 235b
UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING ACENCY
NOTICE TO NON ASSENTING SHAREHOLDERS
Re: ..... Limited ("the Transferor Company")
Notice by ..... Limited ("the Transferee Company")
To……*(note(a))*
Whereas scheme or contract involving the transfer of the ……*(note(b))* shares in the Transferor Company to the Transferee Company was up to the..... day of.....20.....(being a date within 4 months of the making of the offer in that behalf by the Transferee Company) approved by the holders of not less than nine tenths in value of those shares (other than shares already held at the date of the offer by, or by a nominee for the Transferee Company or its subsidiary), and
Where in pursuance of that scheme or contract, *(note(c))* shares were on the ..... day of 20 ..... transferee to the Transferee Company or to its nominee.
Now therefore, the Transferee Company hereby gives you notice that those shares together with such other shares in the Transferor Company as were held by or by a nominee for the Transferee Company or its subsidiary on the said dale comprise or include nine- tenths in value of the 1 *(note(b))* shares the Transferor Company.
And further take notice that you may within 3 months from the giving or this notice give notice that you require the Transferee Company to acquire your holding of *(note(b))* shares in the Transfer"1' Company, und that if you give such notice the Transferee Company shall be entitled and bound to acquire those shares on the terms on which under the said scheme or contract the shares of the approving shareholders were transferred to it, or on such other terms as may he agreed or as the Court on the application either of the Transferee Company or shareholder thinks fit.
Signed …..... Date ….....
for the Transferee Company
(Director/Secretary)
Notes:
(a) (insert name (s) and address(s) of non - assenting shareholders;
(b) if the offer is limited to a certain class or classes of shareholders. state description of that class or those classes]; and

(c) [state amount of shares transferred].

Form 235 c
UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING ACENCY
NOTICE TO TRANSFEREE COMPANY BY NON ASSENTING SHAREHOLDERS
Re: ..... Limited ("the Transferor Company")
Notice by ..... Limited ("the Transferee Company")
To: *(note(a))* .....
Whereas scheme or contract involving the transfer of the *(note(b))* shares in the Transferor Company to the Transferee Company was up to the ..... day of ..... 20 ..... (being a date within 4 months of the making of the offer in that behalf by Transferee Company) approved by the holder of not less than nine-tenth in value of those shares (other than shares already held at the date of the offer by or by nominee for the Transferee Company or its subsidiary.
Whereas in pursuance of that scheme or contract,…….*(note(c))* shares were on the ..... day of 20 ..... transferred to the Transferee Company or to its nominee.
Now therefore, the Transferee Company hereby gives you notice that those shares together with such other shares in the Transferor Company as were held by, or by a nominee for the Transferee Company or its subsidiary on the said date comprise or include nine tenths in value of the …….*(note(b))* shares in the Transferor Company.
And further take notice that, within three months from the date of this notice, any shareholder may notify the Transferee Company to acquire….*(note(b))* shares of Transferee in the Transferor Company, and that if the Transferor gives such notice the Transferee Company shall be entitled and bound to acquire those shares on the terms on which under the said scheme or contract the shares of the approving shareholders were transferred to it, or on such other terms as may be agreed or as the Court on the application either of the Transferee Company or shareholder thinks fit.
Signed ..... Date .....
for the Transferee Company
(Director / Secretary)
Notes:
(a) insert name (s) and address(s) of non - assenting shareholders));
(b) if the officer is limited to a certain class or c lasses of shareholders, state description of that class or those classes; and
(c) state number of shares transferred.

Form 263
UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING ACENCY
STATEMENT OF AFFAIRS
No…….of 20……
IN THE HIGH COURT OF TANZANIA Statement as to the affairs of Company Name
On the…… 20..... The date of the Administration Order
Affidavit
NOTE: This affidavit must be sworn before an Advocate or a commissioner of oaths when you have completed the rest of the form.
Name
Address
make oath and say that the several pages exhibited hereto and attached marked ….……are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above named company ……, the date of the Administration Order, and that the said company carried on business as……
Signed
Sworn at
Before me (please print name)
Signed Advocate/commissioner for oaths Date

A – Summary of Assets
Assets Book Value

Book Value (TZS.)	Estimated to realize (TZS.)

Assets specifically pledged: -

Assets not specifically pledged

Estimated total assets available for preferential creditors

Signed……
Date……

A1 – Summary of Liabilities

Estimated total assets available for preferential creditors (carried from page A)
Liabilities
Preferential creditors;

	Estimated to realize(TZS.)

Estimated deficiency / surplus as regards preferential creditors Debts secured by a floating charge;	
Estimated deficiency / surplus available for non-preferential creditors Non-preferential claims;	
Estimated deficiency / surplus as regards creditors Issued and called-up capital;	
Estimated total deficiency / surplus as regards members;	
Signed…… Date……	
Company Creditors	

	Name of creditor or claimant	Address
1		
2		
3		
4		
5		
6		
7		
8		
9		
1		

Signed……Date…… ……
Company Creditors

	Amount of debt (TZS.)	Details of any security held	Date security given	Value of security (TZS.)
1				
2				
3				
4				
5				

Signed……
Date……

FORM 264

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

STATEMENT OF ADMINISTRATOR'S PROPOSAL

To the Registrar of Companies

Company Number

Company Name
(Full Name)

I, we

of

Administrators of the Company attach a copy of my / our proposals for achieving the purpose set out in the Administration Order filed herein. A copy of these proposals was sent to all known creditors on:

Date:

Signed.....Date.....
.....

FOR OFFICIAL USE ONLY.

FORM 266

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY
STATEMENT OF REVISED PROPOSALS AND NOTICE OF MEETING
To the Registrar of Companies
Company Number
Company name
Notice is hereby given that a meeting of creditors of the above named company is to be held at ....
on (date) .....at (time). ..... to consider revisions of the proposals which were approved by its creditors on..... The revisions I propose are: ....
The reason for these revisions are ....
Enclosed herewith is a proxy form, which should be dully completed and returned to the undersigned by the date of the meeting in the event that a member is unable to attend and wishes to be represented. To qualify for the right to vote at the meeting, any member who has not already done so must furnish the undersigned, in writing, with particulars of the claim not later than 24 hours on the business day before the date fixed for the meeting, written details of the claim.
Signed. ..... Date .....
Administrator
FOR OFFICIAL USE ONLY.

FORM 283

THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
STATUTORY DEMAND
• This is an important document. This demand must be dealt with within 21 days after its service upon the company or a winding-up order could be made in respect or the company. • Please read the demand and notes carefully.
DEMAND
To:
Address:
This demand is served upon you by the creditor:
Name:
Address:
The creditor claims that the company will owe the sum of ……. full particulars of debt.

The creditor demands that the company do pay the above debt or secure or compound for it to the creditor's satisfaction.
Signed..... Date. .....
[the creditor] (authorized to make this demand on the creditor's behalf)
Address:
Tel:
Reference:
Particulars of Debt

(The particular must include:

(a) The date on which the debt was incurred;

(b) The consideration for the debt, or if there is no consideration, the way in which the debt arose) and

(c) The amount due as at the date of this demand.) (Use additional copies of this page if necessary).

Note for creditor

-if the amount of the debt includes interest that has not previously been notified to the company as part of its liability, full details should be given, including the ground upon which interest is charged. The amount of interest must be shown separately.

-Any other charge accruing due from time to time may be claimed. The amount or rate of the charge must be identified and the grounds on which ‘ it is claimed must be stated
-In either case the amount claimed must be limited to that which will have accrued at the date of the demand.
PART A
The individual(s) to whom any communication regarding this demand may be addressed is/are:
Name:
Address:
Tel:
Reference:
Part B
(For completion only if the creditor it entitled to the debt by way of assignment)

	Name	Date(s) of Assignment	
Original creditor			
Assignees			
How to comply with a statutory demand:			

If the company wishes to avoid a winding-up petition being presented it must pay the debt shown above, particulars of which are set out on page 2 of this notice, within the period of 21 days after its service upon the company.
Alternatively, the company may seek to reach a settlement with the creditor. In order to do so, the company should:
(i) inform the individual (or one of the individuals) named in part A above that it or willing and able to of Ter security for the debt to the creditor's satisfaction; or
(ii) inform the individual (or one of the individuals) named in part A above that it is Willing and able to compound for the debt to the creditor's satisfaction.
If the company 'disputes the demand in whole or in part it should:
(i) Contact the individual (or one of the individuals) named in part A immediately.
REMEMBER
The company has only 21 days after the date of service on it of this document before the creditor may present a winding- up petition.

FORM 284a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
WINDING- UP PETITION
IN THE MATTER OF THE COMPANIES ACT, CAP.212 [R.E 2023]
AND IN THE MATTER OF (Company name) .....

(a	insert title of court	To…… ……	
(b	insert full name(s) and address of petition (s)	The petition of …… …… …….	
(c	insert full name and registration number of company subject to petition	hereinafter called ("the company") was incorporated on	
(d	Insert date of incorporation		
(e	Insert address of registered office	The registered office of the company is at	
(f	Insert amount of normal capital and how it is afraid	The nominal capital of the company is TZS. divided into ……. shares of TZS ……. each, the amount of the capital paid up or treated as paid up is …… TZS.	
(g	Insert the principal object of the company	The principal object for which the company was established are as follows:	
(h	Insert of capital paid up or treated as paid up		

(i	Insert the ground on which winding up order is sought	The ground on which the winding-up order is sought are as follows	
(j	Insert the circumstance it is just and equitable that the company should be Wound up		
(k	Insert full name of company subject to petition	The petitioner(s) therefore pray (s) as follows; i. That ……... (insert the full name of company) ii. That such other order may be made as the court thinks fit	
(l	If the company is the petitioner, delete the company name and provide the full name and address of the other person on whom the petition is intended to be served	Not it is intended to serve this petition on ..(the company) and	
Endorsement			

This petition having been presented to the court on: Date:
Will be heard at name and address of Court
On:
Date:
Time:
Or soon thereafter, the petition may be filed
The Advocate to the petitioner is:
Name:
Address:
Tel:
Reference:

FORM 284b
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
AFFIDAVIT VERIFYING WINDING-UP PETITION
Full Name I……..
Address of…….
Make oath and say as follows:
Delete if Affidavit is not made by Petitioner in person I am the Petitioner. The statements in the Petition now produced and shown to me marked A'' are [true] to the best of knowledge, information and belief]

Delete if Affidavit is not made by be Petitioner in person I am……of the Petitioner, I am duly authorized by the Petitioner to make this affidavit on behalf of the Petitioner. I have been concerned in the matters giving rise to the Petition and have the requisite knowledge of the matters referred to in the Petition because: .... The statements in the Petition now produced and shown to me marked A** are [true] to the best of my knowledge, information and belief.
Signed
Sworn at
Before toe: (print name)
Signed: Advocate/Commissioner for Oaths
Date:

FORM 284c
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
AFFIDAVIT OF SERVICE OF WINDING-UP PETITION
IN THE MATTER OF:
Company Number:
Company Name: (Full Name)
Address:
Make oath and state as follows: (Complete section A, B, or C of the Form as appropriate)
SECTION A

That I did on……serve the above named Company with a sealed copy of the petition now produced and shown to me marked "A" by banding the same to [who acknowledged himself to be| [who is to the best of my knowledge, information and belief] [a director] [an officer] [an employee} of the company at .... the Registered Office of the Company.
SECTION B
That I did on……. serve the above named Company with a sealed copy of the petition now produced and shown to me marked "A* by handing the same to (insert name) who acknowledged that they were authorized to accept services of documents on behalf of the company at..... ....the Registered Office of the Company.
SECTION C
That I did on ..... having failed to find any officer, employee or other person authorized to accept service deposit a scaled copy of the petition now produced and shown to me marked "A" at .... the Registered Office of the Company by leaving il at ....
(Insert details of how and where the Petition was left in such a way it was likely to come to the attention of the person attending the registered office; e.g., on a reception desk, through the letter box etc.)
Signed
Sworn at
Before me: (print name)

Signed: Advocate/Commissioner for Oaths
Date
FORM 284d
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
ADVERTISEMENT OF WINDING-UP PETITION
IN THE MATTER OF:
A Petition to wind up the above named Company, of
Address:
Presented on:
By: (name and address of petitioner
claiming to be a [creditor] [contributory] of the Company,
Will be heard at: (Name of Court)
On (date):
At time:
(or as soon thereafter as the petition may be heard). Any person who intends to appear at the hearing of the petition, whether in support of it or in opposition, must give notice of such intention to the petitioner or to the petitioner's advocate in accordance with Rule 104 of the Companies (Insolvency) Rules, 2004. Such notice must be filed no later than 16:00 hours on the business day preceding the date of the hearing.
The Petitioner's Advocate is:
Dated .....

FORM 284e
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
CERTIFICATE THAT RELEVANT PROVISION OF THE COMPANIES (INSOLVENCY) RULES 2004 HAVE BEEN COMPLIED WITH
IN THE MATTER OF:
Company Name:
Winding up petition to be heard on (date)
I certify that the above mentioned petition which will be heard on (date)
was served in accordance with the provisions of rule 96 of the Companies (Insolvency) Rules 2004 on (Date)
and advertised in accordance with the provisions of rule 99 of the Companies (Insolvency) Rules 2004 on (date)
(a copy of which advertisement is filed in court with this certificate)
Signed:
Date

NAME IN BLOCK LETTTERS	

Note: A copy of (he advertisement must be filed in court with this certificate.

FORM 295
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
STATEMENT OF AFFAIRS

IN THE HIGH COURT OF TANZANIA
Statement as to the affairs of:
Company Name:
On the..... 20.... The date of the Winding-up Order
Affidavit
NOTE: This affidavit must be sworn before, an Advocate or a commissioner of oaths when you have completed the rest of the form.
Full Name:
Address:
make oath and state that several pages exhibited thereto and attached marked are to the best of my knowledge and belief full, true and complete statement as to the affairs of the above named company as at ..... the date of the Winding-Up Order, and that the said company carried on business as .....
Signed
Sworn at
Before toe: (print name)
Signed: Advocate/Commissioner for Oaths
Date
FOR OFFICIAL USE ONLY.
A summary of Assets
Assets
Assets specifically pledged

Assets specifically not pledged		
Estimated total assets available for Preferential creditors		
-		
Signed ..... Date.		
A-SUMMARY OF LIABILITIES		
Estimated total tracts available for preferential creditors (earned from page A):		

Liabilities	Estimated to realize (TZS.)
Preferential creditors	

Estimated deficiency I surplus as regards preferential creditors:
Debts secured by s floating charge Estimated to realize (TZS.)
Estimated deficiency / surplus available for nor-preferential creditors Non- preferential claims; Estimated to realize (TZS.)
Estimated deficiency / surplus as regards to creditors Estimated to realize (TZS.)
Issued Mid called-up capital;

	Estimated to realize (TZS.)

Estimated total deficiency/surplus as regards members

	Estimated to realize (TZS.)

Signed ..... Date .....

B- COMPANY CREDITORS

	Name of creditor or claimant	Address

C: COMPANY CREDITOR

	Amount of debt (TZS.)	Details of any security held by creditor	Date of security Given	Value of security (TZS.)

Signed ..... Date .....

D: SHAREHOLDERS

	Name of Shareholder	Address

Signed ..... Date .....

E: SHAREHOLDERS

	Type of Share held	Nominal amount of share (TZS.)	Number of share held	Amount per share called up (TZS.)	Total amount called up (TZS.)

Signed ..... Date .....

FORM 300

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

NOTICE OF APPOINTMENT OF LIQUIDATOR IN WINDING-UP BY DIE COURT

To the Registrar of Companies

Company Number

Company Name
(Full Name)

I, we(name(s))

Address

give notice that on .....
I/we was/were appointed liquidators of the above named company by an Order of Court

dated .....the Minister.
a resolution of the company s creditors/contributories (deletes as appropriate)
Signed..... Date .....
Name in Block Letters .....
(by each liquidator if more than one)
Signed ..... Date .....
NAME IN BLOCK LETTERS .....
FOR OFFICIAL USE ONLY.

FORM 308
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
LIQUIDATOR'S STATEMENT OF RECEIPTS AND PAYMENTS
To the Registrar of Companies
Company Number
Company Name (Full Name)
I, we(name(s))
Address
Signed..... Date .....
Name in Block Letters .....
(by each liquidator if more than one)
Signed ..... Date .....
NAME IN BLOCK LETTERS .....
FOR OFFICIAL USE ONLY.
Company Number

Company Name (Full Name)
Type of winding up
Date to which this statement is made
Name and address of liquidator
Notes:
Forms and Contents of Statement
(a) every statement must contain a detailed account of all the liquidator's realizations and disbursements in respect of the company. The statement of realizations should contain a record of all receipts derived from assets existing at the date of the winding-up resolution and subsequently realized, including balance at bank, book debts and calls collected, property sold, etc., and the account of disbursements should contain all payments for costs, charges and expenses or to creditors or contributories. Where property has been realized, the gross proceeds of sale must be entered under realizations and the necessary payments incidental to sales must be entered as disbursements. A payment into the Companies Liquidation Account is not a disbursement and should not be shown as such; nor are payments into a bank, building society or any other financial institution. However, the interest received on any investment should be shown in the realizations. Each receipt and payment must be entered in the account in such a manner as sufficiently to explain its nature. The receipts and payments must severally Be added up at the foot of each sheet and the totals carried forward from one account to another without any intermediate balance, so that the gross totals represent the total amounts received and paid by the liquidator respectively;
Trading account
(b) when the liquidator carries on a business, a trading account must be forwarded as a distinct account, and the totals of receipts

and payments on the trading account must alone be set out in this statement;			
Dividends			
(c) when dividends, instalments of compositions, etc are paid to creditors or a return of surplus assets is made to contributories, the total amount of each dividend, etc actually paid, must be entered in the statement of disbursements as one sum; and the liquidator must forward separate accounts showing in lists the amount of the claim of each creditor and the amount of dividend, etc payable to each creditor, or contributory;			
(d) when unclaimed dividends, etc are paid into the Companies Liquidation Account, the total amount so paid in should be entered in the statement of disbursements as one sum. The items to be paid in relation to unclaimed dividends should first be included in the realizations side of the account;			
(e) credit should not be taken in the statement of disbursements for any amount in respect of liquidator's remuneration unless it has been duly allowed by resolutions of the liquidation committee or of the creditors or of the company in general meeting, or by order of the court as the case may require, or is otherwise allowable under the provisions of the Companies (Insolvency) Rules; and			
(f) This statement of receipts and payments is required in duplicate.			
Liquidator's statement of account			
Date	Of whom received	Nature of assets realized	Amount (TZS.)
		Brought forward	

		Carried forward	

Note: No balance should be shown on this sheet but only the total realizations and disbursements which should be carried forward to the next account

Analysis of balance

Total Realizations
Total Disbursement

TZS.	Balance) TZS.)

The balance is made up as follows:

1. Cash in hands of liquidator ……
2. Balance at bank ……
3. Amount in Companies Liquidation Account ……
4. Amounts invested by liquidator……

less: the costs of investments realised……

Balance (TSh) ☐

Total balance as shown above (TSh)……

Note

Full details of stocks purchased for investment and any realisation of them should be given in a separate

The investment or deposit of money by the liquidator does not withdraw it from the operation of the Companies (Insolvency) Rules 2003, and any such investments representing money held for six months or upwards must be realised and paid into the Companies Liquidation Account.
The liquidator should also state:—
(1) The amount of the estimated assets and liabilities at the date of the commencement of the winding up:
Assets(TZS.) (after deducting (after deducting amounts charged to secured creditors, including the holders of floating charges) Liabilities (TZS.): Fixed charge creditors Floating charge holders Unsecured creditors
(2) The total amount of the capital paid up at the date of the commencement of the winding up:
Paid up in cash Issued as paid up otherwise than for cash
Paid up in cash Issued as paid up otherwise than for cash
(3) The general description and estimated value of any outstanding assets (if there is insufficient space here, attach a separate sheet):
(4) Why the winding up cannot yet be concluded:
(5) The period within which the winding up is expected to be completed.

FORM 341
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
MEMBERS' VOLUNTARY WINDING-UP DECLARATION OF SOLVENCY

To the Registrar of Companies
Company Number
Company Name (Full Name)
I, we(name(s))
Address
attach a declaration of solvency embodying a statement of assets and liabilities.
Signed…… Date……
NAME IN BLOCK LETTERS……
Company Number
Company Name (Full Name)
Presented by:
Declaration of Solvency
I, we (name(s)
Of (address(s)
being [all the] [the majority of the] directors of the above-named company ("the Company") do solemnly and sincerely declare that we have made a full inquiry into the affairs of the Company, and that, having done so, we have formed the opinion that the Company will be able to pay its debts in full with a period of…… months* from the commencement of the winding up. (*Note: the period must not exceed 12 months)
We append a statement of the Company's assets and liabilities as at……,*(dd/mm/yyyy)* being the latest practicable date before the making of this declaration.
We make this solemn declaration conscientiously believing it to be true.

signed……
……

Declared at

Before toe:
(print name)

Signed:

Advocate/Commissioner for Oaths

Date

Statement as at …… showing assets at estimated realisable values and liabilities expected to rank

Assets and Liabilities	Estimated to realise or to rank for payment (TZS.)
Assets: Balance at bank Cash in hand Bills receivable Trade debtors Loans and advances Unpaid calls Stock in trade Work in progress Property Plant and machinery Furniture, fittings, utensils, etc. Patents, trade marks etc. Investments other than marketable securities	
Other property, viz	

Estimated realisable value of assets		
Liabilities Secured on specific assets, viz Secured by floating charge(s) Estimated cost of liquidation and other expenses (including interest accruing until payment of debts in full) Unsecured creditors (amounts estimated to rank for payment) Trade accounts Bills payable Other liabilities Contingent liabilities		
Estimated surplus after paying debts in full		

FOR OFFICIAL USE ONLY.

FORM 348

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

RETURN OF FINAL MEETING IN A MEMBERS' VOLUNTARY WINDING-UP
To the Registrar of Companies
Company Number
Company Name (Full Name)
I, we(name(s))
Address
give notice that a general meeting of the above named Company was duly [held on] [summoned for] pursuant to section 345 of the Companies Act 2002, for the purpose of having an account (a copy of which is attached) laid before it showing how the winding-up of the Company has been conducted, and the property of the Company has been disposed of and [that the same was done accordingly] [no quorum was present at the meeting] *(delete as necessary).*
Signed…… ….
FOR OFFICIAL USE ONLY.
Liquidator's statement of account: members' voluntary winding-up (continued on next page)
Name of Company…… ……
from…… (commencement of winding up) to……(close of winding –up)

Receipts: -	Statement of assets and liabilities	Receipts

Cash at bank Cash in hand Marketable securities Sundry Debtors Stock in trade Work in progress Property Plant and machinery Furniture, fittings, utensils, etc. Patents, trademarks etc.		
	TZS.	
Investments other than marketable securities Surplus from securities Unpaid calls at commencement of winding-up Received from calls on contributories made in the winding-up Receipts per Trading Account Other property, viz Less; Payments to redeem securities Costs of Execution		
	TZS.	

Payments per Trading Account Net Realisations		

State amount paid into the Companies Liquidation Account in respect of:
Unclaimed dividends payable to creditors in the winding up moneys held by the company in trust in respect of dividends or other sums due before the commencement of the winding-up to any person as a member of the company

:

Add here any special remarks the Liquidator thinks desirable

Signed……

(by the Liquidator)

Name and Address of Liquidator in BLOCK LETTERS
……
……
……
……

FORM 358

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

RETURN OF FINAL MEETING IN A CREDITORS' VOLUNTARY WINDING-UP

To the Registrar of Companies

Company Number

Company Name (Full Name)

I, we(name(s))
Address
give notice
1. That a general meeting of the above named Company was duly [held on] [summoned for]……..pursuant to section 358 of the Companies Act, Cap.212 [R.E.2023] for the purpose of having an account (a copy of which is attached) laid before it showing how the winding-up of the Company has been conducted, and the property of the Company has been disposed of and [that the same was done accordingly] [no quorum was present at the meeting].
2. That a meeting of the creditors of the Company was duly [held on] [summoned for] …… pursuant to section 358 of the Companies Act, Cap.212 [R.E.2023] for the purpose of having the said account laid before it showing how the winding-up of the Company has been conducted, and the property of the Company has been disposed of and [that the same was done accordingly] [no quorum was present at the meeting] (delete as necessary).
Signed…… Date……
FOR OFFICIAL USE ONLY.

FORM 363a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF APPOINTMENT OF LIQUIDATOR: VOLUNTARY WINDING-UP
To the Registrar of Companies
Company Number
Company Name (Full Name)
I, we(name(s))
Address
give notice that on……

I / we was / were appointed liquidators of the above named company.
The appointment was by [the company] [the creditors] *(*delete as appropriate)*
Type of Liquidation: [Members'] [Creditors'] *(*delete as appropriate)*
Signed…… Date……
NAME IN BLOCK LETTERS……
(by each liquidator if more than one)
Signed……Date……
NAME IN BLOCK LETTERS……
FOR OFFICIAL USE ONLY.

FORM 363b
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF APPOINTMENT OF LIQUIDATOR: VOLUNTARY WINDING-UP: FOR INSERTION IN GAZETTE
Company Number
Company Name (Full Name)
Type of Liquidation [members] [creditors]
Address of Registered Office
Liquidator(s) Name(s)

Liquidator(s) address(s) [
Date of appointment
By whom appointed
Signed…… Date……
NAME IN BLOCK LETTERS……
(by each liquidator if more than one)
Signed…… Date……
NAME IN BLOCK LETTERS……

FORM 368a

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

PROOF OF DEBT (GENERAL FORM)

Date of Winding-Up Order / Resolution for Winding-Up:……

1.	Name of Creditor		
2.	Address of Creditor		
3.	Total amount of claim, including interest, as at the date the company went into liquidation		
4.	Details of any documents by reference to which the debt can be substantiated (note: the liquidator may call for any document or evidence to substantiate the claim at his discretion)		
5.	If the total amount shown above includes Tax, please show: (a) amount of tax		

		(b) amount of claim NET of tax		
	6.	If total amount above includes interest, please state amount		
	7.	If you have filled in both box 3 and box 5, please state whether you are claiming the amount in box 3 or the amount in box 5b		
	8.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the category of preferential debts under section 367 of the Companies Act 2002	Category: Amount claimed as preferential:	
	9.	Particulars of how and when debt incurred		
	10.	Particulars of: any security held, the value of the security and the date it was given		

Signature ……
(of creditor or person authorised to act on his behalf)
Name in BLOCK LETTERS…… ……
Position with or in relation to creditor…….
Admitted to vote for: TZS: Date: Liquidator:
Admitted preferentially for: TZS: Date: Liquidator:
Admitted non-preferentially for: TZS: Date: Liquidator:

FORM 368b
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
AFFIDAVIT OF DEBT
IN THE MATTER OF……(Company Name)
I Full Name
Of Address
Make oath and say as follows: (Complete either section A or B, and in either case also section C)
A I am a creditor of the above Company
B I am…… of, a creditor of the above Company. I have been concerned in this matter as ……... and am duly authorised to make this affidavit on the creditor's behalf.
C The said company, on, the date on which the company went into liquidation, was and still is justly and truly indebted to [me] [the said creditor] in the sum of TSh as shown in the proof of debt exhibited hereto marked "A".
Signed…… Sworn at……
Before me: (print name)
Signed Advocate/Commissioner of Oaths
Date

FORM 397
THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY
LIQUIDATORS' STATEMENT ON WINDING UP PROCEEDINGS: INFORMATION AS TO PENDING LIQUIDATIONS
To the Registrar of Companies
Company Number
Company Name (Full Name)
Date of Commencement of Winding Up
Liquidator Details**:**
Name of Liquidator
Address
Contact Number
Email
Reporting Period: (six monthly interval period)
From: **to**
Particulars of the Liquidation Proceedings:

Particulars	Details / Remarks
Total Assets Realized (to date)	_____
Total Liabilities (as per books)	_____
Amount Distributed to Creditors	TZS. _____
Amount Distributed to Members	TZS._____
Pending Claims / Disputes	_____ _____

Major Actions Taken During Period	_____ _____
Estimated Time to Conclusion	_____ _____

Position of the Liquidation:

(Brief summary of the current status of the winding up, including any difficulties or delays encountered)…… …… ……

Declaration:

I, ……..the undersigned, being the liquidator of the above-named company, hereby declare that the information given above is true and correct to the best of my knowledge.

Signed

Date

FORM 418

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

RECEIVER OR MANAGER'S ABSTRACT OF RECEIPTS AND PAYMENTS

To the Registrar of Companies

Company Number

Company Name
(Full Name)

I, we(name(s))

Address	
appointed [receiver] [manager] of the Company on ……present overleaf [my] [our] abstract of receipts and payments for the period from: …… to ……	
Number of continuation sheets (if any attached)	
Signed…… Date……	
Abstract	
Receipts	TZS.
Brought forward from previous Abstract (if any)	
Carried forward to (continuation sheet) [next Abstract]	
Brought forward from previous Abstract (if any)	
Carried forward to [continuation sheet] [next Abstract	
Note: The receipts and payments must be added up at the foot of each sheet and the totals carried forward from one abstract to another without any intermediate balance so that the gross totals shall represent the total amounts paid and received by the receiver since he was appointed.	
FOR OFFICIAL USE ONLY.	

FORM 424
THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY
NOTICE OF APPOINTMENT OF ADMINISTRATIVE RECEIVER
To the Registrar of Companies
Company Number
Company Name (Full Name)
Former Company Name
Trading name
Nature of Business
Administrative Receiver(s) Name(s)
Administrative Receiver(s) Address(es)
Date of appointment
Signed…… Date……
NAME IN BLOCK LETTERS …… (by each Administrative Receiver if more than one)
Signed…… Date……
NAME IN BLOCK LETTERS ……
FOR OFFICIAL USE ONLY.

FORM 425
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISTRATIONS AND LICENSING AGENCY
STATEMENT OF AFFAIRS: ADMINISTRATIVE RECEIVER
To the Registrar of Companies
Company Number
Company Name (Full Name)
Date of the Administrative Receiver's appointment
NOTE: This affidavit must be sworn before an Advocate or a commissioner of oaths when you have completed the rest of the form
I, Full name
Address
make oath and say that the several pages exhibited hereto and attached marked……..are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above named company as at……, the date of the Administrative Receiver's appointment, and that the said company carried on business as……
Signed
Sworn at
Before me (please print name)

Signed Advocate/Commissioner for oaths
Dated
A- Summary of assets
Assets specifically pledged: Book value (TZS.) | Estimated to realize(TZS.)
Assets not specifically pledged: Book value (TZS.) | Estimated to realize(TZS.)
Estimated total assets available for preferential creditors: Book value (TZS.) | Estimated to realize(TZS.)
Signed……... Date……..
A: Summary of Liabilities
Estimated total assets available for preferential creditors Liabilities Preferential creditors: - Estimated to realise (TZS.)

Estimated sufficiency/surplus as regards preferential creditors
Non preferential claims: -

Estimated sufficiency/surplus as regards preferential creditors:

Issued and called -up capital:

Estimated total deficiency/surplus as regards members

Signed …….
Date…….

Signed……..
Date……..

B: Company Creditors

	Name of Creditor or claimant	Address
1		
2		
3		
4		
5		
6		
7		
8		
9		

Signed ……...
Date……

Company Creditors

	Amount of debts(TZS.)	Details of any security held	Date security given	Value of security
1				
2				
3				
4				
5				
6				
7				

FORM 438

THE UNITED REPUBLIC OF TANZANIA

BUSINESS REGISTRATIONS AND LICENSING AGENCY

RETURN AND DECLARATION DELIVERED FOR REGISTRATION BY A FOREIGN COMPANY

To the Registrar of Companies

Company Number

Company Name
(Full Name)

Incorporated in

A certified copy of the * constituting or defining the constitution of the above named company [and, that instrument not being written in English, a certified translation of it] is delivered with this notice for registration *(*insert "Charter", "Statutes", "Memorandum and Articles of Association" or other instrument as the case may be)*
Particulars of the persons who are directors of the Company at the date of this return:
Name
Previous name(s)
Address
Nationality
Business occupation or particulars of other directorship
Directors (continued) (use additional copies of this if necessary)
Name
Previous name(s)
Address
Nationality
Business occupation or particulars of other directorship
Particulars of the secretary or secretaries of the company as the date of this return:
Name
Previous name(s)
Address
Nationality
Business occupation or particulars of other directorship
List of one or more persons resident in Tanzania authorized to accept to accept on behalf of the company service of any process and any notice required to be served on the Company

Name	Address

List of one or more persons resident in Tanzania authorized to represent the company as its permanent representative(s)

Name	Address	Authorized to act alone or jointly

Statement of subsisting Charge created by the Company (not being charges comprising solely property situate outside Tanzania)

Date and Description of the instrument creating or evidencing the charge	Amount secured by the charge	Short particulars of the property charged	Names and addresses of the persons entitled to the charge	Particulars as to commission, allowance or discount (note 1)

1. In this section there should be inserted the amount or rate per cent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of his (a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or (b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return. The rate of interest payable under the terms of the debentures should not be entered.

Statutory Declaration

I (full name) ……. a [director] [secretary] (delete as necessary) of the Company named above do solemnly declare that:

1.The Company established the above-mentioned place of business in Tanzania on ……(date)

2.The business that is to be carried on by the Company is ……

3. The business shall be conducted under the name …… *(to be inserted where the trading name differs from the company's registered name)*

And I make this solemn declaration conscientiously believing the same to be true.
Declarant's signature
Declared at
On
Before me
Print Name:
Signature
A commissioner for oaths or Notary Public
Date

Form 440a
THE UNITED REPUBLIC OF TANZANIA
BUSINESS REGISLATIONS AND LICENSING AGENCY
RETURN OF ALTERATION IN THE CHARTER, STATUTES, ETC, OF A FOREIGN COMPANY
To the Registrar of Companies
Company Number
Name of Company (Full Name)
Return of alteration in the…….*constituting or defining the constitution of the above named company
(*insert "Charter", "Statutes", "Memorandum and Articles of Association" or other instrument as the case may be)
Note:
A copy of the alteration or a copy of the new deed, if one has been executed and a translation of the alteration or deed if not in English must accompany this return. The actual documents enclosed should be listed below:
Signed……Date…… (Director/Secretary)

FOR OFFICIAL USE ONLY

FORM 440b

THE UNITED REPUBLIC OF TANZANIA

RETURN OF ALTERATION IN THE DIRECTORS OR SECRETARY OF A FOREIGN COMPANY

To the Registrar of Companies

Company Number

Company Name (in full)

notifies you that**:**

Specify the nature of the change and the effective date thereof. In cases where the change relates to the appointment of a new secretary or director(s), provide the full particulars accordingly.

Particulars of director/secretary *(to be completed only in respect of the newly appointed director or secretary)* Name Previous name (s) Address Nationality Business occupation or particulars of a directorship
Particulars of director/secretary Name Previous name (s) Address Nationality Business occupation or particulars of a directorship
Signed……Date…… [director/ secretary/person authorized]
FOR OFFICIAL USE ONLY.

FORM 440c
THE UNITED REPUBLIC OF TANZANIA BUSINESS REGISTRATIONS AND LICENSING AGENCY
RETURN OF ALTERATION IN THE NAME(S) OR ADDRESS(ES) OF PERSONS RESIDENT IN

TANZANIA AUTHORIZED TO ACCEPT SERVICE ON BEHALF OF A FOREIGN COMPANY OR TO ACT AS THE COMPANY'S REPRESENTATIVE.
To the Registrar of Companies
Company Number
Company Name (in full)
notifies you of the following alterations in the name(s) or address(es) of persons resident in Tanzania authorised to accept service on behalf of the Company or to represent the Company, or to the extent of their authority to represent the Company: *(Specify the nature of the change together with its effective date. Where the change involves the appointment of a new representative, full particulars of such representative must be provided)*

Signed……Date…… [director][secretary]person authorized]
FOR OFFICIAL USE ONLY.

FORM 440d
THE UNITED REPUBLIC OF TANZANIA BUSINESS REGISTRATIONS AND LICENSING AGENCY
RETURN OF ALTERATION IN THE ADDRESS OF REGISTERED OFFICE OF A FOREIGN COMPANY:
To the Registrar of Companies
Company Number
Company Name (in full)
Hereby gives notice of the following alterations in the address of the company's registered or principal office, or in its place of business in Tanzania;
New address of a registered or principal office
New business address in Tanzania
Signed……Date…… … [director][secretary]person authorized]
FOR OFFICIAL USE ONLY.

FORM 441a

THE UNITED REPUBLIC OF TANZANIA BUSINESS REGISTRATIONS AND LICENSING AGENCY

PARTICULARS OF MORTGAGE OR CHARGE: FOREIGN COMPANY

To the Registrar of Companies

Company Number

Names and addresses of the mortgages or persons entitled to the charge

Name of the Company (Full Name)

Date of creation of the charge

Description of the instrument (if any) creating or evidencing the charge (note 2)

Amount secured by the mortgage or charge

Names and addresses of the mortgagees or persons entitled to the charge

Short particulars of the property mortgaged or charged
Particulars as to commission allowance or discount (note 3)
Signed……Date…… On behalf of [company] [mortgagee / chargee] (delete as appropriate)
FOR OFFICIAL USE ONLY.
Notes:
1. A copy of the instrument creating the charge verified to be a correct copy either by the company or by the person who has delivered or sent the copy to the Registrar must be delivered to the Registrar of Companies within 60 days after the creation of the charge. The verification must be signed by or on behalf of the person giving the verification and where this is given by a body corporate it must be signed by an officer of that body.
2. A description of the instrument, e.g. "Trust Deed", "Debenture", "Mortgage" or "Legal Charge" etc, as the case may be, should be given. 3. In this section there should be inserted the amount or rate per cent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of his (a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or (b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return. The rate of interest payable under the terms of the debentures should not be entered
4. If any of the spaces in this form provide insufficient space, the particulars should be entered on a continuation sheet which should be attached and clearly marked with the company name and number.

FORM 441b
THE UNITED REPUBLIC OF TANZANIA BUSINESS REGISTRATIONS AND LICENSING AGENCY
PARTICULARS FOR THE REGISTRATION OF A CHARGE TO SECURE A SERIES OF DEBENTURE: FOREIGN COMPANY

To the Registrar of Companies
Company Number
Name of the Company (Full Name)
Date of the covering deed (if any) (note 2) ……
Total amount secured by the whole series…… …… …… ……
Date of present issue…… ……
Amount of present issue (if any) of debenture of the series…… …… …… ……
FOR OFFICIAL USE ONLY
General description of the property

Particulars as to commission. Allowance or discount (note 3)
Notes
1. Particulars should be given on this form of a series of debentures containing (or giving by reference to any other instrument) any charge to the benefit of which the debenture holders are entitled pari passu. This form is to be used for registration of particulars of the entire series, and may also be used when an issue of debentures is made at the same time as the series of debentures is created. All issues of debentures made after the registration of the series with the Registrar of Companies should be notified to the Registrar on Form 98b.
2. The date should be given of the covering deed (if any) by which the security is created or defined.
3. In this section there should be inserted the amount or rate per cent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of his (a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or (b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return. The rate of interest payable under the terms of the debentures should not be entered.
4. A copy, properly verified, of the deed (if any) containing the charge must be delivered with these particulars correctly completed to the Registrar within 60 days after its execution. If there is no such deed, one of the debentures must be delivered within 60 days after the execution of any debenture of the series.
5. If any of the spaces in this form provide insufficient space, the particulars should be entered on a continuation sheet which should be attached and clearly marked with the company name and number.

FORM 441c
THE UNITED REPUBLIC OF TANZANIA BUSINESS REGISTRATIONS AND LICENSING AGENCY
PARTICULARS OF AN ISSUE OF SECURED DEBENTURE IN A SERIES: FOREIGN COMPANY
To the Registrar of Companies

Company Number
Name of the Company (Full Name)
Date of present issue……
Amount of present issue……
Particulars as to commission, allowance or discount (note 2)
Signed…… Dated……... On behalf of [company] [mortgagee / chargee] (delete as appropriate)
Notes:
1. This form is for use when an issue is made of debentures in a series; for registration of particulars of the entire series, form 437 b should be used.
2. In this section there should be inserted the amount or rate per cent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of his (a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or (b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return. The rate of interest payable under the terms of the debentures should not be entered.
FOR OFFICIAL USE ONLY.

FORM 441d
THE UNITED REPUBLIC OF TANZANIA BUSINESS REGISTRATIONS AND LICENSING AGENCY
PARTICULARS OF A MORTGAGE OR CHARGE SUBJECT TO WHICH PROPERTY HAS BEEN ACQUIRED: FOREIGN COMPANY

To the Registrar of Companies
Company Number
Name of the Company (Full Name)
Date and description of the instrument (if any) creating or evidencing the mortgage or charge (note 1)
Amount secured by the mortgage or charge
Names and addresses of the mortgages or person entitled to the charge
Short Particulars of the property mortgaged or charged (continue overleaf as necessary)
FOR OFFICIAL USE ONLY
Short particulars of the property mortgaged or charged (continued)
Date of the acquisition of the property……

Signed……Date…… (Director / Secretary / Administrator / Administrative Receiver)
Notes:
1. A description of the instrument, e.g. "Trust Deed", "Debenture", etc, as the case may be, should be given.
2. A verified copy of the instrument, together with these prescribed particulars correctly completed must be delivered to the Registrar of Companies within 60 days after the date of the completion of the acquisition of the property which is subject to the charge. The copy must be verified to be a correct copy either by the company or by the person who has delivered or sent the copy to the Registrar. The verification must be signed by or on behalf of the person giving the verification and where this is given by a body corporate it must be signed by an officer of that body.

FORM 441e
THE UNITED REPUBLIC OF TANZANIA BUSINESS REGISTRATIONS AND LICENSING AGENCY
DECLARATION OF SATISFACTION IN FULL OR IN PART OF MORTGAGE OR CHARGE: FOREIGN COMPANY
To the Registrar of Companies
Company Number
Name of the Company (Full Name)
I *(full name)*…… of *(address)*……
[a director] [the secretary] [an authorised person] *(delete as necessary)* of the above company do solemnly and sincerely declare that the debt for which the charge described below was given has been paid or satisfied in [full] [part]

Date and description of charge
Date of registration
Name and address of charge/trustee for the debenture holders
particulars of the property charged
And I make this solemn declaration conscientiously believing the same to be true
Declarant's signature
Declared at
On
Before me (Please print name)

Signed Date:
A commissioner for oaths or Notary Public
FOR OFFICIAL USE ONLY

FORM 471
THE UNITED REPUBLIC OF TANZANIA BUSINESS REGISTRATIONS AND LICENSING AGENCY
FORM OF STATEMENT TO BE PUBLISHED BY CERTAIN COMPANIES
To The Registrar of Companies
Name of the Company (Full Name)
Date
The share capital of the Company is Tsh…… divided into ……. shares of Tsh…….... each
The number of shares issued is…….
Calls to the amount of……shilling per share have been made, under which the sum of ……shillings has been received.
The liabilities of the Company on the first day of [January]]July] were:
Debts owing to sundry persons on judgment TZS
On specialty TZS
On notes or bills TZS

On simple contracts TZS
On estimated liabilities TZS
The assets of the Company on that day were:
Securities (stating them)
Bills of exchange and promissory notes
Cash at Bank

’’.

Dodoma,
3rd March, 2026

JUDITH S. KAPINGA
Minister for Industries and Trade