APPLICATION FOR UTILIZATION OF VAT RELIEF GRANTED
UNDER THE THIRD SCHEDULE TO THE VALUE ADDED TAX ACT CAP 148
(EXCLUDING DIPLOMATS/DIPLOMATIC MISSIONS)

PART A: (To be completed by applicant)
The (name of the Organisation) ..........................................................under Ministry ..........................................................
is applying for VAT relief on supplies of goods/services as detailed below:

<table>
<thead>
<tr>
<th>Details of the goods/services</th>
<th>Value exclusive of VAT (in shs.)</th>
<th>VAT Amount</th>
<th>Supplier</th>
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<tbody>
<tr>
<td>Description</td>
<td>Quantity</td>
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NB:  "In case the space provided above is not sufficient please attach the list of additional items in the same format/ for motor vehicle give the following details for each vehicle or attach the detailed schedule of all vehicles applied for.

Make.................................................. Engine No.................................................. Chassis No..................................................

Type.................................................. Cubic Capacity.................................................. Tare weight..................................................

Year of Manufacture.................. Propulsion Petrol/Diesel/Other..................................................

The goods/services are going to be used by the (Name of the project) ..........................................................

Which is a project aided pursuant to the agreement/memorandum of understanding/GN between the

and the Government of the United Republic of Tanzania dated..................................................for (state the use of the
goods/services)..........................................................................................................................

...........................................................................................................................................................

We do certify that the above information/data are correct and that we are entitled to VAT relief under item ............ ...of the Third Schedule to the Value Added Tax Act, CAP 148. We undertake not to sell, transfer or dispose of in any way the said goods unless and until VAT is fully paid.

Date ................................ (Name of Authorized Officer)  Signature  Official Stamp
PART B: (To be completed by the Recipient Organisation/Ministry/Parastatal/Company).

This is to certify that (Name of project)........................................................................................................
is a technical assistance/Religious/charitable project which is under our Ministry/Organisation (name)..........................................................................................................................under the agreement between..........................................................................................................................and ..........................................................................................................................which was confirmed by the Treasury/Ministry as per the letter Ref. No..................................................................................................................................we do confirm that the above goods/services are project materials/services and we request that they be supplied free of VAT as per the stated item(s) of the 3rd Schedule to the Act.

.............................................. .............................................. .............................................. 
Date (Full name of endorsing Executive) Signature and stamp of Ministry/Permanent Secretary/Parastatal Organisation/Administrative Secretary/General Manager

PRECAUTION NOTE:
(i) This Authority is only valid when tendered in its original form.
(ii) Payment should be made strictly by recipient’s cheque(s).

FOR OFFICIAL USE

(a) Comments and Recommendation(s) by the Verification Officer:
...........................................................................................................................................................................................
...........................................................................................................................................................................................
...........................................................................................................................................................................................

.............................................. .............................................. 
Date Name and Signature of the Verification Officer

(b) Manager’s decision
Approval has been/not been granted for VAT relief to:.................................................................................................. ...........................................................................................................................................................................................
...........................................................................................................................................................................................
...........................................................................................................................................................................................

.............................................. .............................................. 
Date Signature and Stamp of the Manager

NOTE: This authority is valid for 30 days from the date of approval
Distribution: Original – Supplier of goods/services (To be retained for your record/ Verification by TRA)
Duplicate – Applicant
Triplicate – TRA Office
Quadriplcate–Recipient Organisation/Ministry/Parastatal (For Donor funded projects)