

THE TANZANIA REVENUE AUTHORITY
(To be submitted in Quadruplicate)

REF No. TRA/CE/E/2024/.....

To: Commissioner for Customs and Excise
P.O. Box 9053,
DAR ES SALAAM.

APPLICATION FOR UTILIZATION OF THE CUSTOMS DUTY AND EXCISE DUTY
REMISSION GRANTED TO PUBLIC OFFICIALS ON PURCHASE/IMPORTATION OF
MOTOR VEHICLES, MOTOR CYCLES, OR BICYCLES

PART A: (To be completed by the applicant)

I, (full names of applicant) an employee of the (name of Ministry/Department/Organization) do hereby apply for the stated remission on the locally purchased/imported motor vehicle/motor cycle/bicycle whose particulars are detailed below:

My TIN (Tax Identification Number) is

a. Personal particulars: -

- i. Title
- ii. Salary scale
- iii. Place of work

b. Previous exemption (if any): -

- i. Date of exemption
- ii. Reg. No. of the vehicle
- iii. Amount of exempted tax paid
- iv. Receipt No.

c. In the case of a motor vehicle or motor cycle: -

- i Registration no. (if any)
- ii Make
- iii Type.....
- iv Year of Manufacture.....
- v Engine No.....
- vi Chassis No.....
- vii Cubic capacity (C.C)
- viii Seating capacity.....
- ix Tare weight (net weight)
- x Gross weight.....
- xi Propulsion petrol/Diesel/Other.....
- xii CIF value/or local price.....

b. In the case of a bicycle: -

- i Make.....
- ii Frame No.....
- iii CIF value/local price.....

This is to certify that the above information/data is correct to the best of my knowledge. I undertake not to sell, transfer or dispose in any way the said vehicle/motor cycle/bicycle until after the expiration of four years from the date of the granting of this exemption, and after relevant duties have been paid on this vehicle.

Date.....

SIGNATURE

PART B: (To be completed by the employer)

This is to certify and confirm that Mr/Mrs/Miss.....
(the applicant) is employed by..... (the employer)
as a..... (title or position of applicant) and that
the applicant requires this vehicle/motor cycle/bicycle to enable him/her discharge
his/her official responsibilities efficiently. It is further certified that in terms of paragraph
twelve (12) of the Establishment Circular No.3 of 1986 the applicant qualifies for the
exemption and that the applicant is still in service with the Government of the United
Republic of Tanzania/Local Government Services/parastatal organization/agency of the
Government of the United Republic of Tanzania, and that currently is rendering
his/her service in/at, and that she/he is not studying inside
or outside the country. It is further confirmed that the
(name of the organization/agency of the Government in case of parastatal
organization/agency) is over fifty per centum (50%) subsidized by the Government of the
United Republic of Tanzania. It is therefore recommended that he/she be availed the
import duty and excise duty exemption on his/her motor vehicle/motor cycle/bicycle.

This certification and confirmation is made in full recognition of the civil and criminal
responsibilities which may pertain to undersigned and/or the employer should it be
discovered that the applicant does not qualify for the remission to be granted in terms of
the Circular quoted above.

Signature and Stamp.....
Name.....
Title.....

Date.....

FOR OFFICIAL USE ONLY

PART C: (To be completed by a proper officer)

I full names of the officer) do hereby declare that I am
satisfied/not satisfied that Mr/Mrs/Miss.....

is a specified person in terms of the provisions of GN 520 and 522 of 22nd September,
1995.

I therefore recommend/do not recommend that you approve exemption of the vehicle.

If not recommended/briefly states reasons.....

Date..... **Signature and Stamp of Proper Officer**

PART D: (Approval by the Commissioner for Customs and Excise)

Approved/Not Approved.

.....
Signature and stamp of the Commissioner for Customs and Excise

Date.....

TANZANIA REVENUE AUTHORITY
CUSTOMS AND EXCISE DEPARTMENT
TRADE FACILITATION UNIT

Dear Applicant,

Please read carefully the following instructions for filling in the application forms, kindly request/seek any clarification, in case of any difficulty.

1. Forms should be filled in quadruplicate by completing each form singly. Use of carbon paper or photocopying a filled out form is not accepted.
 - **PART A** is to be thoroughly completed and signed by applicant;
 - **PART B** is to be completed and signed by Employer. This part is to be signed by the Chief Executive of the organization in person, or an officer acting on his behalf, upon satisfaction of the genuineness and correctness of the application and attachments.
2. Four passport size photographs produced from one single negative should be affixed by glue on the top right hand side of each form.
3. Fill in your Tax Identification Number (TIN)
4. **Attachments**
Covering/introduction letter from the Employer;
 - a) Most current salary slip;
 - b) Appointment and/or latest promotion letter
 - c) Identity Card
 - d) In case of an importation attach the following documents: -
 - Bill of Lading
 - Invoice/receipt
 - Cancellation certificate and translation in case of a vehicle imported from Japan;
 - Export Certificate and translation in case of a vehicle imported from the United Arab Emirates;(please note that only BAKITA translations will be accepted)
 - Registration Card from abroad
 - e) In case of locally a purchased vehicle, please attach the following:
 - i) for Government loaned vehicle
 - Documents listed at 3(a) to 3(d)
 - Allocation Certificate from the President's Office
 - Valuation Report from the Ministry of Works
 - ii) for a vehicle purchased from bonded warehouse
 - Documents listed at 3(a) to 3(d)
 - Customs transfer documents to bonded warehouse
 - Receipt/tax invoice and proforma invoice
 - iii) for a vehicle purchased from individual, Embassy, Project etc.
 - Documents listed at 3(a) to 3 (d)
 - Sale agreement
 - Stamp duty receipt
 - Receipt/tax invoice
 - Registration Card

- Tender documents

- f) TRA receipt showing payment of taxes in case of an applicant who had been granted with a previous exemption of which a period of four years or more has expired. (Please note that this exemption is not granted to a public official in relation to a vehicle until after the expiration of four years from the date of the first or subsequent grant of the exemption and after the relevant duty in relation to such vehicle has been paid on its residual value).

Please check correctness of names, details and description of vehicle e.g. Engine number, Chassis number, engine cubic capacity (c.c.), CIF Value etc. before submitting your application.

Note that the Application form and attachments should be submitted to the Tanzania Revenue Authority Head office or Tanzania Revenue Authority Regional Manager's offices.

Thank you for your cooperation.