



**GUIDANCE NOTE ON SUBMISSION OF DOCUMENTS BY TIER 2
MICROFINANCE SERVICE PROVIDERS, 2026**

BANK OF TANZANIA

AUGUST 2026

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PART I PRELIMINARY PROVISIONS	
Introduction	1. The Guidance Note is issued to provide clarity and uniformity to applicants applying for license and licensed Tier 2 Microfinance Service Providers (MSPs) on the preparation and submission of license applications, approval requests, and notifications to the Bank of Tanzania. Further, the Guidance Note is intended to promote consistency, completeness, and regulatory compliance in all submissions made by license applicants and licensed MPSs. In addition, it provides standard templates and outlines the minimum information requirements, supporting documentation, and procedural steps necessary to facilitate efficient review and decision-making by the Bank.
Citation	2. This Guidance Note may be cited as the <i>Guidance Note on Submission of Documents by Tier 2 Microfinance Service Providers, 2026</i>.
Authorization	3. This Guidance Note is issued pursuant to the provisions of section 12 of the Microfinance Act, 2018 and its regulations, which empower the Bank of Tanzania to issue directives, guidelines, and circulars for the proper administration and supervision of MSPs.
Application	4. This Guidance Note shall apply to all license applicants and licensed Tier 2 Microfinance Service Providers.

Definitions	5. In this Guidance Note, unless the context otherwise requires: “Act” means the Microfinance Act and any amendments thereto. “Bank” means the Bank of Tanzania. “Board” means the Board of Directors of a Microfinance Service Provider. “Digital Hosting Environment” means an infrastructure and platform where digital content, applications, or services are store, managed, and delivered over the internet. “Licence” means a licence issued by the Bank authorising an entity to conduct microfinance business. “Microfinance Service Provider (MSP)” means an institution licensed under the Act to conduct microfinance business. “Notification” means a formal written communication submitted to the Bank informing of an event, change, or decision requiring regulatory awareness or acknowledgment. “Request” means a formal application seeking approval or no-objection from the Bank on a particular subject matter.
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Objective	6. This Guidance Note is intended to enhance understanding of and support compliance with existing legal and regulatory requirements. It does not amend, replace, or supersede any law or regulation and shall be read together with the Microfinance Act, 2018, the Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations, and all other applicable laws and regulations. Specifically, the Guidance Note aims to: (a) Standardize the format and content of licence applications, approval requests, and notifications submitted by Applicants and Tier 2 Microfinance Service Providers; (b) Enhance regulatory compliance and transparency in all submissions made to the Bank; (c) Reduce delays arising from incomplete, inaccurate, or inconsistent submissions: and (d) Facilitate effective supervision and regulatory oversight by the Bank.
PART 2 LICENSING	
License Application	7. An applicant applying for a microfinance business licence under Tier 2 Microfinance Service Providers, shall submit to the Bank documents listed under first and second schedules of <i>the Microfinance (Non-Deposit Taking Microfinance Service Providers), Regulations</i>. Detailed guidance on the documentation requirements is provided in Form No. 1 of this Guidance Note.

Change of Chief Executive Officer / Board member	8. A request for approval for a change of Chief Executive Officer or Board Member shall be submitted in the format prescribed under Form No. 2 of this Guidance Note and in accordance with the Third Schedule of the <i>Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations</i> .
Approval to open / Relocation of branch	9. A request for approval to open or relocate a branch shall be made under Regulation 9(2) of the <i>Microfinance (Non-Deposit Taking Microfinance Service Providers), Regulations</i> , and shall be submitted using the prescribed format under Form No. 3 as provided in this Guidance Note.
Approval for Closure of Branch(es)	10. A request for approval to close Branch(es) shall be made Regulation 9(2) of the <i>Microfinance (Non-Deposit Taking Microfinance Service Providers), Regulations</i> , and shall be submitted in the prescribed format under Form No. 4 as provided in this Guidance Note.
Surrender of License	11. A notification to surrender a licence shall be made in accordance with Regulation 16 of the <i>Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations</i> and shall be submitted in the prescribed format under Form No. 5 as provided in this Guidance Note.
PART 3 MANAGEMENT OF MICROFINANCE SERVICE PROVIDERS	

Change of Ownership	12. A request for approval to change ownership Structure shall be in line with Regulation 23(1), (2) and (3) of the <i>Microfinance (Non-Deposit Taking Microfinance Service Providers), Regulations</i>, and shall be submitted in the prescribed format under Form No. 6 as provided in this Guidance Note.
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Approval for new or additional foreign debt	13. A request for approval to obtain new or additional foreign debt shall be submitted in the prescribed format under Form No. 7 as stipulated in this Guidance Note.
Approval for change of business name	14. A request for approval to change the business name of the licensed Non-deposit Taking Microfinance Service Providers shall be submitted in a prescribed format as provided under Form No. 8 as stipulated in this Guidance Note.
Approval to employ a non-Tanzanian citizen	15. A request for approval to employ a non-Tanzanian citizen shall be made in line with the requirements of Regulation 24 of <i>the Microfinance (Non-deposit Taking Microfinance Service providers), Regulations, and</i> shall be submitted in the prescribed format under Form No. 9 as provided in this Guidance Note.
Extension of a non-Tanzanian citizen's employment tenure	16. A request for extension of employment tenure for a non-Tanzanian citizen shall be made in line with the requirements of Regulation 24 of <i>the Microfinance (Non-deposit Taking Microfinance Service providers), Regulations, and</i> shall be submitted in the prescribed format under Form No. 10 as provided in this Guidance Note.
Notice of Change of Contact Person	17. A notice of change of contact person shall be made in accordance with the Second Schedule of the <i>Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations</i> , and shall be submitted in the prescribed format under Form No. 11 as provided in this Guidance Note.

Notice of exit, termination or cessation of Chief Executive Officer	18. A notice of the exit of the Chief Executive Officer shall be submitted in the prescribed format under Form No. 12 as provided in this Guidance Note.
PART 4 LENDING OPERATIONS	
Changes in lending policy	19. A request for approval of changes in the lending policy shall be made under Regulation 37 (2) of <i>the Microfinance (Non-deposit Taking Microfinance Service providers), Regulations</i> , and shall be submitted in the prescribed format under Form No. 13 as provided in this Guidance Note.
Changes in loan application form and loan agreement	20. A request for approval of changes to the loan application form and loan agreement shall be made under Regulation 38 and 39 of <i>the Microfinance (Non-deposit Taking Microfinance Service providers), Regulations</i> , and shall be submitted in a prescribed format under Form No. 14 as provided in this Guidance Note.
PART 5 SUPERVISION	
Closure of digital lending platform	21. A request for closure of a digital lending platform shall be submitted in the prescribed format as provided under Form No. 15 of this Guidance Note.
Deletion of submitted returns	22. A request for deletion of submitted returns shall be submitted in the prescribed format set out in Form No. 16 of this Guidance Note.

PART 6 GENERAL PROVISIONS	
Compliance Requirements	23. (1) Every Microfinance Service Provider shall comply with the requirements set out in these Guidance Note when submitting license application, approval request, and notification to the Bank.
	(2) All submissions shall be made in writing, duly signed by an authorized officer, and accompanied by all required supporting documents as specified in this Guidance Note.
	(3) The Bank may require additional information or documentation where necessary for the proper assessment of any submission made under this Guidance Note.

ANNEXTURE

Form No. 1: License Application

Name of Applicant (Institution):

Date of Submission:

Please indicate **YES** for items that are attached, **NO** for items that are not attached, and **N/A** for items that are not applicable to your application.

1. All Tier 2 License applications for Microfinance Service Providers can either be submitted to the Bank of Tanzania Head Office (Dodoma) or any of the Bank branches located at Mwanza, Dodoma, Mbeya, Mtwara, and Arusha, and Sub-Head Offices located at Dar es Salaam and Zanzibar.

NOTE: Bank of Tanzania will only receive and process application with all required documents as itemized here under.

List of Documents required for Tier 2 license application

S/n	Name of Document	Submitted (Yes/No)
	A. To all applicants	
1.	Letter of application in the format prescribed under the First Schedule of the <i>Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations, 2026</i> .	
2.	Proof of payment of non-refundable application fee (Copy of SWIFT Message from the bank which transferred the fee), made to the following account; Account No: 9944713001 Account Name: MFCs & FICOs Applicant Fees Remittance Information: Application fee for (Put Name of Applicant)	
3.	Proof of availability of capital (Copy of the latest Audited balance sheet, income statement, and cash flow for existing microfinance service providers or a bank account statement indicating a balance of at least TZS 20,000,000 issued not later than three months for a new microfinance service provider).	
4.	The lending policy layout should comply with Regulation 37, as follows:	
	(a) lending procedures and required documents;	
	(b) eligibility requirements for a loan;	
	(c) types of loans and acceptable collateral;	
	(d) loan limits including maximum loan limit per borrower and per product;	
	(e) loan terms and conditions such as interest rates, fees and charges, and frequency of payments; (The interest rate is to be computed based on the reducing balance method). Also, consider compliance with the <i>Guidelines on Fees and Charges for Microfinance Service Providers, 2024</i>)	
	(f) loan approval process;	
	(g) loan limits as compared to collateral value;	
	(h) determination of the borrower's ability to repay the loan;	
	(i) terms and conditions for loans to officers and employees of microfinance service provider;	
	(j) loan guarantee requirements;	
	(k) monitoring and evaluation of credit quality;	
	(l) the grace period, if applicable;	
	(m) loan recovery and follow-up procedures;	
	(n) the criteria and procedure for restructuring loans;	
	(o) loan processing time upon submission of a complete loan application; and	
	(p) the criteria and procedure for approval and authorization required for writing off bad loans.	
5.	Loan Application Form to comply with Regulation 38, as follows:	
	(a) full name;	
	(b) date of birth or date of registration;	
	(c) place of residence or place of business;	
	(d) occupation or type of business;	
	(e) the loan purpose;	
	(f) economic sector;	
	(g) the loan amount requested;	
	(h) the collateral offered;	
	(i) marital status;	
	(j) number of dependents;	

S/n	Name of Document	Submitted (Yes/No)
	(k) place of employment;	
	(l) current income;	
	(m) expenses and assets; and	
	(n) other loans outstanding.	
	Loan application form shall contain a requirement that the applicant shall provide consent and declaration that his credit information may be shared in accordance with the requirements of the Act and these regulations, as stipulated under regulation 38(2).	
6.	Sample loan agreement to comply with regulation 39(2), as follows:	
	(a) loan amount;	
	(b) nominal or stated annual interest rate;	
	(c) all other fees charged; (ensure compliance with your Lending Policy and <i>Guidelines on Fees and Charges for Microfinance Service Providers, 2024</i>)	
	(d) effective annual interest rate that includes all fees charged;	
	(e) loan repayment schedule that includes the number of instalments, total amount of each instalment indicating principal, interest and fees components separately, and due date of each payment;	
	(f) sum of all payments until the loan is fully paid;	
	(g) interest rate computation method;	
	(h) late payment penalty;	
	(i) debt recovery fee, charges or expenses;	
	(j) notice of security interest for collateral used to secure the loan; and	
	(k) signatures of both the borrower and the microfinance service provider.	
7.	A declaration that funds to be invested have not been obtained criminally or associated with any criminal activity. (It must be attested by Commissioners for Oaths).	
8.	Proof of the citizenship of every subscriber and every proposed Director and Chief Executive Officer including curriculum vitae, two recent passport-size photographs, and either a certified copy of: (i) Page of passport which contains personal information; or (ii) National ID; or (iii) Birth certificate.	
9.	Duly filled Questionnaire for Owner, or Directors and Chief Executive Officer contained under the Fourth Schedule to the regulations.	
10.	Details of the Contact Person including Name, Postal Address, Telephone Number and E-Mail Address. (This should be the owner or shareholder or director of the company)	
	B. To an entity	
	In addition to documents listed in item A above, an entity shall submit the following:	
1.	Certified copy of the Certificate of Incorporation.	
2.	Register of Companies detailed information (Brela Search)	
3.	Board Resolution authorizing application for License.	
4.	List of subscribers or members of the Board and Chief Executive Officer.	
5.	Credit reference reports for every significant subscriber or member of the Board and Chief Executive Officer.	
6.	In addition to the documents listed above, foreign-owned entities shall submit the following:	
	(a) Home Country Regulator approval;	

S/n	Name of Document	Submitted (Yes/No)
	(b) A training plan indicating specific time frames for imparting microfinance skills and expertise to Tanzanian staff; and	
	(c) A succession plan and strategies on mode, time and contents of the extent to which Tanzanian staff shall occupy senior management positions in the Institution.	
	C: To individual moneylenders	
	In addition to documents listed in item A above, individual money lenders shall submit the following:	
1.	Certified copy of the certificate of business name registration.	
2.	Credit report of the Owner, CEO from Credit Reference Bureaux	

Declaration of the Applicant

I,, hereby declare that all required documents have been attached as indicated above for Tier 2 license application, and I understand that the application with incomplete documents will not be received by the Bank of Tanzania.

.....

Signature of Applicant or Authorized Officer

.....

Date

Form No. 2: Change of Chief Executive Officer / Board member

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
Dar es Salaam,
TANZANIA.

RE: REQUEST FOR APPROVAL TO CHANGE CHIEF EXECUTIVE OFFICER /
BOARD MEMBER

I/We, the undersigned, hereby seek the Bank's approval for the appointment of a Chief Executive Officer/ Board member in line with regulation 11 (1) of the *Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations*.

1. Details of Outgoing Chief Executive Officer / Board member

- (i) Full Name:
- (ii) Effective Date of Cessation/Resignation/Termination.....
- (iii) Reason for Cessation/Resignation/Termination:

2. Details of Proposed Chief Executive Officer / Board member

- (i) Full name:
- (ii) Effective Date of Appointment:
- (iii) Phone number:
- (iv) Email:

3. Hereunder attached documents:

- (i) Duly filled and signed Questionnaire
- (ii) Curriculum Vitae
- (iii) Credit Reference Reports
- (iv) Two Certified Passport Size Photographs
- (v) Reference letters from two unrelated individuals vouching for good moral character
- (vi) Board Resolution authorizing appointment of the new CEO / Board member

- (vii) Proof of Citizenship (either a certified copy of National ID, OR Birth Certificate, or front page of Passport which contains personal information)

I/We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this request.

Yours faithfully,

..... (*Signature of Authorised person*)

..... (*Name*)

..... (*Designation*)

Form No. 3: Branch Opening / Relocation

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
Dar es Salaam,
TANZANIA.

RE: REQUEST FOR APPROVAL TO OPEN / RELOCATION OF BRANCH(ES)

I/We, the undersigned hereby request for approval to open / relocate the following branch(es) in line with Regulation 9(2) of the *Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations, 2026*.

1. Proposed New Branch(es) Details

S/N	Branch Name	Region	District	Ward	Plot No/ Building name/ Street
1.					

2. Branch(es) estimated establishment total cost is TZS

3. Details of Relocated Branch(es)

S/N	Office/Branch Name	Current Physical address	Relocated Physical Address			
			Region	District	Ward	Plot No/ Building name/ Street

4. Branch(es) estimated Relocation total cost is TZS

5. Hereunder attached a board resolution approving the establishment /
Relocation of the branch(es).

I/We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this request.

Yours faithfully,

..... (*Signature of Authorised person*)

..... (*Name*)

..... (*Designation*)

Form No. 4: Approval for Closure of Branches

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
Dar es Salaam,
TANZANIA.

RE: REQUEST FOR APPROVAL TO CLOSE BRANCH(ES)

I/We, the undersigned hereby notify the Bank of Tanzania our intention to permanently/temporarily close our branch(es).

1. Details of the Branch(es)

S/N	Branch Name	Physical Address			
		Region	District	Ward	Plot No/ Building name/ Street

2. Reason(s) for Closure of the Branch(es):

.....
.....

4. Hereunder attached:

- (i) Board Resolution authorizing closure of the branch(es)

I/We hereby declare that the information provided in this approval request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this request.

Yours faithfully,

..... (Signature of Authorised person)

..... (Name)

..... (Designation)

Form No. 5: Surrender of License

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
Dar es Salaam,
TANZANIA

RE: SURRENDER OF LICENSE

I/We, the undersigned, hereby notify the Bank of Tanzania of our intention to surrender our Microfinance business licence in line with regulation 16 (1) of the *Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations, 2026*.

1. Particulars

(i) Licence Number:

(ii) Physical Address:

(iii) Effective Date of Cessation

2. Hereunder Attached:

(i) The original microfinance business licence.

(ii) Board resolution approving the surrender of license.

(iii) Evidence that all collaterals are returned to customers and liabilities are settled

I/We hereby declare that the information provided in this notification is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this notification.

Yours faithfully,

..... (Signature of Authorised person)

..... (Name)

..... (Designation)

Form No. 6: Change of Ownership

Institution:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2303,
Dar es Salaam
TANZANIA

RE: REQUEST FOR APPROVAL TO CHANGE OWNERSHIP OF OUR
INSTITUTION

I/We, the undersigned, hereby request approval from the Bank of Tanzania to change of ownership of our institution in line with regulation 23(1) of the *Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations*.

1. Details of Ownership Change

(i) Nature of Change:(*share transfer, change of face value of shares, change of authorized share capital, issuance of new shares*)

(ii) Proposed Effective Date of Change:

2. Particulars of the outgoing Shareholder(s) (If any)

S/n	Name of Shareholder	Nationality	Number of Shares owned	Face value of shares	Shareholding (%)
1.					

3. Particulars of the new Proposed Shareholder(s)

S/n	Name of Shareholder	Nationality	Number of Shares acquired	Share Purchase Price	Shareholding (%)
1.					

4. New Proposed shareholding structure

S/n	Name of Shareholder	Nationality	Number of Shares	Face value of shares	Shareholding (%)
1.					
2.					

5. Hereunder attached:

- (i) Board resolution authorizing change of ownership
- (ii) Proof of registration of Ultimate Beneficiary Owner(s) from BRELA
- (iii) Declaration of source of capital and that the funds have not been obtained criminally or associated with any criminal activity
- (iv) Proof of source of capital for foreign owners or shareholders, (If any)
- (v) Declaration of source of capital shall be as prescribed in the Third Schedule.
- (vi) Proof of citizenship; certified copy of passport, or National ID and two recent passport size photographs.
- (vii) Duly filled Questionnaire as provided in the Fourth Schedule.
- (viii) Latest Credit Reference Reports

We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this request

Yours faithfully,

..... (Signature of Authorised person)

..... (Name)

..... (Designation)

Form No. 7: Approval for New or Additional Foreign Debt

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2303,
Dar es Salaam,
TANZANIA.

RE: REQUEST FOR APPROVAL OF NEW/ADDITIONAL FOREIGN DEBT

I/We, the undersigned, hereby request approval for new/additional foreign debt in line with regulation of *the 48(6) of the Microfinance (Non-Deposit Taking Microfinance Service Providers) Regulations, 2026.*

1. Details of the Proposed Foreign Debt

(i) Total Amount:

(ii) Loan disbursements date:

(iii) Tenure:

(iv) Interest of loan:

(v) Foreign Debt Registration number:

2. Hereunder attached:

(i) Board resolution authorizing foreign debt

(ii) Proof of foreign debt registration from the Bank of Tanzania

We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this request.

Yours faithfully,

..... (Signature of Authorised person)

..... (Name)

..... (Designation)

Form No. 8: Approval for change of business name

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
Dar es Salaam,
TANZANIA.

RE: APPROVAL FOR CHANGE OF BUSINESS NAME

I/We, the undersigned, hereby request approval from the Bank of Tanzania to change business name.

1. Details of proposed business name

(i) Proposed name

(ii) Reason for change

2. Hereunder attached:

(i) Extract of the board resolution approving the change of name

I/We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this request.

Yours faithfully,

..... (Signature of Authorised person)

..... (Name)

..... (Designation)

Form No. 9: Approval to Employ a Non-Tanzanian Citizen

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
DAR ES SALAAM,
TANZANIA.

RE: REQUEST FOR APPROVAL TO EMPLOY A NON-TANZANIAN CITIZEN

I/We, the undersigned, hereby request approval to employ a Non-Tanzanian Citizen in our institution.

1. Employee details

- (i) Full name.....
- (ii) Nationality.....
- (iii) Date of birth.....
- (iv) Passport number..... Expiry
date.....
- (v) Current country of residence.....
- (vi) If already in Tanzania, provide immigration or permit
status.....

2. Position

- (i) Designation.....
- (ii) Department.....
- (iii) Expected start date.....

3. Justification for hiring a non-Tanzanian staff

.....
.....

4. Hereunder attached:

- (i) Detailed Curriculum Vitae
- (ii) Certified copy of passport
- (iii) Two certified recent passport-sized photographs
- (iv) Copies of Academic and professional certificates

- (v) Succession plan (including trainings provided to Tanzanian staff, identified successor and timeline for succession plan)
- (vi) Draft employment contract

I/We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. I/We undertake to comply with any conditions or directives that the Bank may issue in relation to this request.

Yours faithfully,

..... (*Signature of Authorised person*)

..... (*Name*)

..... (*Designation*)

Form No. 10: Extension of a non-Tanzanian citizen employment tenure

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
16 Jakaya Kikwete Road,
P.O. Box 2303,
DAR ES SALAAM,
TANZANIA.

RE: REQUEST FOR EXTENSION OF A NON-TANZANIAN EMPLOYMENT

TENURE

I/we, the undersigned, hereby request approval for extension of tenure of employment for a non-Tanzanian citizen who is working in our institution.

1. Employee details

- (i) Full name
- (ii) Nationality
- (iii) Date of birth
- (iv) Passport number Expiry date
- (v) Current country of residence

2. Current employment information

- (i) Designation
- (ii) Department
- (iii) Date of initial employment
- (iv) Previous BOT approval reference No.:
Dated
- (v) Current contract expiry date

3. Employment Extension Terms

- (i) Contract duration
- (ii) Type of employment (*full-time*, *fixed-term*, *consultancy*)
- (iii) Work station/location

4. Justification for extension

.....

5. Expected start date:

6. Hereunder attached

- (i) Detailed Curriculum Vitae
- (ii) Certified copy of passport and/or National ID
- (iii) Two recent passport-sized photographs
- (iv) Academic and professional certificates
- (v) Succession plan (including trainings provided to Tanzanian staff, identified successor and timeline for succession plan)
- (vi) Draft renewed employment contract
- (vii) Current work and residence permits

I/We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. I/We undertake to comply with any conditions or directives that the Bank may issue in relation to this information.

Yours faithfully,

..... (*Signature of Authorised person*)

..... (*Name*)

..... (*Designation*)

Form No. 11: Notice of Change of Contact Person Details

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
DODOMA,
TANZANIA.

RE: NOTIFICATION OF CHANGE OF CONTACT PERSON DETAILS

I/we, the undersigned, hereby notify the Bank of Tanzania of a change in contact person details as indicated hereunder:

1. The current/exiting contact person's details

- (i) Full Name.....
- (ii) Designation
- (iii) P.O. Box.....
- (iv) Phone Number(s).....
- (v) E-mail Address.....

2. Reason for Change:

3. The new contact person's details

- (i) Full Name.....
- (ii) Designation
- (iii) P.O. Box.....
- (iv) Phone Number(s).....
- (v) E-mail Address.....

I/We hereby declare that the information provided in this notification is true, complete, and accurate to the best of our knowledge. I/We undertake to comply with any conditions or directives that the Bank may issue in relation to this information.

Yours faithfully,

..... (Signature of Authorised person)

..... (Name)

..... (Designation)

Form No. 12: Notice of exit of Chief Executive Officer

Institution/Individual money lender Name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2303,
DODOMA,
TANZANIA.

RE: NOTIFICATION OF EXIT OF CHIEF EXECUTIVE OFFICER

I/We, the undersigned, hereby notify the Bank of the exit of Chief Executive Officer

1. Details of the exiting Chief Executive Officer

(i) Full Name:.....

(ii) Effective exit date:

(iii) Phone:.....

(iv) Email:

2. Reason for exit

3. Hereunder attached:

- a. Board resolution approving the exit
- b. Resignation letter or Termination letter

We hereby declare that the information provided in this notification is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this information.

Yours faithfully,

..... (Signature of Authorised person)

..... (Name)

..... (Designation/Title)

Form No. 13: Changes in lending policy

Institution/Individual money lender name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
DAR ES SALAAM,
TANZANIA.

RE: REQUEST FOR CHANGE IN LENDING POLICY

I/We, the undersigned, hereby submit a request for approval from the Bank of Tanzania on changes made in lending policy.

1. Reason for policy change:

2. Details of revised lending policy

S/N	Section changed	Summary of change	Page no.
1	Loan product type		
2	Loan limit		
3	Interest rate		
4	Fees and charges		
5	Others (Indicate If any)		

3. Hereunder attached:

- (i) Board resolution approving the changes
- (ii) Revised lending policy

We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this information.

Yours faithfully,

..... (*Signature of Authorised person*)

..... (*Name*)

..... (*Designation/Title*)

Form No. 14: Change in loan application form and loan agreement

Institution/Individual money lender Name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
DAR ES SALAAM,
TANZANIA.

RE: REQUEST FOR APPROVAL TO CHANGE LOAN APPLICATION FORM
AND/OR LOAN AGREEMENT

I/We, the undersigned, hereby submit a request for the Bank's approval to change our loan application form and /or loan agreement.

1. Reason for change:

2. Details of the revised loan application for and/or loan agreement

S/N	Section changed	Summary of change	Page no.
1	Borrower information		
2	Interest rate		
3	Fees and charges		
4	Penalty		
5	Others (Specify)		

3. Hereunder attached:

- Board resolution approving the changes
- Revised sample loan application form and/or loan agreement

We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this information.

Yours faithfully,

..... (*Signature of Authorised person*)

..... (*Name*)

..... (*Designation/Title*)

Form No. 15: Closure of digital lending platform

Institution/Individual money lender Name:

P.O. Box:

Phone:

Email:

Date:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
DAR ES SALAAM,
TANZANIA.

RE: NOTIFICATION OF CLOSURE OF DIGITAL LENDING PLATFORM

I/We, the undersigned, hereby notify the Bank of Tanzania our intention to *[permanently/temporarily]* close our approved digital lending platform and kindly submit this request for regulatory consideration.

1. Particulars of the Digital Lending Platform

- (i) Platform Name/USSD Code/website:
- (ii) Digital hosting environment(s):*[e.g. Google Play Store, Apple App Store, website, USSD]*

2. Effective Date of Closure

- (i) Effective Date of Closure:
- (ii) Expected Duration (if temporary):

3. Reasons for Closure

4. Hereunder attached

- (i) Details of outstanding loans (if any).
- (ii) Proof of notification of closure to customers.
- (iii) Action plan or arrangements for collection of outstanding loans after the closure of the platform.

I/We hereby declare that the information provided in this notification is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this information.

Yours faithfully,

..... *(Signature of Authorised person)*

..... *(Name)*

..... *(Designation)*

Form No. 16: Deletion of incorrectly submitted returns

Institution/Individual money lender Name:

P.O. Box:

Date:

Phone:

Email:

The Governor,
Bank of Tanzania,
P.O. Box 2939,
DAR ES SALAAM,
TANZANIA.

RE: REQUEST FOR DELETION OF SUBMITTED REGULATORY RETURNS

I/We, the undersigned, hereby submit a request for deletion of submitted regulatory returns.

1. Details of Submitted Returns for deletion

(i) Reporting Period(s):[e.g., Quarter ended 31 December 2025]

(ii) Date of Submission:

2. Reason for deletion of return.

.....

I/We hereby declare that the information provided in this request is true, complete, and accurate to the best of our knowledge. We undertake to comply with any conditions or directives that the Bank may issue in relation to this request.

Yours faithfully,

..... (Signature of Authorised person)

..... (Name)

..... (Designation)