GUGAMI & ASSOCIATES

ADVOCATES · LEGAL CONSULTANTS

PRACTICAL CHECKLIST · TANZANIA

Company registration in Tanzania

Document and preparation checklist

> A practical preparation list for a Tanzanian company registration. The exact forms and supporting documents depend on the company type and current BRELA requirements.

Ownership and structure

- ☐ Proposed company name, with an alternative
- ☐ Shareholders and proposed shareholding percentages
- ☐ Directors and their identification details
- ☐ Company secretary or secretarial arrangement, if applicable
- ☐ Registered office address in Tanzania

Constitutional and filing documents

- ☐ Memorandum and articles or the applicable constitutional documents
- ☐ Initial board and shareholder resolutions
- ☐ Signed consents and identification for directors and shareholders
- ☐ Share capital details and subscription information
- ☐ Any required statutory declarations or forms

After incorporation

- ☐ Taxpayer identification and tax registration
- ☐ Business licence and sector approvals
- ☐ Payroll, VAT and other tax registrations, if applicable
- ☐ Compliance calendar for annual returns and statutory notices
- ☐ Corporate register and minute book

NEXT STEP

If you would like the firm to apply this checklist to your matter, contact Gugami & Associates at www.gugami.co.tz or +255 684 220 531. A short conversation can confirm what is actually required.

GENERAL INFORMATION ONLY · NOT LEGAL ADVICE

This checklist is general information, not legal or tax advice. Confirm the current BRELA, TRA and sector requirements for your specific company.