

**THE UNITED REPUBLIC OF TANZANIA**

**PRIME MINISTER'S OFFICE**

**LABOUR, YOUTH, EMPLOYMENT AND PERSONS WITH DISABILITY**



**LABOUR DEPARTMENT**

**UPDATED LIST OF REQUIRED DOCUMENTS IN SUBMITTING  
APPLICATIONS FOR WORK PERMIT**

<b>SN.</b>	<b>REQUIRED DOCUMENT</b>	<b>WORK PERMIT CLASS</b>
1.	Justification Letter	<i>All Classes</i>
2.	Online Application Form (TFN 901)	<i>All Classes</i>
3.	Two (2) recent passport size photographs with blue back ground	<i>All Classes</i>
4.	Copy of a Valid Passport (Validity should not be below six month before expiry)	<i>All Classes</i>
5.	Scanned copies of original Academic/Professional certificates.	<i>B, C, D and E</i>
6.	Scanned copies of original assessment letters issued by TCU or NACTE	<i>B, C, D and E</i>
7.	Translated documents and scanned copies of certificates before translation.	<i>B, C, D and E</i>
8.	Detailed Curriculum Vitae/ Resume	<i>B, C, D and E</i>
9.	Current Proof of Shares from BRELA Online Search System or Extract from Register	<i>Class A</i>
10.	Proof of transfer or sell of shares (Where applicable). This includes Tax Clearance Certificate to that effect.	<i>Class A</i>
11.	Return on Employment of Non-Citizens (TFN 903)	<i>All Classes</i>
12.	Employment/Engagement Contract	<i>B, C, D and E</i>

12.	Detailed Job Description	<i>B, C, D and E</i>
13.	Sectoral Approvals/Permits/Registrations (where applicable) i.e. TMDA, TBS, ERB, NBAA, TCAA, CRB, LATRA, TASAC, Ministry of Education, Science and Technology, Mining Commission etc.	<i>All Classes</i>
14.	Certificate of Charitable Organization or any related document	<i>Class D</i>
15.	Original Previous Work Permit (For renewals and change of Work Permit Class)	<i>All Classes</i>
16.	Succession Plan (For renewal)	<i>B, C, D and E</i>
17.	Industrial/Business/Operating Licence	<i>All Classes</i>
18.	TIC/EPZA Certificate (Where Applicable)	<i>A, B, C and E</i>
19.	Proof of payment of prescribed fee for Work Permit (Original Pay in Bank Slip)	<i>All Classes</i>
20.	Lease Agreement/Certificate of Occupancy/Title Deed	<i>Class A</i>
22.	Proof of registration with NSSF and WCF and current contribution records	<i>All Classes</i>
23.	Certificate of Tax Identification Number (TIN)	<i>All Classes</i>
24.	Certificate of Value Added Tax	<i>All Classes</i>
25.	Current Tax Clearance Certificate	<i>All Classes</i>
26.	Certificate of Incorporation/Certificate of Compliance / Registration of Companies, NGOs, Religious Institutions, Universities, Schools and other Institutions	<i>All Classes</i>
27.	Memorandum and Articles of Association or Constitution of the Organization.	<i>All Classes</i>
28.	Recommendation letter from relevant Government Authority for Companies, Non-Governmental Organizations (NGOs) or Institutions executing Government Projects/Programmes	<i>Class B, C and E</i>
29.	Introduction letter authorizing employee of the Organization to apply and make a follow up of Work Permit application and copy of such employee's Work Identity Card.	<i>All Classes</i>

**IMPORTANT REMINDER:**

1. Applicants for Work Permits Class A are supposed to be Shareholders in the Company or Owners of Business Names.
2. Before proceeding to file Application for renewal of Work Permits with finality condition (Final Grant), Applicants are required to appeal for waiver of such condition to the Minister responsible for Labour and Employment matters.
3. Variations of names of the Applicant in documents submitted for Work Permit Application need to be supported by an Affidavit to prove that the names connote one and the same person.
4. All documents which are not original must be certified by Commissioner for Oaths.
5. Fee paid for Work Permit are valid within Government Financial Year unless delay in scrutinizing such application is occasioned by the Government.
6. Applications for Work Permit may be submitted to the Labour Commissioner by Authorized persons or through courier services.