



# WAREHOUSE RECEIPTS REGULATORY BOARD

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## APPLICATION FORM: WAREHOUSE OPERATOR LICENSE

(Made under Regulation 15(2) of Warehouse Receipt Regulations 2016)

1. FULL BUSINESS NAME OF THE APPLICANT: _____ _____ _____	P.O.BOX.....	Phone.....
	STREET.....	Fax.....
	PLOT No.....	E-mail.....
	TOWN.....	Website.....

2. NATURE OF APPLICATIONS : NEW APPLICATION; <input type="checkbox"/>	RENEWAL; <input type="checkbox"/>	AMENDMENT <input type="checkbox"/>	SEASON: <input type="checkbox"/>
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3	REQUIRED OF REQUIRED OFFICIAL			
	REQUIREMENT	DESCRIPTION OF REQUIRED DOCUMENT(S)	Tick if attached or already submitted	FOR OFFICIAL USE ONLY
3.1	Registrations Documents	Public Notary Certified Certificate of Incorporations or Registrations and Memorandum and Articles of Associations		
		Board of Director's Resolution of Applicant to do this business and Its Commitment to pay all Fee, Charges and Performance Board as approved by the Board		
		Public Notary Attested Photograph of the Majority Shareholders Directors		
		Public Notary Attested Curriculum Vitae of the Majority Shareholders Directors		
3.2	Nature of Possession of the Warehouse for the Business referred for Collateralisation	Title Deed or Lease Agreement of the Warehouse		
3.3	Risk Mitigation Mechanism	Policy Cover on fire and burglary of building and commodity		
		Fidelity Insurance Cover of the Key Staff in the Business Owner and Applicant		
3.4	Warehouse Inspection	Report from Board Appointed Inspector or District Civil Engineer		
3.5	Description of the Location	Sketch Map of location of Warehouse		
		Sketch Map of location of Main office of the Applicant		
3.6	Storage Capacity of the Warehouse	Mention the Projected storage targets in Metric Tons ( )		
3.7	Letter from the Bank confirming the existence of applicant's Bank Account	Letter from the Bank authorised staff		
3.8	Audited Accounts of the Company	Extract of the Auditor Certified Financial Statements		
3.9	Employed Key Staff	Degree Holder Manager attach One Year Employment contract, attested CV, photograph and Academic Certificates and Testimonials		
		Diploma Holder Quality Controller; attach Six Month Employment contract, attested CV, photograph and Academic Certificates and Testimonials		
		Diploma Holder Store Keeper; attach Six Month Employment contract, attested CV, photograph and Academic Certificates and Testimonials		
		Certificate Holder Weighing Clerk; attach Six Month Employment contract, attested CV, photograph and Academic Certificates and Testimonials		
		Diploma Holder Documentation Clerk: attach One Year Employment contract, attested CV, photograph and Academic Certificates and Testimonials		
3.10	Properly Filled in Form No 2	The authorized officer of the Applicant should fill in form no 2 appropriately		
3.11	Application Fee	Attach the Bank Payment Slip		

#### 4. Application Declaration:-

"Knowing that any false statement made to the Board may lead to the rejection of this application and subjected to litigation. I declare that any statement made in this application are true to the best of my knowledge. Further, as a condition to granting this license I have read and agree to comply with all provision governing the operation of warehouse under the warehouse receipt Act, its regulations and other guidelines and directives issued by the Board"

5. FULL NAME.....STAMP AND AUTHORISED SIGNATURE.....

**6. CONDITIONS OF APPLICATIONS:**

6.1 Validity of this application is dependent on the respective year approved application fee in **CRDB PLC HOLLAND BRANCH A/C No 01J1022814000.**

6.2 By signing and submitting this application to the Board the applicant declares that she/ he has the financial and logistical capability to do the business she applied for if the license is granted.

6.3 I agree to pay the warehouse Inspector's fee which are subject as approved by the Board.

6.4 The applicant upon suspension, revocation or expiration of the license, shall declare to the Board all unissued Warehouse Receipts.

6.5 By this application and any license arising there from is governed by the Warehouse Receipt Act , its Regulations and Guidelines issued by the Board