

Dear Investor,

Zanzibar Investment Promotion and Protection Act (ZIPPA) No.11 of 2004 gives an opportunity to the approved enterprises and approved domestic enterprises to employ expatriates in key positions, which shall be determined by ZIPA. Hence, any foreigner intending to reside in Zanzibar for investment, business, employment or any other legal activity may be issued with Work and Residence permit. The issuance of Work permits is governed by Employment Act No. 11 of 2005 and the issuance of Residence permit is governed by the Immigration Act No.7 of 1995, and its amendment of 2015; and its regulations of 1997. The following are application procedures for the issuance of Work and Residence permits for investment projects:

1. NEW APPLICATION (WORK AND RESIDENCE PERMIT)

For each post to be filled by non-citizen, Investor shall apply in writing to ZIPA for a **work and residence permits**, prior to the arrival of the applicant in Zanzibar and submit together with the application the following documents:

a. For Expatriates

- (i.) Three (3) certified copies of academic and professional certificates
- (ii.) Three (3) sets of Curriculum Vitae
- (iii.) Three (3) passport copies
- (iv.) Nine (9) passport size photographs
- (v.) Three (3) certified copies of Police Clearance Certificate from country of origin and residence.
- (vi.) Three (3) **original** sets (and 2 copies) of Employment Contract which is in line with section 57 of Zanzibar Employment Act no. 11 of 2005. (The signature of employer and employee should appear on each page)
- (vii.) Three (3) sets of Job description
- (viii.) Permit from appropriate Body/Ministry (e.g Medical Doctors Board for doctors etc)
- (ix.) Medical report certifying fitness of the applicant for the post being applied for.
- (x.) Evidence of unavailability of local personnel for the post (if applicable)
- (xi.) Special Pass / Business Visa /Temporary Work Permit (if applicable)
- (xii.) Immigration forms (**TIF 1, TIF 12 and DATA SHEET** – original and its copies)

b. For shareholders

- (i.) Three (3) copies of passport
- (ii.) Three (3) sets of Curriculum Vitae (CV)
- (iii.) Nine (9) passport size photographs
- (iv.) Three (3) certified copies of Police Clearance Certificate from country of origin and residence.
- (v.) Three (3) copies of Company Memorandum and Article of Association (if applicable)
- (vi.) Three (3) copies of Certificate of Incorporation/compliance (if applicable)
- (vii.) Three (3) copies of Board Resolution certified by Registrar of companies (if applicable)
- (viii.) Two (2) copies of Business license / Investment certificate
- (ix.) Evidence of business premises (if applicable)
- (x.) Three (3) copies of TIN Certificate
- (xi.) Immigration forms (**TIF 1, TIF 12 and DATA SHEET- original and its copies**)

c. For Dependent (Dependent Pass)

- i) Two (2) copies of Passport of dependent
- ii) Four (4) passport size photographs of the dependent
- iii) Two (2) copies of **work and residence** permits of a sponsor
- iv) Two (2) copies of Evidence of relationship to sponsor (eg. marriage certificate for spouse)
- v) Immigration forms (**TIF2 and TIF 12 - original and its copy**)

2. RENEWAL - WORK PERMIT

Work permit is renewed annually. Where a work permit is about to expire and the applicant is eligible for renewal, investor shall apply to ZIPA for the renewal, at least 14 days before expiry date of the permit. The application shall be made in writing and accompanied with the following documents:

a. For Expatriates

- (i.) Original expiring work permit and its copy
- (ii.) Three (3) passport size photographs
- (iii.) Two (2) sets of updated Curriculum Vitae (CV)
- (iv.) Two (2) copies of existing contract of employment **or** three (3) sets of original contract of employment plus its copy (for new contract)
- (v.) Income Tax Clearance Certificate issued by Tanzania Revenue Authority.
- (vi.) Permit from appropriate Body (e.g Medical Doctors Board for doctors etc) if applicable
- (vii.) Receipt of payment of outstanding dues from ZIPA (if applicable)
- (viii.) Medical report certifying fitness of the applicant for the post being applied for.

b. For Shareholders

- (i.) **Original** expiring work permit and its copy
- (ii.) Three (3) passport size photographs
- (iii.) Receipt of payment of outstanding dues from ZIPA (if applicable)
- (iv.) Tax Clearance Certificate of the project

3. REPLACEMENT - RESIDENCE PERMIT

Where a residence permit is about to expire, and the same is eligible for replacement, Investor shall apply to ZIPA for a replacement at least 14 days before expiry date of the permit. The application shall be made in writing and accompanied with the following documents:

a. For Expatriates

- (i.) Passport and its two (2) copies
- (ii.) **Original** expiring residence permit and its copy
- (iii.) Two (2) copies of Work permit
- (iv.) Seven (7) Passport size photographs
- (v.) Two signed copies of attested employment contract
- (vi.) Income Tax Clearance Certificate issued by Tanzania Revenue Authority
- (vii.) Permit from appropriate Body (e.g Medical Doctors Board for doctors etc) if applicable
- (viii.) Special pass (if applicable)
- (ix.) Immigration forms (**TIF 1, TIF 12 and DATA SHEET – original and its copies**)

b. For shareholders

- (i.) Passport and its two (2) copies
- (ii.) **Original** expiring permit and its copy
- (iii.) Seven (7) passport size photographs
- (iv.) Two (2) copies of Tax Clearance Certificate
- (v.) Two (2) copies of work permit
- (vi.) Special pass (if applicable)
- (vii.) Immigration forms (**TIF 1, TIF 12 and DATA SHEET – Original and its copies**)
- (viii.) Financial statement (if applicable)

c. For Dependents

Where a Dependent pass is about to expire, Investor shall apply for the renewal of the same at least 14 days before expiry date of the permit. The application shall be made in writing to ZIPA and accompanied with the following documents.

- i) Passport and its two (2) copies
- ii) Expiring Dependent Pass and its copy
- iii) Two (2) copies of work permit of a sponsor
- iv) Two (2) copies of residence permit of a sponsor
- v) Four (4) passport size photographs
- vi) Two (2) copies of evidence of the relationship (eg. marriage certificate for spouse)
- vii) Immigration forms (**TIF 2 and TIF 12 – original and its copies**)

4. TEMPORARY WORK PERMIT

This permit is issued for temporary assignment for a period of less than six (6) months. The application shall be made in writing to ZIPA and accompanied with the following documents

- i) Two (2) copies of Passport
- ii) Three (3) passport size photographs
- iii) Two (2) sets of Curriculum Vitae
- iv) Two original contract of the assignment and its copy
- v) Business Visa or Business Pass

CANCELLATION (WORK AND RESIDENCE PERMIT)

a) For Expatriates and their dependents

Where a contract between an expatriate and employer is about to end/terminated; and it is not eligible for renewal; Investor shall apply to ZIPA the cancellation of both work and residence permits at least 7 days before departure. The application shall be made in writing and accompanied with the following:

- (i.) Passport of an applicant
- (ii.) Work permit and its copy
- (iii.) Income Tax Clearance Certificate
- (iv.) Residence permit / Dependent Pass (if any)
- (v.) Receipt of payment of outstanding dues from ZIPA (if applicable)
- (vi.) Return ticket of the applicant

b) For Investors and their dependents

Where investor decides to cancel his work and residence permits, shall apply in writing to ZIPA and submit the following documents:

- (i.) Passport and its copy
- (ii.) Work permit and its copy
- (iii.) Residence Permit and Dependent's Pass (if applicable)
- (iv.) Tax Clearance Certificates
- (v.) Winding up certificate from the Registrar of the companies (if applicable)

IMPORTANT NOTE

1. All permit applications should be submitted to ZIPA office at Maruhubi on working days from 0800hrs to 1400hrs
2. All documents should be submitted in English or Swahili language. The State University of Zanzibar (SUZA) and Investors' respective Embassies may be used for documents translation (if necessary).
3. All applications should be accompanied with all required documents. Incomplete applications shall not be received.
4. Permit renewal must be done timely to avoid penalty. Any late application shall attract penalty; as indicated in the Zanzibar Investment Guide.
5. Investors shall bring with them passport of the applicant for any permit cancellation application. Failure to submit the passport may result in penalty, as indicated in the Zanzibar Investment Guide.
6. Evidence of **original** Police Clearance shall be required during submission of the application. Investors should bring with them during the submission of application.
7. All Academic and Professional certificates must be certified by Competent Authorities such as University, High Court and the like
8. Full submission of documents does not guarantee the issuance of permits. The Competent Authorities reserve the right to approve/disapprove any application.
9. The issuance of Work and Residence shall not exceed 14 working days from the date of submission. Investors are advised to make their payment on time to avoid unnecessary delays. **Please requests permit collection date once you submit receipt payment.**
10. All approved Permit/Passport shall be collected at ZIPA on working days from 1300hrs to 1500hrs.
11. The wage of every employee shall be made payable in legal tender directly deposited to each employee's local bank account and any agreement to the contrary shall be null and void.