



**THE UNITED REPUBLIC OF TANZANIA**  
**PRIME MINISTER'S OFFICE**  
**LABOUR, YOUTH, EMPLOYMENT AND PERSONS WITH DISABILITY**

**APPLICATION FOR REGISTRATION OF HOUSING FINANCE COMPANY**

**FORM NO.:** DSS/SIS/REG/SOP/1/HM/A1

**Rev. No.:** 0

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Provide the following Particulars

**1. GENERAL**

- i) Name of Housing Finance Company .....
- ii) Registered office.....  
Building/ Plot No.....  
Street.....  
City/ Town .....
- iii) Postal Address .....
- Telephone .....
- Fax/email .....
- iv) Date of incorporation .....
- Certificate of incorporation No.....
- Country of incorporation .....
- v) Tax Identification Number (TIN) .....

**2. MANAGEMENT**

- i) Members of the Board of Directors (Appendix A)
- ii) Chief Executive, Company Secretary and Heads of Departments (Appendix B)
- iii) Bankers, Auditors and Legal Advisors (Appendix C)



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**3. SHARE CAPITAL**

i) Authorized capital

Type of shares	No. of shares	Nominal Value (Tshs)	Total Value (Tshs)
		Total	



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(ii) Issued capital

Type of share and holding	No of share holders	No. of shares	Nominal value (Tshs)	Total amount (Tshs)	% of total
(a)..... shares					
(i) Local					
(ii) Foreign					
Total					
(b)..... shares					
(i) Local					
(ii) Foreign					
Total					
(c)..... shares					
(i) Local					
(ii) Foreign					
Total					



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(iii) Paid-up capital

Type of share and holding	No of share holders	No. of shares	Nominal value (Tshs)	Total amount (Tshs)	% of total
(a)..... shares					
(i) Local					
(ii) Foreign					
Total					
(b)..... shares					
(i) Local					
(ii) Foreign					
Total					
(c)..... shares					
(i) Local					
(ii) Foreign					
Total					



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**4. BUSINESS PARTICULARS**

(i) State briefly the main object of the Housing Finance Company

.....  
 .....

(ii) State date of last Annual General meeting.....

List the names of social security schemes that have used any services offered by the Housing finance company (e.g. Custodial services, brokerage and other services) during the three years following the application date *(in case of insufficient space provide separate attachment)*.

**5. ATTACHMENTS**

Please attach certified copies of the following:

- (i). **Copy of company's registration or incorporation documents;**
- (ii). Documents relating to operational activities of the institution;
- (iii). Copy of certificate of registration from the Bank of Tanzania;
- (iv). Copy of valid business license; and
- (v). Current audited financial statement.

I hereby declare section 16 of Social Security Regulations has been complied with and that statements contained herein and the documents submitted herewith are true and accurate to the best of my knowledge and belief. Any alterations in particulars stated herein or in the said documents will be promptly communicated to the Authority within a period not later than thirty days from the date of alteration.

Signed on this.....day of .....

.....  
*Chief Executive/Secretary*

Full name .....

Designation .....



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***APPENDIX A***

**PARTICULARS OF THE BOARD OF DIRECTORS**

Name of the Custodian.....

Director (full name)	Nationality	Permanent Address	Occupational	Date of Appointment	No. of shares held



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**APPENDIX B**

**PARTICULARS OF TOP MANAGEMENT OF THE CUSTODIAN**

Name of Custodian.....

Executive (full name)	Designation	Nationality	Permanent Address	Date of Appointment	Academic and professional qualifications	Years of experience

**APPENDIX C**

**PARTICULARS OF AUDITORS, LEGAL ADVISORS AND BANKERS**



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Name of Custodian .....

	Name of firm/institution	Income Tax Number (T.I.N)	Postal, Telephone and fax address	Affiliated Professional body	Date of appointment
Auditors					
Legal Advisor					
Banker					



