

## DOCUMENTS TO BE SUBMITTED FOR WORK PERMIT APPLICATION

### ***Work Permit Class A:***

1. Justification Letter
2. Application Form TFN 901( 2 Forms)
3. Two recent passport size photographs of the applicant with BLUE BACKGROUND;
4. Photocopy of a valid passport;
5. Sectoral approvals (where applicable);
6. Previous work permit (for renewal application);
7. Industrial/business/Operating license;
8. Certificate of Tax Identification Number (TIN);
9. Certificate of Value Added Tax (where applicable);
10. Certificate of Incorporation/Business name;
11. Memorandum & Articles of Association Extract from the Registrar of Companies/Constitution/any legal document; and
12. Certificate of Incentive (if any).

#### NOTE:

1. WORK PERMIT APPLICATION FORMS TFN 901 , TFN 903 AVAILABLE AT: [www.kazi.go.tz](http://www.kazi.go.tz)
2. ALL DOCUMENTS ACCOMPANY BY APPLICATION FORMS MUST BE CERTIFIED.

## **Work Permit Class B, C and D**

1. Justification Letter (Covering Letter)
2. Application Form TFN 901( 2 Forms)
3. Contract of employment or engagement, as the case may be, duly signed by relevant parties;
4. Job or engagement description;
5. Curriculum Vitae;
6. Two recent passport size photographs of the applicant;
7. Accreditation certificate, if any, from respective professional entities;
8. Academic/professional certificates;
9. Certified translation of certificates/documents by competent Authority or Embassy or Consular office (if they are in a language other than English and Kiswahili);
10. Photocopy of a valid passport;
11. Previous work permit (for renewal application);
12. Industrial /Operating/Business license
13. Certificate of Incorporation, Business name and Extraction from the Registrar of Companies
14. Memorandum & Articles of Association;
15. Succession plan (for renewals); and
16. Letter of no objection (if any) from previous employer.
17. Sectoral approvals (where applicable);
18. Certificate of Incentive (if any).

### **NOTE:**

1. WORK PERMIT APPLICATION FORMS TFN 901 , TFN 903 AVAILABLE AT:  
[www.kazi.go.tz](http://www.kazi.go.tz)
2. ALL DOCUMENTS ACCOMPANY BY APPLICATION FORMS MUST BE CERTIFIED.