**TEA BOARD OF TANZANIA**

**QUALITY ASSURANCE CHECKLIST FOR THE MADE TEA IMPORT PERMIT**

*Regulation 21 of the Tea Regulations, 2010*

1. **Preliminary information**

Name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ward\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LGA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Verification of compliance**

| **Item description** | **Note** | **Issuer** | **Issue date** | **Expiry date** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1. Evidence of being registered and licensed by TBT
 | R22 |  |  |  |  |
| 1. Evidence of monthly returns submission
 | 1 | TBT |  |  |  |
| 1. Evidence of compliance to all conditions laid down by International Tea Organization
 | 2 | Applicant |  |  |  |
| 1. Evidence of compliance to all conditions laid down by the Tanzania Government as in force at the time of shipment
 | 2 | Applicant |  |  |  |
| 1. Evidence of paying Tanzania shillings one million only (TZS 1,000,000/=) as the initial inspection fee of the permit to TBT
 | 4 | TBT |  |  |  |
| 1. Evidence of paying pay US $ Cents 1.25 per kg for every consignment to TBT
 | 4 | TBT |  |  |  |
| 1. Imported packets of tea clearly show a Mark on each Packet “Made for Export”
 | 5 | Applicant |  |  |  |
| 1. Quality certification by the Bureau of Standards of respective EAC[[1]](#footnote-1) member countries
 | 5 | TBS |  |  |  |
| 1. Evidence of having all necessary customs documentation including payment for VAT and Duties. TRA-Customs to be responsible for this at all points of entry.
 | 5 | TRA |  |  |  |
| 1. Importer to have a known Agent in Tanzania whose address is known by the Tea Board of Tanzania. This information should be indicated by the applicant and the License to be issued quoting Agent/Agents to be used in Tanzania.
 | 6 | Applicant |  |  |  |
| 1. Submission of importation samples to TBT for TPHPA test
 | 7 | Applicant |  |  |  |
| 1. Determination of maximum Residual Level Standards for Pesticides
 | 7 | TPHPA[[2]](#footnote-2) |  |  |  |
| 1. Submission of certificate of origin for traceability purposes.
 | 8 | Applicant |  |  |  |

Notes

1. Roman numbers (i, ii, iii …) followed by (a) = conditions appearing on the license application form
2. Arabic numbers (1, 2, 3…) = Conditions appearing on the license
3. R[Arabic number] = Citation of a regulation in the Tea Regulations, 2010
4. **Approval**
5. *Quality assurance officer recommendation*

I certify that the information I provided above is correct to the best of my knowledge and conscience. I therefore recommend that the application for the import permit be approved/disapproved

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Review*

After reviewing, I recommend/do not recommend that the import permit be issued

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Director of Regulatory Services Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Approval*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Director General Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. EAC = East African Community [↑](#footnote-ref-1)
2. TPHPA = Tanzania Plant Health and Pesticides Authority [↑](#footnote-ref-2)