

TANZANIA FOOD AND DRUGS AUTHORITY



GUIDELINES FOR IMPORTATION AND EXPORTATION OF FOOD

Revision No:3

November, 2011

P.O.Box 77150, Mabibo External, Off Mandela Road, Dar Es Salaam
Tel:+255-22-2450512/2450751/2452108, Fax: +255-22-2450793, Website
www.tfda.or.tz, E mail: info@tfda.or.tz

TABLE OF CONTENTS

TABLE OF CONTENTS	i
ABBREVIATIONS	ii
ACKNOWLEDGEMENT	iii
FOREWORD	iv
INTRODUCTION	1
DEFINITIONS	2
CHAPTER 1	4
IMPORTATION OF FOOD	4
1.1 Procedure for importation of foods	4
1.2 Specific requirements for importers	4
1.3 Procedure for Processing Import Application	4
1.4 Terms and Conditions for Importation of Food	6
1.5 Inspection of Food at Port of entry	6
1.6 Taking of Samples	7
1.7 Release of Consignment	7
1.8 Approved ports of entry	8
1.9 Exemptions	8
CHAPTER 2	9
EXPORTATION OF FOOD	9
2.1 Procedure for exportation of food	9
Schedule I	10
APPLICATION FOR REGISTRATION AS FOOD IMPORTER	10
Schedule II	11
FOOD IMPORTER REGISTRATION CERTIFICATE	11
Schedule III	12
APPLICATION FOR PERMISSION TO IMPORT REGISTRABLE PRODUCT(S)	12
Schedule IV	14
APPLICATION FOR PERMISSION TO IMPORT NON-REGISTRABLE FOOD PRODUCTS	14
.....	15
.....	15
SAMPLING NOTIFICATION AND RECEIPT	16
Schedule VI	17
SEIZURE CERTIFICATE - A	17
Schedule VII	19
SEIZURE CERTIFICATE – B	19
HEALTH CERTIFICATE	20
IMPORT REJECTION FORM	21
EXPORT REJECTION FORM	22
Schedule VIII	23
List of approved ports of entry	23
Revision history	24

ABBREVIATIONS

CCFIEICS	-	Codex Committee on Food Import and Export Inspection & Certification System
CDO	-	Central Declaration Officer
FAO	-	Food and Agriculture Organization
FCVR	-	Final Clarification Value Report
GMP	-	Good Manufacturing Practices
HACCP	-	Hazard Analysis and Critical Control Points
HDO	-	Head Declaration Officer
IDF	-	Import Declaration Form
ICS	-	Inspection and Certification Systems
MP's	-	Manufacturing Premises
SBE	-	Single Bill of Entry
TFDA	-	Tanzania Food and Drugs Authority
TFDC	-	Tanzania Food, Drugs and Cosmetics Act, 2003
WHO	-	World Health Organization

ACKNOWLEDGEMENT

Preparation of these guidelines would not have been accomplished without the contribution of TFDA staff who worked tirelessly in reviewing them at different stages of development of the document. We would like to thank the management of TFDA for guiding and participating actively in the whole process of development of these guidelines.

Special gratitude goes to the following; Mr. Justin D. Makisi, Ms. Rehema Shemhina, Mr. Didas K. Mutabingwa, Ms. Colleta Sarimbo, Dr. Bahati Midenge, Mr. Saktay Sikay, Mr. Abdallah Athuman and Ms. Mariam Abdu.

The administrative and secretarial support provided by Mrs. Idda Swai is appreciated.

R. N. Wigenge

Director of Food Safety

FOREWORD

International trade in food is growing fast due to globalization and liberalization of trade. This implies that food borne diseases found in one part of the world can spread so fast to other parts of the world. As a result of this, countries all over the world are putting in place systems for controlling imports and exports in order to ensure that food products circulating in these countries are of required quality and safety to protect human health.

As one of the means of achieving this goal all food and food ingredients intended to be imported for marketing in Tanzania, have to be subjected to control at the port of entry to ascertain their compliance with set standards of quality and safety.. TFDA has an obligation of ensuring quality and safety of exported products among other reasons, to safeguard the interests of the nation as a reputable supplier of quality and safety foods. This task to be accomplished, different tools is required to be in place. One of which is having food import and export guidelines.

It is therefore anticipated that these guidelines will assist food importers and exporters to prepare the application documents according to the requirements set in these guidelines. Compliance to the set requirements will minimize delays in processing applications for import and export permits.

On the other hand use of the guidelines by inspectors will minimize risks of trading sub standard foods among nations and therefore prevent dumping of substandard or unfit products to our country.

Hiiti B. Sillo
DIRECTOR GENERAL

INTRODUCTION

There is no single country which can be self sufficient in all food commodities in terms of quantity and varieties. Tanzania is demanding imported products to comply with local or international standards in order to safeguard the health of food consumers. Inspection of food at ports of entry and certification systems are fundamentally important and used as a means of food control.

The guidelines are divided into two chapters; the first chapter explains on the importation of food, procedure for importation of foods, specific requirements for importers and procedure for processing import application. The exportation of foods has been elaborated in chapter two of these guidelines where procedure for exportation of food, categories of exporters and procedure for processing export permit and health certificate have been explained.

TFDA has developed these guidelines with the objectives of assisting food importers and exporters to comply with the requirements of the legislation. Likewise law enforcers are guided on the requirements for importation and exportation so that enforcement is carried out in the right manner.

DEFINITIONS

Audit

Is a systematic and functionally independent examination to determine whether activities and related results comply with planned objectives.

Authority Means the Tanzania Food and Drugs Authority, or its acronym "TFDA" established under section 4 of the Tanzania Food, Drugs and Cosmetics Act, 2003.

Certificate of Analysis

Refers to quality control data for a particular lot/batch of product.

Certificate of Conformance

A Certificate given from exporting country after inspecting the consignment before shipment, in relation to quality and safety of such particular consignment.

Certification

Is the procedure by which official certification bodies or officially recognized certification bodies provide written or equivalent assurance that foods or food control systems conform to the requirements. Certification of food may be, as appropriate, based on a range of inspection activities, which may include continuous on-line inspection, auditing of quality assurance systems, and examination of finished products.

Certifying officer

Refers to a person who is employed by a competent health authority within the national health system and who has been specifically authorized, or by virtue of his official functions related to food control authorized to compile, sign and issue a health certificate related to the compliance to health requirements of a consignment of foodstuffs destined for export as based on the criteria specified by the importing country.

Codex

Means the Codex Alimentarius commission responsible for execution of the joint FAO/WHO food standards programme for the purpose of protecting the health of food consumers and ensuring fair practices in the international food trade.

Competent Regulatory Authority

Refers to the relevant authority, which is mandated to attend to food safety/control matters, including the issuing of a health certificates as described by these guidelines and as determined by the relevant authority of importing country

Consignment

Refers to a quantity of goods or specific batch/lot of food stuffs as specified on the relevant export documentation of the exporter and which can be identified by the certifying officer for inspection/sampling purposes, depending on the nature of the certification as determined by the importing country.

Exporter

Means person or institution authorized to export food to other Countries

Food control

Means a mandatory, regulatory activity of enforcement by the competent health authority to provide consumer protection and ensure that all food during production, handling, storage, processing and distribution is safe, wholesome and fit for human consumption; conform to safety requirements; and are honestly and accurately labeled as prescribed by law.

Food

Means any article used as food or drink for human consumption and includes any substance used in manufacture or treatment of food.

Food safety

Refers to the assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use.

Foods of animal origin

In the context of these guidelines includes pork, beef, poultry meat, fish and dairy products

Health certificate

Refers to an official written document issued and signed by a certifying officer employed by a competent health authority, containing full details of the food safety related status of a consignment destined for export.

Import permit

Means a permit issued to food importer by the Authority, authorizing him to import food items into the country.

Importer

Means person or institution authorized to import food into the Country

Non Registrable foods

Means all non pre-packaged foods, bulk food and food raw materials.

Official accreditation

Is the procedure by which a government agency having jurisdiction formally recognizes the competence of an inspection and /or certifying body to provide inspection and certification services.

Phytosanitary Certification

Refers to a document required by importing countries for the export of non processed plant products for the purpose of protecting plants against pests, plant diseases, chemical treatments and weeds.

Registrable foods

Means all pre-packaged foods

Zoo Sanitary Certificate

Refers to a document required by importing countries for the export of non processed animal products for the purpose of protecting animals against pests, and animal diseases.

CHAPTER 1

IMPORTATION OF FOOD

1.1 Procedure for importation of foods

Authorized importers of food fall under the following categories:-

- (i) Government and Non Government Organizations such as World Food Programme
- (ii) Food dealers (Wholesalers and Retailers) with valid license
- (iii) Food Manufacturers with valid license

- (iv) Persons authorized to import food for personal use.
- (v) Individuals/Institutions authorized to conduct Nutritional Researches

1.2 Specific requirements for importers

- (i) Government and NGOs shall be required to submit relevant documents for justification.
- (ii) Food dealers shall be registered as Food importers and must have suitable and registered premises to stock such particular food product and valid license issued by the Tanzania Food and Drugs Authority.
- (iii) Food Manufacturers shall have valid manufacturing license and registered as Food importers
- (iv) Donations by Countries, Faith based organization or individuals shall be fit for human consumption, safe and of good quality not prohibited from the country of origin attached with relevant documents for justification.
- (v) Individuals authorized to import food for personal use shall submit relevant documents to justify that the products are not meant for commercial purpose.
- (vi) Individuals/Institutions authorized to conduct Nutritional Researches (clinical trials) shall submit relevant documents approved by Ethical Committee of the Ministry of Health.

1.3 Procedure for Processing Import Application

- 1.3.1 Any person who intends to import food into Tanzania shall be required to apply for registration as food importer to the Director General Tanzania Food and Drugs Authority in a prescribed form as stipulated under **Schedule I of these guidelines.**
- 1.3.2 The Authority, upon receiving application shall issue a Food Importer Registration Certificate to the applicant and shall be valid for One year. A format of Food Importer Registration Certificate is provided as stipulated under **Schedule II of these guidelines .**
- 1.3.3 A registered Food Importer shall be required to apply for Import permit by fill in prescribed forms as stipulated under **Schedule III and Schedule IV** for registrable and non-registrable foods respectively.
- 1.3.4 Application for Import permit shall be accompanied with the following documents;
 - (a) Proforma invoice from the supplier
 - (b) Certificate of analysis from manufacturer of the exporting country
 - (c) Health certificate from competent regulatory body of the exporting country

- (d) Phytosanitary certificate (in case of importation of unprocessed cereal and plant origin products)
 - (e) Radiation free certificate, where applicable
 - (f) Zoo sanitary certificate in case non processed foods of animal origin
 - (g) Certificates from relevant bodies for specific food products (Sugar board certificate, Dairy board certificate)
 - (h) Bill of lading/Airway bill
 - (i) Certificate of origin
 - (j) A copy of previous import permit which shows that the consignment was inspected at port of entry
- 1.3.5 Prior to application for importation of non-registrable products pre-shipment samples for analysis whose cost will be incurred by importer as prescribed in the Fees and Charges Regulations, 2011 shall be submitted.
- 1.3.6 Proforma invoices shall not contain non-food products
- 1.3.7 Proforma invoice shall indicate for each food to be imported the following;
- a) Name of the Supplier
 - b) Name of the Manufacturer
 - c) Country of Origin
 - d) Trade and Common names
 - e) Quantity to be imported
 - f) Registration number in case of registrable products
- 1.3.8 Proforma invoice must also indicate the value of the product(s), currency of payment, Date of the proforma, mode of shipment (sea, air, road), and the destination port of entry.
- 1.3.9 The proforma invoice shall have a signature and stamp of the supplier and importer
- 1.3.10 The Authority, upon receiving applications for import permit and other supporting documents as specified above, shall;
- (a) Examine the applications to authenticate whether the applicant is registered as Food importer
 - (b) Examine the Proforma invoice to ensure that the food and Food supplements intended to be imported are those granted marketing authorization (registered) by the Tanzania Food and Drugs Authority.
 - (c) Calculate the applicable and statutory fees of 0.75% FOB value of goods to be imported to be payable to the Tanzania Food and Drugs Authority
 - (d) On completion of above scrutinization and if satisfied with the submitted data, the application shall be received and processed.
 - (e) After completion of the above process the applicant shall be issued with Import Permit.

1.4 Terms and Conditions for Importation of Food

1.4.1 Food authorized for importation shall only be;

- a) Pre-packaged food and Food supplements that are registered by the Authority.
- b) Non pre-packaged/Non registrable food which comply with the specifications and /or requirements prescribed by the Authority
- c) Food, which has not been banned or does not contain an ingredient, which has been banned in the country of origin or in Tanzania .

1.4.2 Import Permit shall not be transferable and shall be issued to cover only single food consignment to be imported.

1.4.3 Approved Import Permit shall be valid for 6 months from the date of approval.

1.4.4 Imported Food product shall have at least a shelf life 6 months remained before entry at port of entry for those products with shelf life of 9 months or more. For products with less than 9 months of shelf life should have 80 percent of the shelf life remaining.

1.4.5 The importer shall be responsible for recall/withdraw of product from the market once it is proven to cause health hazards to consumers.

1.5 Inspection of Food at Port of entry

1.5.1 Each imported food consignments shall be inspected or examined by the food inspector before being removed out of the customs area to ensure that it meets the following requirements;

- 1. Presence of Valid documents such as Health Certificate issued by the Competent Authority in the Country of origin, a, Parking list, Bill of lading/airway bill, TFDA stamped proforma invoice and TFDA approved Import permit .

2. Physical appearance and labeling requirements

- i. Products appearance reflect its true nature for example free from foreign matters, damaged package and discoloured
- ii. Primary packaging of food imported shall be clearly labeled in English or Kiswahili or both and shall include the following information;
 - (a) Trade and Common names
 - (b) Ingredients
 - (c) Compositions in case for Food Supplements.
 - (d) Dates of Manufacture and Expiry
 - (e) Batch or Lot Number
 - (f) Any special storage conditions
 - (g) Name and address of Manufacturer
- iii. Food products with labels, which show evidence of alteration, will be regarded as substandard and shall be CONDEMNED. Such alterations shall include;

- (a) Entire label or parts with details such as batch numbers, dates of manufacture and expiry cut off
 - (b) Evidence of labels being removed or new ones attached or new labels being pasted over old ones
 - (c) Details or being erased or painted out and replaced with new details
 - (d) Counterfeiting
- iv. The primary package shall be sealed in such a way that the product can not be reached or tempered without damaging the seal

1.6 Taking of Samples

1.6.1 For the purpose of ensuring compliance, Food inspector shall be obliged to take sample of food whenever deemed necessary, for analysis or for other examination in the following conditions;

- (i) Routine samples :-The consignment from which samples,-has been taken shall be released to the importer for distribution or sale
- (ii) Suspicious consignment in which sample was taken for analysis shall remain under Customs Control pending analysis result.

1.6.2 While taking samples the inspector shall fill in sample taking form
(Schedule V)

1.7 Release of Consignment

1.7.1 Once satisfied that all importation conditions of food consignment have been fulfilled as required in the Act, the Food inspector shall release the consignment and stamp all documents with an **APPROVED FOR RELEASE** stamp.

1.7.2 Where the consignment does not meet the requirements for importation, the inspector shall not release the consignment and stamp the documents with **STOP RELEASE** stamp

1.7.3 Consignment which has not been physically inspected at port of entry shall be inspected at owner's premises after payment of fee as prescribed in Fees and charges Regulations, 2011

1.7.4 The following shall apply for Food Consignments which do not meet specified requirements;

- (a) Food and Food supplements rejected because of safety and quality reason shall be **CONDEMNED**
- (b) Foods rejected entry because of being unregistered in Tanzania shall be re-exported to the country of origin or to a third country on special request and with special clearance from the Food Authority of the country where the consignment is being exported.
- (c) A re-export exercise shall be preceded by re-inspection of the rejected consignment by TFDA inspector to confirm that it is still intact before re-export
- (d) Reloading for re-export shall be witnessed by Food Inspector(s) of the Tanzania Food and Drugs Authority

- (e) Copies of re-export documents stamped at the exit port shall be submitted to the TFDA as evidence of exportation exercise.
- (f) Destruction of rejected food shall be done as per customs requirements and TFDA will provide technical advice on mode of destruction
- (g) The Food inspectors, customs officials and representatives from other relevant Government institutions shall jointly supervise destruction of food still under customs.
- (h) After completion of destruction, TFDA shall issue a destruction certificate to the importer.

1.7.5 Where the consignment is detained the inspector shall issue a seizure certificate stating clearly the reason(s) for detention (**Schedule vi and vii**)

1.8 Approved ports of entry

For the purpose of better control of food products, food raw materials and food supplements, the official entry points in the country are sea, air and road through ports and inland posts bordering neighboring countries approved by the Government (**Schedule VIII**).

1.9 Exemptions

Exemption from payment of 0.75% FOB may be granted for importation of food for the purpose of;

- (a) Research and institutions upon application to the Director General of Tanzania Food and Drugs Authority.
- (b) Donation by countries or faith based organizations upon submission of relevant documents to justify that the products are not meant for commercial purpose.
- (c) Food manufacturers who import raw materials for local industries consumption upon submission of food manufacturing license.

CHAPTER 2

EXPORTATION OF FOOD

2.1 Procedure for exportation of food

Certification of food for export is normally done when necessary or upon request from an exporter or importing country. The Authority shall issue health certificate to accompany food for export.

2.1.1 Categories of exporters:

- (i) Registered local food manufacturers
- (ii) Company/individuals issued with an export permit by TFDA.

2.1.2 The Authority shall issue a health certificate if it is satisfied that:

- (i) The food has been registered and manufactured under business permit issued by TFDA.
- (ii) For Company/individuals intending to export, inspection and sampling of the consignment to be exported shall be done by an inspector prior issuing of health certificate on which the samples shall be analyzed under exporters cost
- (iii) The food does not contravene any provision of TFDC Act, 2003, or importation and exportation of food regulations

2.1.3 Food that shall not be exported;

- (i) Consignment previously imported as donations or for training/research or for individual/personal use shall not be re-exported.

2.1.4 Procedure for processing export permit/Health Certificate;

- (i) Any person intending to export food shall be required to make an application for exportation to the Director General, TFDA.
 - (i) The application letter shall declare port of exit and mode of transportation and be accompanied with **proforma invoice** that shows;
 - (a) Name and address of the exporting company.
 - (b) Name and address of the importer
 - (c) Quantity and value of the food item to be exported
 - (d) Type of packaging material
 - (e) Name of the manufacturer.
 - (f) Country of destination.

2.1.5 Application shall be accompanied with processing fee as prescribed in fees and charges regulations, 2011.

2.1.6 After examination of the documents and satisfied by the data Submitted, health certificate/*export Permit* will be issued to the exporter **(F01/DFS/FI&E/SOP/003)**. If not satisfied a rejection form will be issued **(F03/DFS/FI&E/SOP/003)**

2.1.7 The permit is valid for three Months from the date of issue and it is for single use only.

Schedule I

TFDA FNO.....



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE

TANZANIA FOOD AND DRUGS AUTHORITY

APPLICATION FOR REGISTRATION AS FOOD IMPORTER

*Made under section 37(1) of the Tanzania Food, Drugs and Cosmetics Act, 2003 and
Regulation 5(1)*

(To be filled in Quadruplicate)

**To: Director General,
Tanzania Food and Drugs Authority,
P. O. Box 77150,
DAR ES SALAAM.**

Name of applicant.....

Postal address.....Tel. No.....

Physical address.....Street/Village

Plot No.....

**I/We hereby apply for registration as food importer for the
year.....**

Fees paid Tshs..... Receipt No.....

Date of receipt.....

.....
Date

.....
Signature of Applicant

FOR OFFICIAL USE ONLY

Registration of (name).....

as food importer for the year.....is hereby granted.

.....
Date

.....
Registration No.

.....
Signature of Director General
And stamp

Schedule II
TFDA FNO.....



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE

TANZANIA FOOD AND DRUGS AUTHORITY

FOOD IMPORTER REGISTRATION CERTIFICATE

*Made under section 37(1) of the Tanzania Food, Drugs and Cosmetics Act, 2003 and
Regulation 5(1)*

M/S.....of

Postal address.....having

premises at.....Street/Village,

Plot No..... is hereby granted registration

**No.....as importer of food or substances to be used in manufacture of
food as entered in the importers register under his/her name.**

This Certificate expires on 30th June 20.....

Issued on.....

.....
Date

.....
Signature of Director General
and stamp

Schedule III

TFDA FNO.....
Serial No.....



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE

TANZANIA FOOD AND DRUGS AUTHORITY

APPLICATION FOR PERMISSION TO IMPORT REGISTRABLE PRODUCT(S)

Section 21(3) of the Tanzania Food, Drugs and Cosmetics Act, 2003 and Regulation 5(1)

(To be filled in Quadruplicate)

PART A:

Name of registered importer..... Registration
No.....Postal address.....Tel.
No.....
ExportingCountry.....InvoiceNo.....Date.....
Exporter/Sender.....Postal address.....Arrival expected
by ship/air/motor vehicle, Via..... port of entry

I/We hereby apply for permission to import the following product(s) in accordance with the above mentioned Act and Regulations made thereunder:

S/n.	Product		Registration No.	Quantity ordered (litre/kg/no.)	Quantity delivered (litre/kg/no.)	Value of the products	For official use only
	Brand name	Common (Generic) name					

Fees Tshs..... Receipt No.....
Dated.....

.....
Date

.....
Signature of applicant and stamp

PART B:

Permission is hereby **granted/not granted** to import items marked **approved/not approved** in the last column above. The importer has to call in the Port TFDA Inspector to examine the approved product(s) for fitness for the intended use before being allowed entry into Tanzania.

.....
Date

.....
Signature of Director General and stamp

PART C:

I.....being TFDA inspector at.....TFDA port office has examined the above listed product(s) and have found **them fit/not fit** for the intended use hence **allowed/not allowed** entry into Tanzania.

.....
Date

.....
Signature of TFDA port officer and stamp

(The Inspector has to return immediately a completed copy of this permit together with a copy of a release certificate to the Director General)

N.B: This form is for single consignment only.* Delete whichever is not applicable

Schedule IV

TFDA FNO.....



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE

TANZANIA FOOD AND DRUGS AUTHORITY

APPLICATION FOR PERMISSION TO IMPORT NON-REGISTRABLE FOOD PRODUCTS

*Section 21(3) of the Tanzania Food, Drugs and Cosmetics Act, 2003 and Regulation 5(1)
(To be filled in Quadruplicate)*

Name of applicant.....Postal address.....

Physical address.....Street/VillagePlotNo.....

Tel.No.....InvoiceNo.....Date.....

I/We hereby apply for permission to import the following non-registrable food items and/or substances used in the preparation/manufacture of food in accordance with the above mentioned Act and Regulations made thereunder:-

S n.	Food item		Quality paramete rs	Proportion/ Percent/ level	For official use only
	Brand name	Common name			

Fees paid Tshs.....

Receipt No.....

Dated.....

.....

.....

Date

Signature of Applicant

PART B:

Permission is hereby **granted/not granted** to import items marked **approved/not approved** in the last column above. The importer has to call in the Port TFDA Inspector to examine the approved product(s) for fitness for the intended use before being allowed entry into Tanzania.

.....

Date

.....
Signature of Director General and stamp

PART C:

I.....being TFDA inspector at.....TFDA port office has examined the above listed product(s) and have found **them fit/not fit** for the intended use hence **allowed/not allowed** entry into Tanzania.

.....

Date

.....
Signature of TFDA port officer and stamp

(The Inspector has to return immediately a completed copy of this permit together with a copy of a release certificate to the Director General)

N.B: This form is for single consignment only.* Delete whichever is not applicable

Schedule V



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE

TANZANIA FOOD AND DRUGS AUTHORITY

TANZANIA FOOD, DRUGS AND COSMETICS (TREATMENT AND DISPOSAL OF UNFIT
FOOD) REGULATIONS, 2006

SAMPLING NOTIFICATION AND RECEIPT

(Made under regulation 3)

To
(Name and address of owner or agent)
.....
.....

Ihave this.....
(Name of Inspector)

day of taken/procured/purchased sample of the hereunder
detailed product(s) from the premises situated at
..... under powers vested in
me under Section 101 of the Tanzania Food, Drugs and Cosmetics Act, 2003 for further
examination. If I consider it necessary, will have the same analysed by an Analyst.

Details of the food product(s) sampled

S/N	Brand Name	Common Name	Qty or number	Batch/ Lot No.	Date of manufacture	Expiry date

Date Size of sample (quantity or No.)..... Place:.....

.....
Name of Inspector Signature of Inspector Title of Inspector

.....
Address of Inspector.....
Name and signature of Owner or Agent.

Schedule VI

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH AND SOCIAL WELFARE

TANZANIA FOOD AND DRUGS AUTHORITY

THE TANZANIA FOOD, DRUGS AND COSMETICS (TREATMENT AND DISPOSAL FOR UNFIT FOOD) REGULATIONS 2006

SEIZURE CERTIFICATE - A

(Made under Regulation 6)

(To be used in case of seizure of food article(s) where the food article(s) are to be removed from the premises)

To
(Name and Address of owner or agent)

.....

Whereas I.....have reason to believe that (Name of Inspector)

the stock of food article(s) detailed below which is in your possession at the premises situated at

..... contravenes the provisions of the Tanzania Food, Drugs and Cosmetics Act, 2003 or the Regulations made thereunder. Now, therefore, I hereby

seize the said food article(s) under the provisions of sectionof the said Act.

Details of food article(s) seized

<i>S/n</i>	Brand name	Common name	Qty or number	Batch number	Date of manufacture	Expiry date	Reasons for seizure

If you consent to the destruction or disposal of the food articles seized as mentioned above as I direct, you should sign your name to the following voluntary declaration and return the original of this certificate to me.

Date

.....
Signed Name, Designation and address of Inspector (in block letters)
I consent to the destruction or disposal of the food article(s) seized and mentioned above.

Date

.....
Signature of owner or his agent in possession

Schedule VII

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE**

TANZANIA FOOD AND DRUGS AUTHORITY

**THE TANZANIA FOOD, DRUGS AND COSMETICS (TREATMENT AND DISPOSAL FOR
UNFIT FOOD) REGULATIONS 2006**

SEIZURE CERTIFICATE – B

(Made under Regulation 6)

(To be used where the food article(s) has/have to be left under care of owner or his agent)

To.....

(Name and Address of owner or agent)

Whereas I.....have reason to believe that the
(Name of Inspector)

stock of food article(s) detailed below which is in your possession at the premises situated atContravenes the provisions of the Tanzania Food, Drugs and Cosmetics Act, 2003 or Regulations made there under. Now, therefore, I hereby seize the said food article(s) under the provisions of section of the said Act, and direct you to keep the said sealed stock in safe custody subject to such orders as may be issued subsequently in relation thereto. Be it known to you that removal or alteration or interference in any way with the said food article(s) without my authority is an offence under section of the said Act.

	Brand name	Common name	Qty or number	Batch number	Date of manufacture	Expiry date	Reasons for seizure

I hereby further order you to sign your name on this seizure certificate as a declaration of your acknowledgement of receipt of this certificate with the said food article(s) intact as mentioned above.

Date.....

.....

Signature of inspector

Date.....

.....

Signature of owner or agent



F01/DFS/FI&E/SOP/003
REV#:3

Ref. No. DA/TFDA.68/.....

Date :...../...../.....

HEALTH CERTIFICATE

This is to certify that **Ltd, P.O. Box**, **Tanzania** is registered under section 18 and licensed under section 20 of the Tanzania Food, Drugs and Cosmetics Act, 2003, as a food manufacturer. Its premises are regularly inspected by the Tanzania Food and Drugs Authority to ascertain compliance with the prescribed specifications. Permission is hereby granted to it under section 5 (1)(l) of the Tanzania Food, Drugs and Cosmetics Act, 2003, for export of Metric Tons ofto as hereunder shown.

Name of food	Invoice Number	Quantity (MT)	Value (US\$)
Total			

Please note that **Health Certificate** is limited to this consignment only, and is valid from Date / / 2005 to Date / 2006.

Signed by:

.....
For: **DIRECTOR GENERAL**



02/DFS/FI&E/SOP/003
REV#:3

IMPORT REJECTION FORM

P/INVOICE NO..... DATE.....

TFDA APPLICATION NO.....

Reasons for rejection

1. No valid registration number as food importer ☐
2. Application form not properly filled ☐
3. Port of Entry not indicated ☐
4. No signature and stamp of the importer ☐
5. Product not registered ☐
6. No valid License (Raw materials), should pay 0.75%FOB ☐
7. No P/invoice number shown ☐
8. Currency not indicated on the P/invoice ☐
9. P/invoice is not original/counter signed and stamped by Importer ☐
10. Name/identity of items is not clear (brand name and / common name) ☐
11. Product not regulated by the Authority ☐
12. Certificate of analysis/Health certificate/certificate of original not attached ☐
13. Certificate of Donation is not attached ☐
14. Product(s) registration number not shown ☐
15. Withdrawn from circulation in Tanzanian market/the country of origin/by WHO
16. Others explain..... ☐

Due to the above-mentioned reasons, your application have been rejected until the following requirements are full filled

1.
2.
3.
4.
5.

.....
Name of officer rejecting

.....
Signature

.....
Date

.....
Name of Applicant/Agent

.....
Signature

.....
Date



F03/DFS/FI&E/SOP/003
REV#:3

EXPORT REJECTION FORM

REJECTION OF P/INVOICE NO..... DATE.....

Reasons for rejection

1. Product not registered ☐
2. No valid License as Manufacturer ☐
3. No P/invoice attached ☐
4. Currency not indicated on the P/invoice ☐
5. P/invoice is not original/counter signed and stamped by Importer ☐
6. Name/identity of items is not clear (brand name and / common name) ☐
7. Product not regulated by the Authority ☐
8. Certificate of analysis/sample from the batch to be exported not submitted
9. Others explain.....☐

Due to the above-mentioned reasons, your application have been rejected until the following requirements are fulfilled

1.
2.
3.
4.
5.

.....		
Name of officer rejecting	Signature	Date
.....		
Name of Applicant/Agent	Signature	Date

Schedule VIII

List of approved ports of entry

—————
(Made under Regulation 6)
—————

1. *Bagamoyo Sea Port*
2. *Bukoba Lake Port*
3. *Dar-es-salaam International Airport,*
4. *Dar es salaam Sea Port*
5. *Holili*
6. *Horohoro*
7. *Isaka Dry Port*
8. *Itungi Lake Port*
9. *Kabanga*
10. *Kassesya Lake Port*
11. *Kasumulu*
12. *Kemondo Bay Port*
13. *Kigoma Air Port*
14. *Kigoma Lake Port,*
15. *Kilimanjaro International Airport,*
16. *Kipili Lake Port*
17. *Lindi Sea Port*
18. *Mabamba*
19. *Mafia*
20. *Manyovu*
21. *Mbamba Bay Lake Port*
22. *Mtwara Sea Port*
23. *Musoma Lake Port*
24. *Mutukula/Kyaka*
25. *Mwanza Air Port*
26. *Mwanza Lake Port,*
27. *Namanga,*
28. *Rusumo Falls Port*
29. *Sirari,*
30. *Tanga Sea Port*
31. *Tarakea*
32. *Tunduma*

Revision history

These guidelines were revised in order to cope with the technological advancement and globalization. They were prepared after learning that the former guidelines were not providing a good guidance to users. The sections that have been changed include requirements for importations of foodstuffs into Tanzania where further elaboration has been given. The stop release stamp requirements for consignment that does not meet the importation requirements were added as the means of preventing entry of substandard or unfit products into the market. Issuance of seizure certificates to importers whose consignments are suspected not to conform to importation requirements instead of detention form has been provided.

All rights reserved

This is a controlled document. It must not be copied without authorization from the Manager Quality Management or Director of Business Support or Director General. Only originals or authorized copies shall be used as working documents.