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COFFEE INDUSTRY ACT, (CAP. 347)

REGULATIONS

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COFFEE INDUSTRY ACT,
(CAP. 347)

REGULATIONS

(Made under section 35)

THE COFFEE INDUSTRY REGULATIONS, 2013

PART I

PRELIMINARY PROVISIONS

1. These Regulations may be cited as The Coffee Industry Regulations, 2013.

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2. These Regulations shall apply to any type or grade of coffee grown or brought into Tanzania for trade purposes, but shall not apply to coffee on transit.

Applicat-
ion

3. In these Regulations, unless the context requires otherwise-

Interpre-
tation
Cap. 347

“Act” means The Coffee Industry Act;

“auction” means a system under which coffee is offered for sale at the Moshi Coffee Auction or any other place as may be approved by the Board;

“authorized officer” means an officer appointed by the Director or the Board to act on behalf of the Director or the Board;

“Board” means the Tanzania Coffee Board established under Section 3 of the Act;

“coffee dealer” for the purpose of registration and licensing includes a buyer, processor, exporter, warehouseman, liquorer or any person dealing with coffee other than a coffee grower;

“coffee grower group” means a group of coffee growers united together for the purpose of collectively trading coffee along the value chain;

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- “coffee on transit” means coffee brought into Tanzania from one country for purposes of being transported to another country;
- “coffee seed” means coffee planting material and includes coffee seedlings;
- “coffee year” means the International Coffee Organization year;
- “coffee by product” means product derived from coffee which includes caffeine, husk, pulp, mucilage and such other products which may be derived from coffee;
- “contract farming” means farming under an agreement between coffee growers, farmers or producers on the one part and coffee industry financiers including coffee buyers, factory owners, investors or bankers on the other part;
- “curing factory” means a plant or industrial unit used for processing parchment or dry cherry coffee, with a capacity of processing more than 1.5 tons of coffee per hour;
- “Director” means Director responsible for crop development in the Ministry;
- “Director General” means the Chief Executive Officer of the Board;
- “dry cherry” means picked and dried coffee cherry;
- “exporter” means a person licensed by the Board as coffee exporter;
- “home hulling” means home processing of dry cherry coffee using a machine with a processing capacity of less than 1.5 tons of coffee per hour;
- “inputs” means planting materials, agrochemicals, fertilizers, farm implements and packaging materials;
- “Inspector” means an officer appointed by the Board in accordance with the provision of section 18 of the Act;
- “International Coffee Organization” means the International Coffee Organization established under the International Coffee Agreement (ICA) 1962 as revised;
- “Local government authority” means the District Authority established under the Local Government (District Authorities) Act or the Urban Authority established under the Local Government (Urban Authorities) Act;
- “Minister” means the Minister responsible for agriculture;
- “Ministry” means Ministry responsible for agriculture;

Caps. 287
and 288

“premium coffee for export” means top grade and high quality coffee which has been uniquely prepared to meet conditions of special markets as specified in the Fourth Schedule;

“primary processing” means processing of coffee by pulping or hulling to produce parchment or un graded clean coffee;

“parchment coffee” means dry coffee produced through wet processing;

“pulper” means premises equipped with mechanically operated machinery for processing ripe coffee cherries into parchment coffee;

“ripe cherry” means ripe fruit of a coffee tree picked after it has naturally ripened;

“liquorer” means a person with formal training in classifying coffee by tasting and is recognized by the Board;

“Schedule” mean Schedule to these Regulations;

“secondary processing” means processing of coffee by curing or hulling to produce graded clean beans;

“shared functions” shall carry the same meaning as ascribed to in the Act;

“stakeholders meeting” means the meeting of all coffee stakeholders provided under regulation 54;

“standard weight” means a bag of 60 Kilograms net of clean coffee plus tare weight of an empty bag;

“zonal committee” means the stakeholders committee in each coffee production zone;

“zonal stakeholders meeting” means the stakeholders’ meeting conducted at least twice a year to deliberate on coffee development matters in each coffee production zone.

PART II

REGISTRATION OF COFFEE GROWERS AND DEALERS

4. -(1) Subject to the provisions of the Act, the Board shall keep and maintain a register of all coffee growers for the purposes of-

- (a) regulating coffee quality;
- (b) monitoring contract farming;
- (c) facilitating the provision of extension services and credit requirements to coffee growers;
- (d) regulating coffee processing and manufacturing;
- (e) controlling import and export of coffee;
- (f) establishing a basis for planning and making appropriate estimates of inputs; and

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tion of
coffee
growers

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(g) dealing with any other relevant matter in the coffee industry.

(2) An application for a registration as a coffee grower shall be in Form No. 1A and 1B as set out in the second Schedule to these Regulations.

(3) Notwithstanding the provisions of sub regulation (2), the Board may establish a system of registering small scale coffee growers without applying to the Board.

(4) The Board shall, upon registration, issue registration number to the coffee grower.

(5) Unless otherwise provided, registration of coffee growers shall be free of charge.

Particulars
for
coffee
growers
registration

5. -(1) The Board shall, for the purpose of registration, enter in the register particulars of a coffee grower, indicating where applicable-

- (a) full name and address of a coffee grower and in case of a cooperative society or association, names and address of individual members of such cooperative society or association;
- (b) where a person who owns the land planted with coffee is not the actual coffee grower, full name and address of the land owner;
- (c) description of the location of the farm or field with sufficient details to identify the farm, and where applicable, location of the farm or field in a general map of the area;
- (d) the name of the district, ward and village in which the coffee field is located;
- (e) the estimated area in hectares of the whole farm indicating the area planted with coffee and the number of trees as of the date of its registration;
- (f) the average kilograms of coffee produced by the coffee grower per season or the estimated maximum quantity the coffee grower expects to produce; and
- (g) any other information, which may be deemed necessary for the purpose of registration.

(2) The Board may make all particulars listed under sub-regulation (1) accessible to stakeholders in electronic and mechanical form.

6. The Board shall register a person as a coffee grower if he grows coffee in the area prescribed by the Director to be suitable for growing coffee.

Qualification for registration as a coffee grower

7.-(1) The Board shall keep a register of licensed coffee dealers in the following categories-

Registration of coffee dealers

- (a) central pulperies;
- (b) coffee hullers;
- (c) coffee buyers;
- (d) warehousemen;
- (e) coffee processors;
- (f) coffee exporters;
- (g) certified liquorers;
- (h) coffee nurseries;
- (i) coffee importers; and
- (j) any other category of coffee dealer as it deems necessary.

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(2) The Register kept under sub-regulation (1) shall include the following particulars-

- (a) name and address of the coffee dealer;
- (b) any agent responsible to manage the coffee dealer's business;
- (c) issued licence number and its date;
- (d) location and name of the business;
- (e) projected business plans and expansion programme, if any;
- (f) projected coffee for process or sales per year;
- (g) any other information deemed necessary.

(3) Except for any information determined by the Board as confidential information, the register referred under sub-regulation (2) shall be available for public inspection upon request in writing made to the Board.

(4) An application for a registration as a coffee dealer shall be on Form No. 2 as set out in the Second Schedule to these Regulations.

(5) The Board shall, upon registration, issue registration number to the coffee dealers.

- “premium coffee for export” means top grade and high quality coffee which has been uniquely prepared to meet conditions of special markets as specified in the Fourth Schedule;
- “primary processing” means processing of coffee by pulping or hulling to produce parchment or un graded clean coffee;
- “parchment coffee” means dry coffee produced through wet processing;
- “pulper” means premises equipped with mechanically operated machinery for processing ripe coffee cherries into parchment coffee;
- “ripe cherry” means ripe fruit of a coffee tree picked after it has naturally ripened;
- “liquorer” means a person with formal training in classifying coffee by tasting and is recognized by the Board;
- “Schedule” mean Schedule to these Regulations;
- “secondary processing” means processing of coffee by curing or hulling to produce graded clean beans;
- “shared functions” shall carry the same meaning as ascribed in the Act;
- “stakeholders meeting” means the meeting of all coffee stakeholders provided under regulation 54;
- “standard weight” means a bag of 60 Kilograms net of clean coffee plus tare weight of an empty bag;
- “zonal committee” means the stakeholders committee in each coffee production zone;
- “zonal stakeholders meeting” means the stakeholders’ meeting conducted at least twice a year to deliberate on coffee development matters in each coffee production zone.

PART II

REGISTRATION OF COFFEE GROWERS AND DEALERS

4. -(1) Subject to the provisions of the Act, the Board shall keep and maintain a register of all coffee growers for the purposes of-
- regulating coffee quality;
 - monitoring contract farming;
 - facilitating the provision of extension services and credit requirements to coffee growers;
 - regulating coffee processing and manufacturing;
 - controlling import and export of coffee;
 - establishing a basis for planning and making appropriate estimates of inputs; and

Registra-
tion of
coffee
growers

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(2) The crop specifications under sub regulation (1) shall include the use of agro chemicals such as fertilizers, herbicides, fungicides, nematicides and any other materials related to coffee production.

13. A coffee grower shall plant coffee varieties approved under the Seed Act and recommended to that respect by the recognized coffee research institution. Approved varieties

14.-(1) Any person may, upon application and approval of the Board, establish and maintain a nursery which shall be a source of coffee planting materials or seedlings. Coffee nurseries

(2) The Board shall develop guidelines for good coffee nursery husbandry.

(3) The Board shall inspect and approve the coffee planting materials or seedlings in the nurseries before planting.

(4) The Board shall inspect nurseries to ensure compliance with good coffee nursery husbandry.

15. The owner or occupier of land under coffee production shall control pests and diseases through recommended practices including an integrated pest management. Pests and disease control

16.-(1) A coffee grower shall properly maintain his land planted with coffee trees in accordance with good coffee husbandry practices prescribed under these Regulations or guidelines issued by extension or agricultural officers. Compliance with good practices

(2) Any coffee grower shall not uproot or destroy coffee trees without approval of the Board to that effect.

(3) Any person who contravenes the provision of sub regulation (2), commits an offence and upon conviction shall be liable to imprisonment for a term not less than six months or to a fine not less than one million shillings or to both.

17. A coffee grower shall pick and carry out primary processing of coffee according to good coffee husbandry practices. Picking and primary processing

18.-(1) A person shall not import coffee seeds in Tanzania unless in accordance with the provisions of the Seed Act. Importation of coffee seeds
Cap. 308

C. V. No. 385 (contd.)

Cap 308. (2) Any person who contravenes the provisions of sub regulation (1) commits an offence and shall, on conviction, be liable to a penalty prescribed under the Seed Act.

Quara-
ntine
terms
and
conditions 19.-(1) Subject to the existing laws on plant protection, the Director or an authorized officer may, by Order under his hand and for purposes of preventing or controlling occurrence or spread of any pests or diseases of coffee within a specified area-

- (a) prohibit or regulate the sowing of coffee seeds or any other crop specified in the Order, which is known to harbour pests or disease;
- (b) prohibit the removal from any area coffee, seeds or any article, which in the opinion of the Director is likely to harbour pests or disease of coffee;
- (c) require the uprooting and burning of all or any coffee plants, coffee residue or any plant specified in the order by a person possessing or having control over that coffee plant; or
- (d) prohibit any person from planting any coffee seeds before the date specified in the Order.

(2) Any person who fails to comply with an Order issued under sub-regulation (1) commits an offence and on conviction, shall be liable to such penalty as provided for in the relevant law for Plant Protection.

(3) Subject to the provisions of sub regulation (2), the Director or an authorized officer, may, within seven days upon issuance of an Order under sub regulation (1), cause the removal or destruction of coffee, coffee planting materials or seedlings or any other crop likely to cause the spread of pests and diseases.

(4) Without prejudice to any penalty imposed under sub regulation (2), any costs incurred as a result of the removal or destruction initiated by the Director or any Officer of the Government or Board shall be recoverable as a debt due to the Government.

PART IV

TRADING OF COFFEE

Types
and
grades of
coffee 20.-(1) For the purpose of these Regulations, there shall be two types of traded coffee, namely-

- (a) Arabica; and
- (b) Robusta.

(2) The Board may specify other types of traded coffee as it may deem necessary.

(3) Robusta and Arabica coffee shall be processed and sorted into grades specified under the Sixth Schedule of these Regulations.

(4) A coffee grower shall grade traded coffee in accordance with the grades prescribed under these Regulations, or as may be prescribed by the Board from time to time.

(5) Every licensed coffee processor shall ensure that the processed coffee conforms to grades specified in the Fifth Schedule of these Regulations.

21.-(1) A registered coffee dealer shall buy coffee-

- (a) from a registered grower;
- (b) in accordance with prescribed grades;
- (c) by paying differential price for each grade.;
- (d) within registered buying post or auction.

Restric-
tions on
buying
coffee

(2) Any person who contravenes the provisions of sub regulation (1) commits an offence and in addition to any other penalty prescribed under these Regulations, the Board shall forthwith suspend, cancel or revoke his registration and buying license for such period of time as it may be deemed fit.

22.-(1) A registered coffee buyer shall-

- (a) at all times during office hours, display, at a conspicuous place, the prices offered per unit weight of each grade of coffee;
- (b) buy coffee in cash at prices not less than those displayed at the buying post;
- (c) display a standard sample grade for each grade;
- (d) store all coffee according to grades;
- (e) display and use a weighing scale, properly inspected and approved by the relevant authority;
- (f) keep all coffee bought on pallets in the premises approved by the Board; and
- (g) keep records of coffee purchased and submit them to the Board as may be required.

Obligations
of
registered
coffee
buyers

(2) A person who contravenes the provisions of sub regulation (1) commits an offence.

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Declaration of coffee buying season 23. -(1) The Board shall at least, one month before the start of the buying season announce the dates on which the coffee buying season shall commence for each zone.

(2) For the purpose of this Regulation, buying season shall mean the time of which the coffee grower starts trading coffee in accordance with the approved coffee buying calendar by the Board.

Declaration of coffee buying posts 24.-(1) The Board may, in consultation with the relevant local authority, declare any premise or places to be a coffee buying post from which all buyers shall be obliged to buy coffee.

(2) Any buyer who buys coffee in a place other than a buying post declared in accordance with sub-regulation (1) commits an offence.

(3) Notwithstanding the provisions of sub-regulation (2), the Board may suspend or revoke the licence.

Board to buy coffee 25. Notwithstanding any provision of these Regulations, the Minister may, on the advice of the Board, authorise the Board to buy coffee, for a specified period, from an area or areas if it is in the public interest to do so.

PART V

LICENSING OF COFFEE DEALERS

Issuance of license to registered coffee dealers 26.-(1) The Board shall, upon application and subject to the fulfillment of all the requirements of a license application, issue a license to any coffee dealer registered pursuant to regulation 7.

(2) Without prejudice to sub regulation (1), where an applicant has been denied a permit to operate in the district without reasonable cause, the Board may issue a license to such an applicant provided the applicant has fulfilled the conditions under the Third Schedule of these Regulations.

(3) The Board may for the purposes of issuing a license under sub-regulation (1), issue the following categories of coffee licenses-

- (a) ripe cherry coffee processing licence;
- (b) dry cherry coffee buying license;
- (c) parchment coffee buying license;
- (d) coffee curing (washed coffee) license;
- (e) coffee curing(non washed coffee) license;
- (f) coffee warehouse license;
- (g) coffee liquorer license;
- (h) green coffee export license;

- (i) instant coffee export license;
- (j) roast and ground coffee export license;
- (k) local coffee roaster's license;
- (l) dry cherry coffee hulling license; and
- (m) premium coffee export license.

(4) The Board shall, subject to the provision of the Act and these Regulations, issue other types of licences where it deems necessary.

(5) All licenses issued by the Board shall be in the prescribed form as provided for in the Fourth Schedule under these Regulations:

(6) The provision of sub regulation (1) shall not apply to a coffee grower who stores or process his own grown coffee.

(7) The Board shall for the purpose of issuing a processing licence, take into consideration-

- (a) the quantity of coffee being produced in the area;
- (b) the area's future potential for coffee production;
- (c) the existing processing plants in the area; and
- (d) any other factors necessary for coffee processing.

27.-(1) A person who intends to deal with coffee shall apply for a license to the Board in the relevant form set out in the Third Schedule of these Regulations.

Application
for
license

(2) An applicant for a licence under sub regulation (1) shall provide the following information to the Board-

- (a) name and address of the applicant;
- (b) evidence of registration by the Board;
- (c) any other information as the Board may deem important for the purpose of licensing.

(3) The Board shall, within fourteen days upon receipt of an application under sub-regulation (1), process it and inform the applicant accordingly.

28.-(1) No person shall carry-out any of the activities specified in sub- regulation (2) of this regulation except under a valid registration and licence issued under these Regulations.

Restriction
in trading
in coffee
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- (2) The activities referred to under sub- regulation (1) shall include-
 - (a) buying of coffee;

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- (b) processing of coffee;
- (c) operating a factory in which any type of coffee is processed or is intended to be processed;
- (d) operating a pulpury used or intended to be used for processing coffee;
- (e) controlling a store used or intended to be used for the storage of coffee; and
- (f) roasting of coffee for sale locally or for export; and
- (g) any other activity which may be restricted under these Regulations.

(3) Any person who contravenes the provision of sub-regulation (1) commits an offence.

(4) This Regulation shall not apply to a person storing or processing coffee grown by him.

Conditions
for ripe
cherry
buying
and
processing
license

29.-(1) The ripe cherry coffee processing licence shall be issued if the applicant-

- (a) owns a central pulpury unit approved by the Board for ripe cherry processing;
- (b) has entered into an agreement with a registered coffee grower for ripe cherry processing which shall stipulate among others-
 - (i) particulars of the parties;
 - (ii) date of entry into the agreement;
 - (iii) price of parchment upon processing which shall not be less than indicative price issued by the Board in the particular season;
 - (iv) the date of payment to the grower which shall not exceed twenty one days from the date of delivery of ripe cherry by the grower, and
- (c) fulfills the conditions for application of ripe cherry processing license, provided under these Regulations.

(2) Subject to sub-regulation (1), an agreement for ripe cherry processing shall be in a form provided for under Ninth Schedule to these Regulations and shall-

- (a) be made with a registered grower as provided for in these Regulations;
- (b) be perused and registered by the Board;

- (c) stipulate estimated processing costs per kilogram based on the guidance issued by the Board for a particular season;
- (d) provide the conventional ratio of 5kg of ripe cherry coffee to 1kg of processed coffee; and
- (e) contain any other terms and conditions regarding management of ripe cherry coffee and the clause to allow the grower to sell the process cherry to any other buyer if the parties fail to agree on the price after the processing of ripe cherry coffee.

(3) Upon receipt of ripe cherry coffee, the licensed processor shall issue a Delivery Note using the form set out in the Eighth Schedule acknowledging the receipt of such ripe cherry coffee from the grower.

(4) The coffee grower shall have the right to participate in the whole chain of ripe cherry processing by himself or his representative and the ripe cherry processor shall ensure that the grower is well informed on the process.

(5) The ripe cherry processor shall process the ripe cherry on first-in first-out basis.

(6) Upon completion of processing, the processor and the grower shall meet and where necessary, in the presence of a neutral party including an officer or agent of the Board or government authority to agree on the price of the processed coffee.

(7) The processor and the grower shall record the agreement regarding the sale of the processed coffee including the price and the modalities for payment thereof.

(8) Where the processor and the grower fail to agree on the price of the processed coffee, the grower shall have the right to sale the processed coffee to other buyers in which through that sale, the processor shall be entitled to recover the cost of processing as agreed by the parties at the time of entering into ripe cherry processing agreement.

(9) The processor shall ensure that the coffee in his possession is properly secured to protect that coffee from any damage, pilferage or degeneration in quality, failure of which shall be liable to compensate the grower for any damage so caused to the grower.

(10) The processor shall keep a record of all received and processed ripe cherry coffee which shall be availed to the grower or any officer of the Board or government authority for verification at any time so required.

G.N.No. 385 (contd.)

(11) Any person who buys ripe cherry before processing commits an offence and upon conviction shall be liable to a fine not exceeding three million or to imprisonment for term of not less than two years to both.

(12) In addition to any penalty imposed under sub regulation (11), the Board may revoke, suspend or cancel any registration and licences issued to the processor for such period of time as it may determine to be reasonable.

Obligation
of
licensed
coffee
processor

30. Without prejudice to any provision of these Regulations, a licensed coffee processor shall ensure that the processed coffee conforms to grades specified in the Fifth Schedule.

Coffee
Warehouse
license

31.-(1) The holder of a warehouse license shall be entitled to store coffee in the form of green coffee.

(2) The warehouse owner licensed under these Regulations shall conform to the requirement of Tenth Schedule and other standards provided under the relevant laws on warehouses.

Green
coffee
export
license

32. A holder of the green coffee export license shall buy green coffee from the auction designated by the Board and export it subject to terms and conditions specified in the licence.

Coffee
roasting
license

33.-(1) A holder of local roasting license shall buy green coffee, and make ground coffee or instant coffee.

(2) Before issuing a coffee roasting license, the Board shall ensure that the applicant possesses the necessary equipment.

Roast
and
ground
coffee
export
license

34. The holder of a roast and ground coffee export license shall export out of Tanzania roasted beans and ground coffee.

Liquoring
license

35.-(1) The Board shall issue a liquoring license to an applicant who possesses a qualification prescribed in these Regulations or as set out by the Board and passes a liquoring test conducted by the Board.

(2) Any person, who renders liquoring services without a license provided in accordance with these regulations, commits an offence.

36.-(1) The Board shall not, at one particular time, issue more than one license to the same person out of the following licenses-

Prohibition
of
multiple
licences

- (a) coffee buying licenses;
- (b) coffee curing license, and
- (c) green coffee export license.

(2) Notwithstanding the provision of sub-regulation (1), where a licensed pulper owner intends to maintain a special quality of coffee to meet speciality markets, the Board may issue a ripe cherry processing licence, coffee buying licence and coffee curing licence to the same applicant at the same time.

(3) Where a dry cherry buyer intends to maintain a special quality of coffee to meet speciality markets the Board may issue a coffee buying license and hard coffee hulling licence.

37. A license issued by the Board under these Regulations shall be valid for a period specified in the terms and conditions of a particular license and may be renewed in accordance with the terms and conditions of the license.

Duration
of license

38.-(1) Where the Board is satisfied that the applicant for any license has fulfilled all the requirements necessary for the issuance of a license, it shall issue such a license to the applicant.

Issuance and refusal of licenses

(2) The Board shall process every application for a licence under these Regulations expeditiously and without undue delay and in any case within twenty-one days.

(3) The Board may refuse to issue a license if the applicant-

- (a) has failed to show evidence of capacity to carry out a business relating to the license applied;
- (b) is indebted to the Board, coffee growers, processors or any contribution to the industry as agreed upon by the stakeholders; or
- (c) has failed to observe rules and regulations related to the licenses issued in previous seasons.

(4) Where the Board refuses to issue a license it shall inform the applicant accordingly within twenty one days from the date of which the application was received by the Board.

Coffee Industry

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(5) The applicant who is not satisfied with the Board's decision made pursuant to sub-regulation (4), may, within twenty -one days of such refusal, appeal to the Minister.

Licenses
to be
produced
for
inspection

39.-(1) A licensed coffee dealer shall display his licence and make it available for inspection by a dully authorized officer responsible for the enforcement of the Act and these Regulations.

(2) A license holder who, without reasonable cause, fails to produce the license so requested commits an offence and shall, upon conviction, be liable to a fine of not less than two million shillings and his license may forthwith be cancelled by the Board.

Suspe-
nasion of
license

40.-(1) The Board may, for specified reasons made known to the holder of a license, suspend the license.

(2) The Board may suspend license issued under these regulation for any grounds provided for under sub-regulation 38(3).

(3) A person whose license has been suspended shall not transact any business to which the license relates during the period of such suspension and any person who contravenes this sub regulation commits an offence and shall, upon conviction, be liable to a fine of not exceeding two million shillings.

(4) The Board shall, as soon as the license holder rectifies the situation that necessitated the suspension of any license, lift the suspension.

Cancell-
ation of
license

41.-(1) The Board shall, after giving the license holder an opportunity to be heard, cancel any license issued under these Regulations, where it is satisfied that the holder of the license-

(a) willfully neglects to observe conditions related to the issued license;

(b) has ceased to carry on the business in respect of which the license was issued;

(c) fails to comply with the provisions of the Act and these Regulations;

(d) has been suspended continuously for a period of more than six months.

(2) The Board may cancel any issued license on any ground provided for under sub-regulation 38(3).

(3) A person whose license has been cancelled, shall not transact any business to which the license relates during the period of such

cancellation and any person who contravenes this sub-regulation commits an offence and shall, upon conviction, be liable to a fine of not exceeding two million shillings.

(4) A person convicted pursuant to sub-regulation (2), may not be allowed to apply for any license for a period of not less than two seasons.

PART VI

COFFEE AUCTION AND EXPORTS

42.-(1) Subject to the provisions of Section 5 (3) (d), of the Act the Board shall conduct or cause to be conducted auction for coffee at the Moshi coffee auction or any other place as may be approved by the Board from time to time.

Conduct
of
auctions

(2) Coffee sold at the auction shall be by way of catalogues prepared by the Board in a manner which discloses the identity of the coffee owner.

(3) The Board shall draw pre-auction and post-auction samples for purpose of ensuring that the samples drawn represent coffee offered for auction or coffee to be exported after auction.

(4) The coffee whose samples have been drawn, shall be kept under the custody of the auctioneer, until it is passed over to the buyer.

(5) The Board may, after being satisfied that, applicant for direct export license of coffee has complied with conditions set out in the Fifth Schedule of these Regulations, allow the applicant to export coffee without passing through the auction.

43.-(1) A coffee exporter or his agent shall attend coffee auctions and bid during auction sessions.

Attendance
to
auctions

(2) The Board shall allow coffee owners or their agents to attend coffee auction.

(3) Notwithstanding the provisions of Sub regulation (1), the Board may, for specified reasons, refuse a coffee exporter or his agent to bid during the auction.

(4) The provisions of the Auctioneer's Act shall not apply to any sale by auction of any coffee in the possession for auction by the Board where such auction is conducted by the Board.

Cap. 227

44.-(1) No person shall export coffee except under a licence issued by the Board.

Export
approval
forms

(2) Any person who contravenes the provisions of sub-regulation (1) commits an offence.

G.N.No. 385 (contd.)

(3) A holder of coffee export licence shall before export of coffee, apply to the Board for export permit in Form No. 16 set out in the Third Schedule.

(4) Upon receipt of the application made under sub-regulation (1), the Board shall evaluate the application and issue an export permit in Form No. TBC/DE/04 set out in the Fourth Schedule if it is satisfied that the application has fulfilled the conditions for export provided for under these Regulations.

(5) The export issued under sub regulation (2) shall indicate the following-

- (a) FOT/FOR ex-warehouse;
- (b) FOB, Tanzania ports; or
- (c) any other terms of export which the Board may approve.

(6) Where the applicant fails to meet the conditions for export, the Board may refuse to issue the export permit and inform the applicant accordingly within fourteen days for the date the application was received by the Board.

(7) Notwithstanding the provision of sub-regulation (2), the Board may suspend or cancel export permit issued if the holder contravenes the conditions of which the permit was issued.

PART VII

COFFEE QUALITY CONTROL

Quality
control

45. -(1) A coffee grower, trader, processor, exporter shall maintain quality of coffee to meet its standard as provided for in these Regulations.

(2) No coffee dealer shall transport ripe cherry coffee, parchment coffee, dry cherry coffee or any unprocessed coffee from one coffee growing zone to the other without an approval and permit issued by the Board.

(3) Any person who contravenes the provisions of sub regulation (2) commits an offence.

Inspection
of
licensed
pulperies
or hullers

46. The Board shall have powers to inspect licensed central pulperies and hullers to ensure conformity to standards prescribed under these Regulations.

Inspection
of drying
of coffee

47. The Board shall inspect drying of coffee cherries or parchments to ensure that coffee cherries or parchment coffee are dried on trays or on other appropriate materials, which shall be positioned in such a way

that they do not allow the cherries or parchments to touch the ground or to be contaminated with any foreign matter.

cherries
or parch-
ments

48.-(1) The Board shall inspect secondary coffee processors to ensure that they possess necessary machinery and other related facilities, which conform to standards prescribed under these Regulations.

Inspection
of
secondary
coffee
processing

(2) A person who process coffee without using necessary machinery and other related facilities commits an offence.

49. The Board shall inspect coffee warehouse to ensure that warehouse owners maintain quality standards for warehouses.

Inspection
of Coffee
warehouse

50.-(1) An inspector of the Board or authorised officer may-

Powers of
inspectors

(a) at any time, enter any premises in which coffee is processed, transported or stored, and inspect the premises or any machinery used for the processing of coffee;

(b) give any directions, which the inspecting officer may think necessary to ensure that the premises or processing factory complies with the standards required by the Board;

(c) take reasonable samples of any coffee found in any premise or processing factory, and cause those samples to be tested in any manner which the Board may consider necessary;

(d) prohibit the use of premises until the Board is satisfied that such premises conform to the standards required.

(2) Any person, who denies access or obstructs an inspector or authorized officer of the Board, or who fails to render any reasonable assistance to an inspecting officer, commits an offence and shall, upon conviction, be liable to a fine of not less than two million thousand shillings and in addition to such penalty the Board may suspend or cancel his license.

51.-(1) The Board shall ensure that the quality of all pre and post-auction samples continue to represent their true respective coffee lots, until after being paid for and handed over to the buyers.

Quality
of pre
and post-
auction
samples

(2) Any person, who tampers with a coffee sample or its true respective coffee lot, so as to cause that sample or coffee lot, as the case may be, to be different from its true sample or coffee lot, commits an offence and shall, on conviction, be liable to a fine of not exceeding three million shillings or to imprisonment for six months or to both such fine and imprisonment.

G.N.No. 385 (contd.)

Quality
of coffee
for export

52. Coffee for export shall be packaged in containers or packaging materials which preserve quality and which adhere to weight measures provided by the International Coffee Organization.

Licensees
to be
inspected

53. A registered person or holder of a license issued under these Regulations shall, at all times during normal working hours, whether with or without prior notice from the Board, allow authorized officers and officers of the Board to carry out inspection for coffee quality control purposes.

PART VIII

STAKEHOLDERS FORUM

Stake-
holders
meeting
and its
composi-
tion

54.-(1) There shall be an annual stakeholders meeting composed of key stakeholders from the coffee industry.

(2) The composition, functions, funding and proceedings of the stakeholders meeting shall be as provided in the Seventh Schedule of these Regulations.

Role and
functions
of
Stake-
holders
Meeting

55.-(1) Subject to the provisions of section 30 (1) of the Act, the annual stakeholders meetings shall be responsible for-

- (a) promoting the development of the coffee industry;
- (b) putting in place mechanisms for the management and funding of the shared functions;
- (c) making procedures for conducting and funding annual stakeholders meeting;
- (d) deliberation of issues linked to funding and the implementation of shared functions;
- (e) making follow up and ensuring compliance of stakeholders meeting resolutions; and
- (f) agreeing on matters of common interest.

(2) The stakeholders' meeting shall be held at least once in every year.

Proce-
dure for
conven-
ing
meetings

56. Stakeholders shall adopt and review from time to time stakeholders meeting procedures as set out in the Seventh Schedule of these Regulations.

Confir-
mation of
the
Stake-
holders'
Resolu-
tions

57. The stakeholders shall confirm and adopt the resolutions of the meeting on the same sitting.

58. The Board and the Secretariat of the Stakeholders meeting shall be responsible for the follow up and coordination of the implementation of stakeholders meeting resolutions, including the implementation of shared functions.	Implementation of stakeholders meeting resolutions
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PART IX

CONTRACT FARMING

59.-(1) Contract of farming may be entered into between a registered coffee grower and financier for the purpose of carrying out and facilitating farming activities.	Contract Farming
--	-------------------------

(2) Parties shall, in entering into contract under sub regulation (1), use a standard form provided for under the Eleventh Schedule to these Regulations.

(3) A contract of farming entered into under this regulation shall be submitted to the Board for perusal and registration.

(4) The Board shall monitor the implementation of every contract of farming and refuse to register any agreement which contravenes the Act or these Regulations.

60. Where any dispute arises between the parties in respect of the provisions of the contract of farming, it shall be settled in accordance with the dispute settlement clause of the contract farming or through appropriate dispute resolution forum agreed by the parties as recognized under any written law.	Dispute Settlement Mechanism
--	-------------------------------------

PART X

ROLE OF LOCAL GOVERNMENT AUTHORITIES

61. Subject to the provisions of Section 35A of the Act, the Local Government Authorities may, in the implementation of the shared functions agreed by stakeholders, make by-laws and take into consideration the following-	By- Laws of local Government Authorities
---	---

- | | |
|--|--|
| <ul style="list-style-type: none"> (a) increase in production of coffee in their respective areas; (b) maintenance of quality of coffee from production to market levels; (c) proper and maintenance of Infrastructure; and (d) any other matter for the development of the coffee industry. | |
|--|--|

G.N.No. 385 (contd.)

Implementa-
tion of stake-
holders
meeting
resolutions
by the
Local
Gove-
ment
Authori-
ties.

62. For the purpose of ensuring implementation of resolutions in the stakeholders meeting, the Local Government Authorities may present their implementation report of the previous stakeholders' resolutions at the annual stakeholders meeting.

Guidelines

63. The Board may issue general and specific guidelines in relation to the production, processing, marketing, exportation and importation of coffee or management of shared functions as it may deem necessary.

Appoint-
ment of
an agent

64. The Board may appoint an agent to perform its functions upon such terms and conditions as may deem fit.

Staff
perfor-
mance
evaluation
standards

65. The Board shall, in consultation with other stakeholders, develop coffee industry strategy in which it shall draw its strategic action plan.

Standard
of
service

66. The Board shall develop staff performance evaluation system based on its strategic action plan.

Clients
service
charter

67. The Board shall establish and publish Client Service Charter.

Books
and
records

68.-(1) A person licensed by the Board under these Regulations shall keep and submit to the Board accurate and proper records of

(a) in case of a licensed buyer and processor, the amount of coffee purchased or processed by him for every month within a coffee season;

(b) in case of a licensed exporter, coffee purchased and exported, within each month of the coffee season.

(2) Each information specified under sub regulation (1) shall be availed to coffee inspectors upon request.

(3) The Board shall compile and maintain a monthly report of information submitted to it under Sub regulation (1) and may furnish a copy of the report to stakeholders.

69.-(1) The Board shall, from time to time, inform the general public by publishing through local media or any other form, prices prevailing in the world market in respect of various types and grades of coffee sold at the auction.

Publication
of prices

(2) Any price of coffee published by the Board under this Regulation shall be indicative price to guide the stakeholders.

70. In ensuring compliance to standards of service to stakeholders, the Board in collaboration with the stakeholders shall ensure that-

Value
chain
analysis
on
service
delivery

(a) the roles and responsibilities of each actor in the coffee industry contributes to adding value to the development of the coffee industry;

(b) the potential for adding value through the means of cost advantage or differentiation is enhanced; and

(c) the coffee industry attains sustainable competitive advantage.

71.-(1) A person to whom a license has been issued by the Board shall not lend, transfer or assign such license to any other person save with the prior approval of the Board.

Transfer
and
assignment
of license

(2) Any person who lends transfers or assigns any license issued to him without having first obtained the approval of the Board commits an offence.

72. Any person who adds or causes to be added, any foreign or extraneous matter to any coffee shall be guilty of an offence.

Adulteration
of
coffee

73. Any person who contravenes any of these Regulations where no other punishment has been specified commits an offence and shall upon conviction be liable to a fine of not exceeding three million shillings or to a term of imprisonment not less than one year or to both such fine and imprisonment.

Offence
and
general
penalty

74. Where any offence against these regulations has been committed by any person with the consent or approval of a director, manager, secretary or any other authorized officer with the capacity as a director of that body corporate, shall be deemed to have committed the offence in the corporate name.

Corporate
liability

G.N. No. 385 (contd.)

Appeal
to the
Minister

75. A person who is not satisfied with any decision made by the Board in the enforcement of any provision of the Act or of these Regulations which no period of appeal is specifically stipulated, may, within twenty-one days after being notified of the decision, appeal in writing to the Minister.

Board to
coordinate
mediation
and
arbitration

76.-(1) The Board may be requested to coordinate mediation or arbitration, as shall be agreed by persons who are directly or indirectly affected by the enforcement of the Act and these Regulations.

(2) The Board in coordinating mediation or arbitration shall observe relevant laws on mediation or arbitration applicable in Tanzania and in case of international transactions provisions of relevant international conventions on mediation or arbitration.

Compliance
with
the Act

77. The provisions under these regulations shall be construed in accordance with the provisions of the Act.

Revocation
and
savings
GN. No.
187 of
2012

78.-(1) The Coffee Regulations, 2012 are hereby revoked.

(2) Notwithstanding the provisions of sub-regulation (1), any orders made or license issued before the coming into effect of these Regulations shall continue to be in force until they are cancelled or otherwise rendered invalid under these Regulations.

SCHEDULES

FIRST SCHEDULE

TANZANIA COFEE BOARD

GOOD COFFEE HUSBANDRY PRACTICES

(Made under Regulation 11)

Every coffee grower shall observe all human hygiene principles and good agricultural practices at all levels of production and processing to at least comply with under mentioned good coffee husbandry practices:

- (1) Field management:
 - i. Selection of appropriate site for coffee growing.
 - ii. The use of improved recommended coffee varieties
 - iii. Observe proper recommended planting requirements
 - iv. Field weed control
 - v. Integrated pest management
 - vi. Disease control
 - vii. Moisture application and conservation
 - viii. Fertilizer application
- (2) Harvesting and primary processing for mild Arabica and/or Hards:
 - 1. Picking only ripe cherries (selective picking)
 - 2. Proper adjustment of a pulper
 - 3. Pulp harvested coffee within eight hours after picking
 - 4. Wash with clean water and sort.
 - 5. Use of recommended fermentation tanks.
 - 6. Wash with clean water and grade.
 - 7. Dry on raised tables of at least one meter above the ground.
 - 8. Proper sun drying
 - 9. Proper packing and conditioning
 - 10. Proper storage and transportation.

Coffee Industry

G.N.No. 385 (contd.)

SECOND SCHEDULE

FORM NO.1A



FOMU YA MAOMBI YA USAJILI WA WAKULIMA WA KAHAWA (Imetayarishwa chini ya Kanuni ya 4(2))

A: TAARIFA YA JUMLA

Jina la Mkulima
Umri (miaka)
ANUANI:
S.L.P:
MKOA:
WILAYA:
TARAFU:
KATA:
KIJJI:
KITONGOJI:

B. TAARIFA YA UZALISHAJI

Eneo la shamba (Hekari):
Mwaka wa kwanza kupanda Mibuni:

Aina ya Mibuni

Arabika

Robusta

Idadi ya Mibuni		
Wastani wa Uzalishaji kwa mwaka (kilo/ha) Kahawa		
Maganda ☐ Safi ☐		
Mimi nathibitisha kwamba taarifa nilizotoa hapo juu ni za kweli		

Saini ya Mkulima:

C. UTHIBITISHO

MKURUGENZI MTENDAJI

HALMASHAURI YA WILAYA YA

JINA

CHEO:

SAINI:

TAREHE:

FORM NO: 1B



ESTATES REGISTRATION FORM

(Made under Regulation 4(2))

A: GENERAL INFORMATION

NAME OF THE ESTATE:

Estate Owner/s:

ADDRESS:

P.O. Box:

Email:

Tel. No.:

Fax No.:

REGION:

DISTRICT:

DIVISION:

WARD:

VILLAGE:

CELL PHONE NO:

B: PRODUCTION DATA

Total estate area (ha):

Total area under coffee (ha):

Type of coffee	Arabica	Robusta
No. of coffee trees		
Average parchment/dry cherry yield (kgs/ ha)		

I certify that the information given above is true to the best of my knowledge.

Owner's signature:

C: CERTIFICATION:

DISTRICT EXECUTIVE DIRECTOR,

DISTRICT COUNCIL OF:

NAME:

TITLE:

SIGNATURE:

DATE:

STAMP:

G.N.No. 385 (contd.)



FORM NO: 02

REG. NO.....

APPLICATION FOR REGISTRATION AS A COFFEE DEALER
(Made under Regulation 7(4))

A: GENERAL INFORMATION

NAME OF THE DEALER:
TYPE OF BUSINESS.....
OWNER/S:

B: LOCATION OF BUSINESS

REGION:
DISTRICT:
DIVISION:
WARD:
VILLAGE:
CELL:

C: ADDRESS:

P.O.Box
Email
Tel. No.
Fax No.

D: THE BUSINESS

Name of the agent:
The estimated turn over (Tsh.).....
State any expansion programme

C: CERTIFICATION

I certify that the information given above is true to the best of my knowledge

NAME:
TITLE:
SIGNATURE:
DATE:
STAMP:

THIRD SCHEDULE

FORM No. 03

TANZANIA COFFEE BOARD

APPLICATION FOR RIPE CHERRY COFFEE PROCESSING LICENCE

(Made under Regulation 27(1))



Serial A

Box 732,
Moshi,
Tanzania.

Tel +255 2727 52324
Fax +255 272752026

info@coffeeboardtz.org

Name of the Applicant: _____ Tel: _____

Company/Organisation name _____ Fax: _____

Region: _____ District _____

District applied for and number of CPUs:- _____

Season: _____

I/ we have read and understood the Regulations governing RIPE CHERRY COFFEE PROCESSING LICENCE and shall comply with the provisions of the Act and Regulation and of the conditions set out in the licences issued by the Board.

Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date: _____

This licence is granted to the above named applicant to carry on the business of RIPE CHERRY COFFEE PROCESSING subject to the stipulated conditions.

Signature: _____ Date: _____

Director General

G.N.No. 385 (contd.)

CONDITIONS FOR APPLICATION FOR RIPE CHERRY COFFEE PROCESSING
LICENCE

- a. The applicant for Ripe Cherry Processing Licence must obtain a permit from the District Executive Director of the acceptance to operate in their district.
- b. The applicant shall produce a copy of certificate of incorporation in Tanzania or any other relevant document and a valid trading licence from the region(s) of operation.
- c. The applicant shall attach a copy of the company Memorandum and Articles of Association or any other regulation document together with 2 passport size recent photographs of each of the company directors duly attested by a Notary Public.
- d. Applicant's company shall have a paid up capital of not less than TShs. 30 million for all foreign owned companies and TShs. 5 million for wholly locally owned companies.
- e. Must own a pulping facility (CPU) which is approved and registered by Tanzania Coffee Board.
- f. The applicant shall have moisture meter(s) to assess the moisture content of the coffee.
- g. Applicants shall obtain Bankers Reference on proper conduct of accounts.
- h. The applicant shall have proper offices with physical address located in Tanzania subject to inspection by Tanzania Coffee Board official.

TANZANIA COFFEE BOARD

APPLICATION FOR DRY CHERRY COFFEE BUYING LICENCE

(Made under Regulation 27(1))



Serial B

FORM No. _____

Box 732,
Moshi,
Tanzania.

Tel: +255 2727 52324
Fax: +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____

Company/Organization _____ Fax: _____

Address: _____ Office Location: _____

Registration no. _____

Region: _____

District applied for _____

Season: _____

I/ we have read and understood the Regulations governing DRY CHERRY COFFEE BUYING LICENCE and shall comply with Act, and the conditions stated in the license.

Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date: _____

This licence is granted to the above named applicant to carry on the business of DRY CHERRY COFFEE BUYING subject to the conditions in the license.

Signature: _____ Date: _____

Director General

Coffee Industry

GN.No. 385 (contd.)

CONDITIONS FOR APPLICATION FOR DRY CHERRY COFFEE BUYING LICENCE

- a. The applicant for Dry Cherry Coffee Buying Licence must obtain a permit from the District Executive Director of the acceptance to operate in their district
- b. The applicant shall produce a copy of certificate of incorporation in Tanzania and a valid trading licence from the region(s) of operation.
- c. The applicant shall produce a copy of the company Memorandum and Articles of Association or any other relevant documents together with 2 passport size recent photographs of directors duly attested by a Notary Public.
- d. Applicant shall have a paid up capital of not less than TShs. 30 million for all foreign owned companies and TShs. 5 million for wholly locally owned companies.
- e. The applicant shall have moisture meter(s) to assess the moisture content of the coffee.
- f. The applicant shall undertake to submit weekly operating reports to Tanzania Coffee Board and District Executive Director in the forms as prescribed by Tanzania Coffee Board.
- g. The applicant shall own or have access to fully equipped liquoring facilities.
- h. The applicant shall appoint Licenced Coffee Curing Factory to which he shall deliver coffee in quantities sufficient for processing.
- i. Applicants shall submit Bankers Reference on proper conduct of accounts.
- j. The applicant shall have proper offices with physical address located in Tanzania subject to inspection by Tanzania Coffee Board official..

FORM No. 05

TANZANIA COFFEE BOARD
(Made under Regulation 27 (1))

Serial C



FORM C: / TCB/PCB/001

APPLICATION FOR PARCHMENT COFFEE BUYING LICENCE

Box 732,
Moshi,
Tanzania.

Tel: +255 2727 52324
Fax: +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____
Company/Organization _____ Fax: _____
Address: _____ Office Location: _____
Region: _____

District applied for _____ Season: _____

I/ we read and understood the Rules and Regulations governing PARCHMENT COFFEE BUYING LICENCE and shall comply with the Provisions of the Act, and of the conditions stated in the license as Prescribed in the Coffee Industry Regulation.

Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date: _____

This licence is granted to the above named applicant to carry on the business of PARCHMENT COFFEE BUYING subject to the conditions as per TCB/PCB/001

Signature: _____ Date: _____

Director General

CONDITIONS FOR APPLICATION FOR PARCHMENT COFFEE BUYING LICENCE

1. The applicant for Parchment Coffee Buying Licence must obtain a permit from the District Executive Director of the acceptance to operate in their district.
2. The applicant shall produce a copy of certificate of incorporation in Tanzania and a valid trading licence from the region(s) of operation.
3. The applicant shall produce a copy of the company Memorandum and Articles of Association or any other relevant document together with 2 passport size recent photographs of each of directors dully attested by a Notary Public.
4. Applicant's company shall have a paid up capital of not less than T.Shs. 30 million for all foreign owned companies and T.Shs. 5 million for wholly locally owned companies.
5. The applicant shall have moisture meter(s) to assess the moisture content of the coffee.
6. The applicant shall undertake to submit weekly operating reports to Tanzania Coffee Board and District Executive Director in the forms as prescribed by Tanzania Coffee Board.
7. The applicant shall have own or have access to fully equipped liquoring facilities.
8. The applicant shall appoint Licenced Coffee Curing Factory to which he shall deliver coffee in quantities sufficient for processing.
9. Applicants shall obtain Bankers Reference on proper conduct of accounts.
10. The applicant shall have proper offices with physical address located in Tanzania subject to inspection by Tanzania Coffee Board official.

TANZANIA COFFEE BOARD

(Made under Regulation 27(1))

Serial D



APPLICATION FOR COFFEE CURING LICENCE (WASHED COFFEE)

Box 732,
Moshi,
Tanzania.

Tel +255 2727 52324
Fax +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____

Company/Organization: _____ Fax: _____

Address: _____ Office Location: _____

I/we hereby apply to be licenced for the year ending 30th June _____ as a COFFEE CURER

My previous licence was No. _____ Date _____ which expired/expires on _____

I/we wish to deal in the following descriptions of coffee: _____

I/we read and understood the Regulations governing COFFEE CURING and shall comply with the Provisions of the coffee Industry regulations, and of the conditions stated in the licence

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date _____

This licence is granted to the above named applicant to carry on the business of COFFEE CURING subject to the conditions of this license and the Coffee Industry Regulations

Signature: _____ Date _____

Director General

G.N.No. 385 (contd.)

CONDITIONS FOR APPLICATION FOR COFFEE CURING LICENCE
(WASHED COFFEE)

The applicant shall:

1. Submit a copy of certificate of incorporation or relevant document in Tanzania.
2. Produce a copy of the Company Memorandum and Article of Association or any other relevant document together with 2 passport size recent photographs of directors duly attested by a Notary Public.
3. Submit a proposal for coffee curing plant erection to Tanzania Coffee Board for approval. The proposal shall contain such necessary information as site location capacity of plant and the building structure.
4. Have coffee curing plant and the built structure inspected and passed by Inspector from Tanzania Coffee Board. Have the plant inspected and passed by the Chief Inspector of Factories of the Government.
5. Have been inspected and passed by local government authority of the area of development.
6. Have the following coffee curing facilities: parchment store, moisture meter, platform scales, pre-cleaner and de-stoner, Huller/polisher, aspiration system, coffee size grader, density grader, silos, sorting tables, bagging system, blending unit and liquoring facilities. These facilities shall be inspected and certified by authorized Tanzania Coffee Board official.
7. Have a sample room which conforms to standards specified by Tanzania Coffee Board and which is manned by trained and qualified sampler.

Form No. 07

TANZANIA COFFEE BOARD

(Made under Regulation 27(1))

Serial E



FORM E: / _____

APPLICATION FOR COFFEE CURING LICENCE (NON WASHED COFFEE)

Box 732,
Moshi,
Tanzania.

Tel +255 2727 52324
Fax +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____

Company/Organization _____ Fax: _____

Address: _____ Office Location: _____

I/we hereby apply to be licensed for the year ending 30th June _____ as a COFFEE CURER

My previous license was No. _____ Date _____ which expired/expires on _____

I wish to deal in the following descriptions of coffee: _____

I/we read and understood the Regulations governing COFFEE CURING and shall comply with the Provisions of the Act, and of the conditions for the licence.

Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above license as per attached compliance terms.

Head of Department: _____ Title: _____ Date: _____

This license is granted to the above named company to carry on the business of COFFEE CURING subject to the conditions in the licence.

Signature: _____ Date: _____

Director General

GN.No. 385 (contd.)

CONDITIONS FOR APPLICATION FOR COFFEE CURING LICENCE
(NON WASHED COFFEE)

1. Submit a copy of certificate of incorporation in Tanzania.
2. Produce a copy of the Company Memorandum and Articles of Association together with two passport size recent photographs of each of the Company directors duly attested by Notary Public.
3. Submit a proposal for Coffee Curing Plant erection to Tanzania Coffee Board for approval. The proposal shall contain such necessary information as site location, capacity of plant and the build structure.
5. Have coffee curing plant and the built structure inspected and passed by a Team of Inspectors from Tanzania Coffee Board.
6. Have the plant and premises inspected and passed by the Chief Inspector of Factories of the Government.
7. Have the plant and premises inspected and passed by local government authority of the area of development.
8. Have the following coffee curing facilities, parchment store, moisture meter, platform scales, pre- cleaner and destoner, huller/polisher, aspiration system, coffee sizing graders, coffee density, conveyance system, silos, sorting table, bagging off system, bulking unit and clean coffee store. These facilities shall be inspected and certified by authorized Tanzania Coffee Board.

Form No. 08

TANZANIA COFFEE BOARD

(Made under Regulation 27(1))

Serial F



FORM No.

Box 732,
Moshi,
Tanzania.

Tel +255 2727 52324
Fax +255 272752026
info@coffeeboardtz.org

APPLICATION FOR COFFEE WAREHOUSE LICENCE

Name: _____ Tel: _____
Company/Organisation: _____ Fax: _____
Address: Office Location: _____

I/we hereby apply to be licenced for the year ending 30th June _____ to undertake
COFFEE WAREHOUSE ACTIVITIES.

My/our previous licence was No. _____ Date _____ which expired/expires on

I/we wish to deal in the following descriptions of coffee: _____

I/we shall comply with the Act, and the conditions stated under the Coffee Industry Regulations

Signature of Applicant _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date: _____

This licence is granted to the above named company to carry on the business of COFFEE
WAREHOUSE subject to the conditions as per TCB/WH/002.

Signature: _____ Date _____

Director General

G.V.No. 385 (contd.)

CONDITIONS FOR APPLICATION FOR COFFEE WAREHOUSE LICENCE

The applicant for coffee Warehouse Licence must fulfill the following:

1. Must have a copy of business registration certificate in Tanzania.
2. Must have a copy of the Company Memorandum and Article of Association or relevant documents.
3. Must have a business trading licence.
4. Possession of a warehouse. This must have ventilation on two directly opposite sides if not all sides, to enable air move freely from one side to another with minimal obstruction.
5. Natural light in the warehouse shall be adequate and where necessary, shall be supplemented with electrical lights having minimal heating effects e.g. high bay or florescent fitting etc.
6. The surrounding areas of the warehouse shall be open and clean to allow free flow of natural air.
7. The warehouse shall not be shared with any other foodstuff, chemical or mechanical inputs.
8. There shall be platform weighing scales capable of measuring up to 250 Kgs which have been approved by the Department of Weight and Measure of the Government.
9. There shall be fire extinguishers cylinders preferably carbon dioxide or halogen types. A minimum of four medium cylinders per 450sq m of warehouse.

Form No. 09

TANZANIA COFFEE BOARD

(Made under Regulation 27 (1))

Serial G



FORM No.

APPLICATION FOR COFFEE LIQUORING LICENCE

Box 732,
Moshi,
Tanzania.

Tel +255 2727 52324
Fax +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____

Company: _____ Fax: _____

Address: _____ Office Location: _____

I/we hereby apply to be licenced for the year ending 30th June _____ as a COFFEE LIQUORER.

My/our previous licence was No. _____ Date _____ which expired/expires on _____

I wish to deal in the following descriptions of coffee: _____

I/we read and understood the Regulations governing COFFEE LIQUORER and shall comply with the Provisions of the Act, and of the conditions stated in the Regulations

Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date

This licence is granted to the above named company to carry on the business of COFFEE LIQUORING subject to the conditions stated in the regulations.

Signature: _____ Date: _____

Director General

CONDITION FOR APPLICATION OF LIQUORING LICENCE

1. There shall be two types of applications, namely application by a consultant liquorer and a sole liquorer.
2. Application by consultant liquorer shall have the following conditions:
 - a. The applicant shall produce a copy of certificate of incorporation in Tanzania and valid trading licence.
 - b. The applicant shall produce a copy of the Company Memorandum and Articles of Association or relevant document together with two passport (2) size recent photographs of the Directors duly attested by a Notary Public.
 - c. The applicant shall have full equipped liquoring facilities.
 - d. The applicant shall have proper office with physical address located in Tanzania subject to inspection by Tanzania Coffee Board officials at any time.
 - e. The applicant shall have to be certified by Tanzania Coffee Board Trade Test panel.
3. Application by a sole liquorer shall have the following conditions:
 - a. The applicant shall have fully equipped liquoring facilities or shall have access to liquoring facilities of another registered coffee liquorer/trade.
 - b. The applicant shall have to be approved and passed the coffee liquorers test conducted by Tanzania Coffee Board TradeTest Panel and have a certificate issued by the said panel.

TANZANIA COFFEE BOARD

(Made under Regulation 27 (1))



Serial H

FORM No. H / TCB/GCE/001

APPLICATION FOR GREEN COFFEE EXPORT LICENCE

Box 732,
Moshi,
Tanzania.

Tel +255 2727 52324
Fax +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____

Company/Organization _____ Fax: _____

Address: _____ Office Location: _____

I/we hereby apply to be Licenced for the year ending 30th June _____ as a GREEN COFFEE EXPORT.

My previous licence was No. _____ Date _____ which expired/expires on _____

I wish to deal in the following descriptions of coffee:.....

I/we read and understood the Regulations governing GREEN COFFEE EXPORT LICENCE and shall comply with the Act, and of the conditions stated in this licence and Regulations

Signature of Applicant _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date: _____

This licence is granted to the above named company to carry on the business of GREEN COFFEE EXPORT subject to the conditions as provided for in this licence.

Signature: _____ Date: _____

Director General

G.N.No. 385 (contd.)

CONDITIONS FOR APPLICATION FOR GREEN COFFEE EXPORT LICENCE

The application for Green Coffee Export Licence must fulfill the following:-

1. Submit a copy of certificate of incorporation in Tanzania and a valid trading licence.
2. Submit a copy of the company Memorandum and Articles of Association together with two passport (2) size recent photographs of each of the Company Directors duly attested by a Notary Public.
3. The applicants Company shall have paid-up capital of not less than Tshs. 30 million. Names of the company Director's shall be those appearing in the Memorandum and Articles of Association.
4. Submit a bankers reference on proper conduct of accounts.
5. The applicant shall be a Coffee Trade or shall appoint a person to be Coffee Trader who shall be examined and approved by Tanzania Coffee Board Trade Test Panel. The Coffee Trader shall be a director or an employee of the Company.
6. The applicant's coffee trader shall be the person allowed to bid in auction for and on behalf of the applicant's company.
7. The applicant shall have a fully qualified and Licenced Coffee Liquorer.
8. The applicant shall have fully equipped liquoring facilities or shall have access to liquoring facilities of another coffee trader approved by Tanzania Coffee Board.
9. The applicant shall after being granted an export licence, conduct his export business through a bank recognized by the Bank of Tanzania.
10. The applicant shall have proper office with physical address located in Tanzania subject to inspection by Tanzania Coffee Board officials at any time.

TANZANIA COFFEE BOARD

(Made under Regulation 27 (1))



Serial I

FORM No. I/TCB/ICE/001

APPLICATION FOR INSTANT COFFEE EXPORT LICENCE

Box 732,
Moshi,
Tanzania.

Tel +255 2727 52324
Fax +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____

Company/Organization: _____ Fax: _____

Address: _____ Office Location: _____

I/we hereby apply to be licenced for the year ending 30th June _____ as an INSTANT COFFEE EXPORTER

My previous licence was No. _____ Date _____ which expired/expires on _____

I wish to deal in the following descriptions of coffee:.....

I/we read and understood the Regulations governing INSTANT COFFEE EXPORT LICENCE and shall comply with the Provisions of the Act, and of the conditions stated in the Coffee Industry Regulations.

Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as stated herein.

Head of Department: _____ Title: _____ Date _____

This licence is granted to the above named company to carry on the business of INSTANT COFFEE EXPORT

Subject to the conditions as per .

Signature: _____ Date: _____

Director General

CONDITIONS FOR APPLICATION FOR INSTANT COFFEE EXPORT LICENCE

The applicant for Instant Coffee Exporters Licence must fulfill the following:-

1. The applicant shall produce a copy of Certificate of Incorporation in Tanzania and valid trading licence.
2. The applicant shall produce a copy of the Company Memorandum and Articles of Association or relevant document together with two (2) passport size recent photographs of the Directors duly attested by a Notary Public.
3. The applicant's shall have paid up capital of not less than Tshs. 30 million.
4. Names of the Directors shall be those appearing in the Memorandum and Articles of Association or relevant document.
5. The applicant shall submit a Bankers reference on proper conduct of accounts.
6. The applicant shall have proper office with physical address located in Tanzania subject to inspection by Tanzania Coffee Board officials at any time.
6. The applicant shall produce monthly trading/shipping operations reports to the Tanzania Coffee Board Headquarter.

TANZANIA COFFEE BOARD
(Made under Regulation 27 (1))



Serial J

FORM No.J/ TCB/RB&GCE/001

APPLICATION FOR ROAST AND GROUND COFFEE EXPORT LICENCE

Box 732,
Moshi,
Tanzania.

Tel +255 2727 52324
Fax +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____

Company:/Organisation _____ Fax: _____

Address: _____ Office Location: _____

I/we hereby apply to be licenced for the year ending 30th June _____ as a ROAST AND GROUND COFFEE EXPORTER.

My/our previous licence was No. _____ Date _____ which expired/expires on _____

I wish to deal in the following descriptions of coffee:.....

I/we read and understood the Rules and Regulations governing ROAST AND GROUND COFFEE EXPORT LICENCE and shall comply with the Provisions of the Act, and the conditions stated herein and the Coffee Industry Regulations

Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date: _____

This licence is granted to the above named applicant to carry on the business of ROAST AND GROUND COFFEE EXPORT subject to the conditions stated herein above.

Signature: _____ Date: _____

Director General

G.N.No. 385 (contd.)

CONDITIONS FOR APPLICATION FOR ROAST AND GROUND COFFEE EXPORT LICENCE

The applicant for Roast and Ground Coffee Export Licence must fulfill the following:-

1. The applicant shall produce a copy of Certificate of Incorporation in Tanzania and valid trading licence.
2. The applicant shall produce a copy of the Company Memorandum and Articles of Association or relevant document together with two (2) passport size recent photographs of the Directors duly attested by a Notary Public.
3. The applicant shall have paid up capital of not less than Tshs. 30 million.
4. Names of the Directors shall be those appearing in the Memorandum and Articles of Association or relevant document.
5. The applicant shall Submit a Bankers reference on proper conduct of accounts
6. The applicant shall have proper office with physical address located in Tanzania subject to inspection by Tanzania Coffee Board officials at any time.
6. The applicant shall produce monthly trading/shipping operations reports to the Tanzania Coffee Board Headquarter.

Form No. 13

TANZANIA COFFEE BOARD

(Made under Regulation 27 (1))

Serial K



FORM No. K / TCB/LR/001

APPLICATION FOR LOCAL COFFEE ROASTING LICENCE

Box 732,
Moshi,
Tanzania.Tel +255 2727 52324
Fax +255 272752026
info@coffeeboardtz.org

Name: _____

Tel: _____

Company/organisation: _____

Fax: _____

Address: _____

Office Location: _____

I/we hereby apply to be licenced for the year ending 30th June _____ as a LOCAL COFFEE ROASTING

My/our previous licence was No. _____ Date _____ which expired/expires on _____

I/we wish to deal in the following descriptions of coffee:.....

I/we have read and understood the Regulations governing LOCAL COFFEE ROASTING and shall comply with the provisions of the Act, the conditions stated herein and the Coffee Industry Regulations

Signature of Applicant: _____

Date: _____

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: _____ Title: _____ Date

This licence is granted to the above named applicant to carry on the business of LOCAL COFFEE ROASTING
Subject to the conditions stated herein .

Signature: _____

Director General

Date: _____

G.N. No. 385 (contd.)

CONDITIONS FOR APPLICATION FOR LOCAL COFFEE ROASTING LICENCE

1. The applicant shall produce a copy of Certificate of Incorporation in Tanzania or relevant document and a valid trading licence.
2. The applicant shall produce a copy of the Company Memorandum and Articles of Association or any other evidence of registration together with two (2) passport size recent photographs of the Directors duly attested by a Notary Public.
3. Possession of a complete assembly of a Coffee Roasting Machinery which should comprise all the essential components viz the roasting drum, the coffee grinder, essential weighing scales and packing facility duly installed. Tanzania Coffee Board will certify the premises of such an applicant.

No. 14

TANZANIA COFFEE BOARD

(Made under Regulation 27 (1))

Serial L



FORM No. L/TCB/DCH/001.

APPLICATION FOR DRY CHERRY COFFEE HULLING LICENCE

Box 732,
Moshi,
Tanzania.Tel: +255 2727 52324
Fax: +255 272752026
info@coffeeboardtz.org

Name: _____ Tel: _____

Company/organisation: _____ Fax: _____

Address: _____ Office Location: _____

Region: _____

District applied for _____

Season: _____

I/ we have read and understood the Regulations governing DRY CHERRY COFFEE HULLING LICENCE and shall comply with the provisions of the Act, and of the conditions stated under this licence and the Coffee Industry Regulations.

Signature of Applicant:..... Date:.....

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department :..... Title:..... Date:.....

This licence is granted to the above named applicant to carry on the business of DRY CHERRY COFFEE HULLING subject to the conditions as stated herein.

Signature: Date:.....

Director General

TANZANIA COFFEE BOARD

(Made under Regulation 44(3))



TCB/DE/003

APPLICATION FOR A PERMIT FOR EXPORT OF COFFEE

The Director General
Tanzania Coffee Board
P.O. Box 732
MOSHI

Name: _____ Tel: _____
Company/organisation: _____ Fax: _____
Address: _____ Office Location: _____

RE: APPLICATION FOR A PERMIT FOR EXPORT OF COFFEE

I/we hereby request your office to issue a permit for export of

Grade of coffee:

Name of the purchaser:.....

Licence Category and Number:.....

The Permit is under the following terms.

<u>DATE</u>	<u>CO.NO.</u>	<u>BAGS</u>	<u>PRICE</u>	<u>GRADE</u>	<u>TERMS</u>	<u>SHIPMENT</u>
-------------	---------------	-------------	--------------	--------------	--------------	-----------------

Signature of Applicant: _____ Date: _____

FOURTH SCHEDULE

(Made under Regulation 26)

TANZANIA COFFEE BOARD

Form No.TCB/DCB/002.



RIPE CHERRY COFFEE PROCESSING LICENCE

M/s:

NO.

.....

.....

Is hereby Licenced to carry out business of:

RIPE CHERRY COFFEE PROCESSING LICENCE

Subject to the conditions provided under the Coffee Industry Act and conditions governing ripe cherry processing license.

Issued on:

Expires on:

Signature:

DIRECTOR GENERAL

Date:

G.O. No. 385 (contd.)

RULES AND REGULATIONS FOR RIPE CHERRY COFFEE PROCESSING LICENCE

The Ripe Cherry Processing Licence Holder shall;

1. Process ripe cherry from owned farm or from farmers in identified area/village;
2. Identify and keep records of supply source including register of delivering farmers and dates;
3. Ripe cherry be separated unripe and over-ripe cherries;
4. Observe all quality processing conditions to produce high grade parchment; including pulping well sorted ripe cherries picked on the same day;
5. Provide sustainable storage facility for dry parchment coffee produced; and
6. Submit weekly operating reports to Tanzania Coffee Board and District Executive Director in the forms as prescribed by Tanzania Coffee Board.

Form No.TCB/CCM/002.



DRY CHERRY COFFEE BUYING LICENCE

M/s:

NO.

.....

.....

Is hereby Licensed to carry out business of:

DRY CHERRY COFFEE BUYING

Subject to the conditions provided by the Coffee Industry Act and conditions governing this licence as prescribed in the Coffee Industry Regulations

Issued on:

Expires on:

Signature:

DIRECTOR GENERAL

Date:

RULES AND REGULATIONS FOR DRY CHERRY COFFEE BUYING LICENCE

1. The Dry Cherry Coffee Buyer(s) shall buy coffee from Co-operative Societies or any approved Coffee Buying Centres under a roof in the villages concerned, using Agricultural Field Officers (AFOs). The buying centres shall be inspected and approved by TCB Authorised Officials. Companies operating in more than one region shall have a separate (AFO) for each region.
2. The Dry Cherry Coffee Buyer(s) shall not buy coffee from homes (or) along the road or paths or any other type of coffee than specified in this licence. All the coffee bought must be fully dried to not less than 13% moisture.
3. All Dry Cherry Coffee Buyer(s) shall use weighing scales at all times which have been certified by the Weight and Measures Department of the Ministry of Trade and Industries.
4. Dry Cherry Coffee Buyer(s) shall issue receipt to the farmers from whom they buy coffee and shall maintain a register of those farmers. These records shall be made available for inspection by the Tanzania Coffee Board and by any other Authorized Officer at any time.
5. Dry Cherry Coffee Buyer(s) shall pay cash for coffee bought and the price shall be announced prior to buying. Any change therefore shall be announced in written notices posted on all buying centers.
6. Dry Cherry Coffee Buyers may be required to establish suitable stores in which they collect coffee bought from farmers before delivery to the processing factory. The said store shall be subject to inspection by the Coffee Board Officials.
7. The Dry Cherry Coffee Buyer shall designate a processing mill in that buying region for processing his coffee for the season. Tanzania Coffee Board from time to time may reconcile figures of coffee stocks report and that delivered to the mill.
8. After the coffee has been cured, it must be directed through the normal marketing channels centrally monitored by Tanzania Coffee Board or other legally appointed agent.
9. Coffee from a specified growing region shall be processed in the same region whereas those regions without dry mills shall get TCB approval for transfer to nearby regions with mills. No cross transfers shall be done without TCB approval.
10. Coffee submitted to the auctions will be sold at owner's risk. If found faulty in any way after sale, it shall be the responsibility of the owner to rectify the shortfall. Any quality or quantity claim shall be passed on to the owner's account.
11. Tanzania Coffee Board shall pay auction coffee sales not more than seven days after prompt date, unless the buyer/exporter failed to remit payments on time to Tanzania Coffee Board.
12. Dry Cherry Coffee Buyer(s) shall comply to all taxes and levies legally imposed by the Local Government authority in buying districts.
13. Dry Cherry Coffee Buyer (s) shall submit weekly performance reports to Tanzania Coffee Board and District Authorities in the forms as prescribed by Tanzania Coffee Board.

Form No. TCB/PCB/002



PARCHMENT COFFEE BUYING LICENCE

M/s:

NO.

.....

.....

Is hereby Licenced to carry out business of:

PARCHMENT COFFEE BUYING

Subject to the conditions provided by the Coffee Industry and conditions of the license as prescribed in the Coffee Industry Regulations.

Issued on:

Expires on:

Signature:

DIRECTOR GENERAL

Date:

Form No. TCB/PCB/002



PARCHMENT COFFEE BUYING LICENCE

M/s:

NO.

.....

.....

Is hereby Licenced to carry out business of:

PARCHMENT COFFEE BUYING

Subject to the conditions provided by the Coffee Industry and conditions of the license as prescribed in the Coffee Industry Regulations.

Issued on:

Expires on:

Signature:

DIRECTOR GENERAL

Date:

RULES AND REGULATIONS FOR PARCHMENT COFFEE BUYING LICENCE

1. The Parchment Coffee Buyer(s) shall buy coffee from Co-operative Societies or any approved Coffee Buying Centres in the villages concerned, using experienced Agricultural Field Officers (AFOs). The buying centers shall be inspected and approved by TCB Authorised Officials. Companies operating in more than one region shall have a separate AFO for each region.
2. The Parchment Coffee Buyer(s) shall not buy coffee from homes (or) along the road or paths or any other type of coffee than specified in this licence. All the coffee bought must be fully dried to not less than 13% moisture.
3. All Parchment Coffee Buyer(s) shall use weighing scales at all times which have been certified by the Weight and Measures Department of the Ministry of Trade and Industries.
4. Parchment Coffee Buyer(s) shall issue receipt to the farmers from whom they buy coffee and shall maintain a register of those farmers. These records shall be made available for inspection by the Tanzania Coffee Board and by any other Authorized Officer.
5. Parchment Coffee Buyer(s) shall pay cash for coffee bought and the price shall be announced prior to buying. Any change therefore shall be announced in written notices posted on all buying centers.
6. Parchment Coffee Buyers may be required to establish suitable stores in which they collect coffee bought from farmers before delivery to the processing factory. The said store shall be subject to inspection by the Coffee Board Officials.
7. The Parchment Coffee Buyer shall designate a processing mill in that buying region for processing his coffee for the season. Tanzania Coffee Board from time to time may reconcile figures of coffee stocks report and that delivered to the mill.
8. After the coffee has been cured, it must be directed through the normal marketing channels centrally monitored by Tanzania Coffee Board or other legally appointed agent.
9. Coffee from a specified growing region shall be processed in the same region whereas those regions without drying mills shall get TCB approval for transfer to nearby regions with mills. No cross transfers shall be done without TCB approval.
10. Coffee submitted to the auctions will be sold at owner's risk. If found faulty in any way after sale, it shall be the responsibility of the owner to rectify the shortfall. Any quality or quantity claim shall be passed on to the owner's account.
11. Tanzania Coffee Board shall pay auction coffee sales not more than seven days after prompt date, unless the buyer/exporter failed to remit payments on time to Tanzania Coffee Board.
12. Parchment Coffee Buyer(s) shall comply to all taxes and levies legally imposed by the Local Government Authority in buying districts.
13. Parchment Coffee Buyer (s) shall submit weekly performance reports to Tanzania Coffee Board and District Authorities in the forms as prescribed by Tanzania Coffee Board.

Form No. TCB/CCM/002



TANZANIA COFFEE BOARD

COFFEE CURING LICENCE (WASHED COFFEE)

M/s:

NO.

.....

.....

Is hereby licensed to carry out business of:

COFFEE CURING (WASHED)

Subject to the conditions provided by the Coffee Industry Act and conditions as prescribed in this license and the Regulations .

Issued on:

Expires on:

Signature:

Date:

DIRECTOR GENERAL

Coffee Industry

G.N.No. 385 (contd.)

RULES AND REGULATIONS FOR COFFEE CURING LICENCE (WASHED COFFEE)

The licensee shall observe the following rules and regulations;

1. Shall keep all parchment coffee received for curing in a store. The storekeeping shall observe rules and regulation proved by these regulations or keeping coffee warehouse.
2. Shall determine coffee bean moisture to acceptable content between 9% and 12%.
3. All plant form scales shall be approved by department of weighs and measures of the Ministry of Trade.
4. Shall grade Mild Arabica by size to obtain the saleable grades, AAA, AB, C, PB, AF, E, TT, and F details of which are provided in schedule III to these regulations (is this grade available? They differ with schedule 5).
5. Shall keep begging off system consisting of auto-weighers of 60 kg net and bag closing machine.
6. Shall keep a liquoring room with liquoring facilities adjacent to the plant manned by Licensed liquorer.
7. Shall keep all clean coffee in a store observing rules and regulations provided by these regulations for keeping of a coffee warehouse.
8. Monthly operating reports on Parchment Coffee received, processed for each client shall be submitted to Tanzania Coffee Board – Moshi Headquarters.

Form No. TCB/CPH/002



TANZANIA COFFEE BOARD

COFFEE CURING LICENCE (UNWASHED COFFEE)

M/s:

NO.

.....

.....

Is hereby Licenced to carry out business of:

COFFEE CURING (UNWASHED COFFEE)

Subject to the conditions provided for under the Coffee Industry Act and conditions provided for under this licence and the Coffee Industry Regulations.

Issued on:

Expires on:

Signature:

DIRECTOR GENERAL

Date:

G.N.No. 385 (contd.)

RULES AND REGULATIONS FOR COFFEE CURING LICENCE (NON WASHED COFFEE)

The licence holder shall observe the following rules and regulations:-

1. Coffee received for hulling shall be kept in a cherry store in such conditions as provided under these regulations in the warehousing licence.
2. Shall be required to determine coffee bean moisture in acceptable moisture content which is between 9% and 12%.
3. Shall grade to separate coffee beans by size into Over Screen 18, FAQ superior, FAQ SUG, UG grades and Triage as set in the fifth schedule.
4. Shall have a bagging off system consisting of auto-weighers of 60 kgs net and bag closing machine.
5. Shall keep clean coffee in a store adjacent to the coffee curing plant with enough storage of not less than one week curing capacity of the plant. The store keeping shall observe conditions of warehousing licences as provided under these regulations.
6. Monthly operating reports on Cherry Coffee received, processed for each clients shall be submitted to Tanzania Coffee Board – Moshi Headquarters.

Form No. PCB/WH/002

TANZANIA COFFEE BOARD



LICENCE FOR COFFEE WAREHOUSE

M/s:

NO.

.....

.....

Is hereby Licenced to carry out business of:

COFFEE WAREHOUSE

Subject to the conditions provided by the Coffee Industry Act and conditions provided for under the Coffee Industry Regulations

Issued on:

Expires on:

Signature:
DIRECTOR GENERAL

Date:

G.N.No. 385 (contd.)

RULES AND REGULATIONS FOR COFFEE WAREHOUSE LICENCE

1. The Warehouse shall be well ventilated to ensure free movement of air.
2. The Warehouse shall have adequate natural lights to be supplemented with electrical lights.
3. The Warehouse shall not be shared with any other food stuff, chemical or mechanical inputs.
4. The warehouse shall be equipped with platform weighing scales capable of measuring up to 250 kgs, approved by the Department of weight and measurement of the Government.
5. Important Warehouse facilities i.e. moisture meter, fire extinguishers preferable carbon dioxide or halogen, pallets to stake coffee must be provided. There shall be a clear location demarcation for each stored coffee.
6. The Warehouse shall have a coffee sample room with a trained personnel with sufficient knowledge on coffee grades and able to process coffee storage warrants.
7. A monthly report on performance for coffee received, dispatched for shipment shall be submitted to Tanzania Coffee Board.

Form No. TCB/CLQ/002

TANZANIA COFFEE BOARD



LICENCE FOR COFFEE LIQUORER

M/s:

NO:

.....

.....

Is hereby Licenced to carry out business of:

COFFEE LIQUORER

Subject to the conditions provided by the Coffee Industry Act and conditions provided for in the Coffee Industry Regulations

Issued on:

Expires on:

Signature: Date:

DIRECTOR GENERAL

G.N.No. 385 (contd.)

RULES AND REGULATIONS FOR COFFEE LIQUORING LICENCE

1. The holder shall be required to observe all liquoring ethics and shall ensure that all necessary information given by him are correct to the best of his knowledge.
2. The holder shall not be allowed to liquor or taste coffee for more than four companies.
3. The liquorer shall be required to affix his approved license number on any correspondence certified by him



TANZANIA COFFEE BOARD

GREEN COFFEE EXPORT LICENCE

M/s:

NO.

.....

.....

Is hereby Licenced to carry out business of:

GREEN COFFEE EXPORT

Subject to the conditions provided by the Coffee Industry Act and conditions stated in this licence and the Coffee Industry Regulations .

Issued on:

Expires on:

Signature: Date:

DIRECTOR GENERAL

RULES AND REGULATIONS FOR GREEN COFFEE EXPORT LICENCE

6. The Green Coffee Exporter shall be allowed to bid in coffee auctions conducted by Tanzania Coffee Board in Moshi and shall be deemed to have bought the coffee upon the fall of the hammer. All coffee to be exported through approved exit points shall be bought at the auction.
7. All bids in coffee auction shall be, for the time being in USD per 50 kgs.
8. Any coffee bought as per paragraph (2) above shall be paid for within the prompt date.
9. Any coffee bought and not paid for within prompt date and after the expiry of seven days (7) days after the prompt date, the Coffee shall be re-posessed and auctioned and the buyer (the first or the second buyer?) shall pay the difference to the Board of between the original auction price and the new auction price plus any other costs incurred in the process of re-auctioning.
10. Noted bids in coffee auctions shall remain firm with the bidder until the close of business on that day of the auction. If the bids shall not be confirmed in time, such bids shall be withdrawn.
11. Payments shall be made to Tanzania Coffee Board through its accounts opened with various banks within Tanzania.
12. Exporter who shall fail to make payment within prompt date shall be charged interest at the Bank's rate applicable to private exporters plus one (1%) percent service charge. No exporter shall be allowed to bid in auction if he has outstanding invoices.
13. Tanzania Coffee Board being satisfied that a payment of a full value has been received Exporter shall take possession of coffee bought at auctions after Warehouse Warrants have been released to him.
14. The exporter shall cause his coffee to be stored in a Licenced Warehouse.
15. The exported shall be required to make sure that the warrant weights of the coffee bought shall be within the allowed standard weight before shipment.
16. The exporter shall be allowed to lodge a claim against a coffee seller to Tanzania Coffee Board with regard to quality or weight difference, any time before coffee is moved out of original auctioning warehouse.
17. Any claim or dispute with regard to quality or weight difference not settled amicably between the parties shall be referred to Arbitration by a neutral person appointed by both parties. Arbitration samples shall be drawn by an independent sampler acceptable to Tanzania Coffee Board.
18. The Exporter shall not export coffee without first obtaining the export permit issued by the Board.
19. Monthly operating report on Green Coffee purchases and shipments as per destination shall be submitted to Tanzania Coffee Board -Moshi Headquarters.

Form No. TCB/ICE/001



INSTANT COFFEE EXPORT LICENSE

M/s:

NO.

.....

.....

Is hereby Licenced to carry out business of:

INSTANT COFFEE EXPORT

Subject to the conditions provided by the Coffee Industry Act and conditions provided for in this licence and Coffee Industry Regulations.

Issued on:

Expires on:

Signature:

DIRECTOR GENERAL

Date:

G.N.No. 385 (contd.)

RULES AND REGULATIONS FOR INSTANT COFFEE EXPORT LICENCE

1. The licensee holder shall export instant coffee produced by himself or bought from instant coffee producing factories.
2. The holder shall observe all regulations and standards governing export of instant coffee set by Tanzania Bureau of Standards, the government and International Coffee Organization.
3. A monthly report on coffee purchased, local trading and export shipments shall be submitted to Tanzania Coffee Board – Moshi Headquarters every month.

Form No.TCB/RB&GCE/002



ROAST AND GROUND COFFEE EXPORT LICENCE

M/s:

.....

.....

Is hereby Licenced to carry out business of:

ROAST AND GROUND COFFEE EXPORT

Subject to the conditions provided by the Coffee Industry Act and conditions stated under this licence and the Coffee Industry Regulations .

Issued on:

Expires on:

Signature: Date:
DIRECTOR GENERAL

G.N.No. 385 (contd.)

RULES AND REGULATIONS FOR ROAST AND GROUND COFFEE EXPORT LICENCE

1. The holder shall submit to Tanzania Coffee Board before exporting a sample of the export produce duly approved by Tanzania Bureau of Standards Coffee Technical and Export Packaging Committees.
2. The holder shall comply with all conditions laid down under the Coffee Industry legislation and any other law in force at the time of shipment.
3. A monthly report on coffee purchased, local trading and export shipments shall be submitted to Tanzania Coffee Board - Moshi Headquarters every monthly.

Form No. TCB/LR/002



LOCAL COFFEE ROASTER'S LICENSE

M/s:

NO.

.....

.....

Is hereby Licenced to carry out business of:

LOCAL COFFEE ROASTING

Subject to the conditions provided by the Coffee Industry Act and conditions provided for in this licence and the Coffee Industry Regulations.

Issued on:

Expires on:

Signature:
DIRECTOR GENERAL

Date:

RULES AND REGULATIONS FOR LOCAL COFFEE ROASTING LICENCE

1. The local roaster shall have a roasting plant/equipment inspected and approved by Tanzania Coffee Board. Any unauthorized roasting is prohibited.
2. The Local Coffee Rosters shall procure raw materials only in green beans warehouse or at the Auction. It is prohibited for Local Roaster to procure raw materials in parchment or Buni.
3. The local roasters shall raise an order directly with coffee owner through the warehouse where coffee is stored. (Quantity, Quality of coffee and offer shall be agreed upon between a local roaster and owner of the coffee). The respective coffee warrant indicating price agreed/offered will be sent to Tanzania Coffee Board together with agreement of purchase for approval.
4. Tanzania Coffee Board will issue an approval permit plus tax invoice after reconciling with prevailing market prices on specific lots and quantity. Upon payment, TCB shall release the coffee.
5. Types of finished products for the sale shall be approved by the "Coffee Technical Committee",
6. Raw material (green coffee) storage should be stored on wooden pallets, separated from the finished products storage area.
7. Roasting plant/equipment shall have a packing facility.
8. Monthly operating reports on purchases, roasting and sales shall be submitted to the Tanzania Coffee Board.
9. In case of a farmer who uses his own production for roasting; he shall undertake process as described above and no actual monetary transaction will be involved.

Form No. TCB/DCH/002



DRY CHERRY COFFEE HULLING LICENCE

M/s:

NO.

.....
.....

Is hereby licenced to carry out business of:

DRY CHERRY COFFEE HULLING

Subject to the conditions provided by the Coffee Industry Act, conditions stated herein and the Coffee Industry Regulations

Issued on:

Expires on:

Signature: Date:

DIRECTOR GENERAL

G.N. No. 385 (contd.)

RULES AND REGULATIONS FOR DRY CHERRY COFFEE HULLING LICENCE

The licence holder must observe the following: -

1. Must hull dry cherry coffee.
2. Must hull coffee not using maize mill.
3. Must observe all other necessary requirement for production of good quality coffee.
4. Must submit weekly operating reports to Tanzania Coffee Board and District authorities in the forms as prescribed by Tanzania Coffee Board.

TANZANIA COFFEE BOARD



LICENCE FOR EXPORT OF PREMIUM COFFEE

M/S:

.....

.....

.....

Is hereby LICENCED to EXPORT PREMIUM COFFEE

Subject to the conditions attached to issuance of this licence.

Issued on.....

Expires on.....

Fee Paid.....

Receipt No.....

Signature:

. Date:

Designation.....

Registration No.....

G.N.No. 385 (contd.)

TANZANIA COFFEE BOARD



TCB/DE/004

REF:

DATE:

TO:

.....

.....

Dear Sir,

RE: **PERMIT OF DIRECT COFFEE EXPORT**

This is to confirm that you have been permitted to export premium coffee. The following are the details of the consignment.

DATE	CONT. NO.	QUANTITY	GRADE	PRICE	TERMS	SHIPMENT (Bags)
------	-----------	----------	-------	-------	-------	-----------------

This permit authorizes export of coffee in accordance with the conditions set out in the Act and the Coffee Industry Regulations.

Yours faithfully,

.....
DIRECTOR GENERAL

c.c. M/s.....

TANZANIA COFFEE BOARD

(Made under Regulation 44 (4))



EXPORT PERMIT

P.O. BOX 732
MOSHI.

FORM NO. TBC/DE/004

TO: T M/s: -----

COFFEE EXPORT APPROVAL DATE: -----

SALE NO. & DATE	INVOICE	CRO NO. & DATE	LOT NOS	NO. OF BAGS	PKTS	LOT NOS.	NO. OF BAGS	PKTS

- N.B. 1. This document will be filled by Exporter and shall be part of export document.
2. To be Checked and stamped by customs officials.

Prepared by (Name):-----

Signature:-----

Designation:-----

(Official Stamp)

TANZANIA COFFEE BOARD

Prepared by (Name):-----

Signature:-----

Designation:-----

For: Director General _____

(Official Stamp)

CUSTOM AUTHORITY

Checked by (Name):-----

Signature:-----

Designation:-----

(Official Stamp)

DISTRIBUTION ORIGINAL: Customs Office DUPLICATE: Tanzania Coffee Board TRIPLICATE:
Exporter QUADRUPLICATE: Book Co

FIFTH SCHEDULE

TANZANIA COFFEE BOARD

PROCEDURE FOR DIRECT EXPORT

Made under Section 42(5)



PROCEDURES FOR DIRECT EXPORT OF PREMIUM COFFEE

(Made under Regulation 42(5))

TANZANIA COFFEE BOARD

PROCEDURE FOR DIRECT EXPORT OF PREMIUM COFFEE

1. Introduction

This document covers procedures for Direct Export of Premium Coffee under the Coffee Industry Regulations, 2013. The purpose of this document is to clarify to all potential direct exporters of premium coffee the steps that the Board will take to implement the transaction of direct export of premium coffee.

2. Definition of direct export

Direct export of coffee means sale and export of premium coffee made between a qualified seller and a buyer located outside of Tanzania. A local contract of sale between a qualified seller and a coffee exporter located in Tanzania shall not qualify as a direct export.

3. Definition of qualified seller

Individuals and groups qualified to sell Premium Coffee under direct export licences shall be limited to:

- (a) Grower groups and associations. These are formed by Growers who actually produce coffee and legally registered under the provisions of the relevant laws of the United Republic of Tanzania;
- (b) Cooperative societies. These are the societies formed by the coffee growers under the relevant Laws of the United Republic of Tanzania.
- (c) Individual Growers. These are coffee growers who are able to produce from their own farms or estates quantities of premium coffee for direct export sale.
- (d) Companies: These entities must be formally registered with and licensed by the Board,

and must be active participants in the production of quality coffee. Furthermore, these entities shall have farming contracts to farmers which conform to the provisions of the relevant Laws.

4. Coffee that qualifies for direct export

Coffee that qualifies for direct export under the Third Schedule shall be coffee that has been defined by the Board as premium coffee. However that coffee shall fall within the following characteristics/categories of

(a) Mild Arabica

- (a) AA (CLASS 1 – 7)
- (b) A (CLASS 1 -7)
- (c) PB (CLASS 3 – 9)
- (d) B (CLASS 3 – 9)
- (e) C (CLASS 7 – 9)

(b) Un washed Arabica

- 1.FAQ,
- 2.SUPERIOR,
- 3.ABOVE SCREEN 18

(c) Robusta

- 1.FAQ,
- 2.SUPERIOR,
- 3.ABOVE SCREEN 18

(d) Certified coffees: Organic, Fair-trade, etc

5. Requirements for issuance of Direct Premium Coffee Export Licence

The Board will process all applications for Direct Premium Coffee Export Licences and notify all applicants of their approval or denial within **7 business days** of receiving the applications. The Board will grant Licence application approval to all individuals or groups that have complied with the following requirements:

G.N.No. 385 (contd.)

- (a) Accurately complete and submit application form to the Director General of the Board.

- (b) Meet the requirements of Procedure 3 above as a qualified seller.

The Board shall grant Licence valid for one season within **3 business days** of receiving the Licence fee (also taking into consideration other factors) from individuals or groups whose applications have received approval.

6. Requirements for issuance of Direct Export Permit.

Every Licenced direct exporter of premium coffee shall apply for a separate Direct Export Permit for every consignment to be exported. No consignment may be exported directly without a Direct Export Permit. The Board will issue a Direct Export Permit to all Licenced individual or groups that have complied with the following requirements, **within 3 business days** after their compliance:

- (a) Accurately complete and submit permit application form to the Board.
- (b) Submit for registration a valid contract concluded with a foreign buyer stating: date contract was concluded; coffee type, grade, and class; quantity; price; approximate date of shipment.

7. Further TCB verification of compliance

- (a) The Board will draw outturn samples of coffee contracted for direct export in verifying that it qualifies as premium coffee with characteristics specified above. It will thereafter fill in form.
- (b) The loading of coffee to be exported under this arrangement into a container shall be made in the premises of a Licenced curing factory or approved warehouse. The Board quality control staff and the seller or owner shall witness such loading of coffee. The Board quality control staff will check to ensure that the coffee being loaded matches the description found in the Direct Export Permit.
- (c) For purpose of guaranteeing quality of coffee exported from Tanzania the Board will issue quality certificate in form.

- (d) **Price benchmark for taxation.** based on its sampling activities in 7 (a) the Board will determine the grade and class of the coffee that is being exported directly. It will then check the prices for the same grade and class at the auction centre approved by the Board immediately preceding the date of contract signing in order to determine how much of a premium the grade and class got versus the New York or London for the relevant time period. If the premium on the contract price is below the average premium over the three preceding auctions, the Board will tax the consignment at a rate based on the average price premium that prevailed at the three preceding auctions. The Board takes this step in order to ensure that the direct export option does not create opportunities to evade taxes.

8. Other items

- (a) The direct exporter shall be required to follow other procedures laid down for any export from Tanzania.
- (b) The exporter shall be informed by way of tax invoice about any statutory deduction that must be paid before the coffee is exported.
- (c) Licenced direct exporters may at any time choose to sell any or all of their coffee through the auction centre approved by the Board without any prior approval from the Board other than what is required through the regular procedures related to auction sales.
- (d) No permits issued or contracts concluded under the Third Schedule and this Procedure documents may be transferred or exchanged.
- (e) All coffee sold under a Direct Premium Coffee Export Licence must have been produced directly by the Licence-holder or members of its organization.

SIXTH SCHEDULE

TANZANIA COFFEE BOARD

GRADES FOR ROBUSTA AND ARABICA COFFEE

(Made under Regulation 20(3))

I. GRADING STANDARDS FOR ROBUSTA COFFEE:

1. GRADE: ROBUSTA OVER SCREEN 18

Consist of clean and dry coffee beans of which not more than five percent (5%) by weight will pass through screen 18. To be of good appearance free of primary defects and extraneous matter. To have secondary defects counts of not more than 15 this is three (3) grams from 300 grams sample.

2. SUPERIOR

- a. To consist of clean and dry coffee beans of which not more than 5% by weight will pass through Screen No.16.
- b. To be of reasonably good appearance, and to be free from extraneous matter, husks, black beans, pods and from all traces of mustiness to have defective points count of not more than 15, which is 3 grams of defects (semi-blacks and insect damaged) or 1% from 300 grams.

3. GRADE: ROBUSTA FAQ

- (i.) To consist of clean and dry coffee beans all of which will pass through Screen No. 16 and of which not more than 5% by weight will pass through Screen-No. 14.
- (ii.) To be of reasonably good appearance and to be free from extraneous matter, and from all traces of mustiness, to have defective points count of not more than 40, and do not exceed 4 grams by weight from 300 grams or 1.5%, and shall be attributable to 12 points by count black beans.

4. GRADE: ROBUSTA SPECIAL UG (SUG)

- (i.) To consist of clean and dry coffee beans all of which will pass through Screen No. 16 and of which not more than 5% by weight will pass through Screen No. 14.
- (ii.) To be of reasonably good appearance and to be free from extraneous matter, and from all traces of mustiness, to have defects points count of not more than 60 of which not more than 30 points count shall be attributable to blacks, husks and pods or 8 grams, and do not exceed 2.5% by weight from 300 grams.

5. GRADE: ROBUSTA UG

- (i.) To consist of clean dry coffee beans, all of which will pass through Screen No. 14 and of which not more than 10 by weight will pass through Screen No. 13.
- (ii.) To be free from all traces of mustiness and to contain not more than ½% by weight of extraneous matter and husks together, to have defect the points count of not more than 160 of which not more than 60 points be attributable to black beans.

6. GRADE: ROBUSTA TRIAGE

To consist of clean and dry coffee beans free from all traces of mustiness to contain not more than 1% weight of husks, and to be equal to a sample approved from time to time by TANZANIA COFFEE BOARD.

Defectives:

Defectives points count means the sum of points computed according to the scale detailed hereunder of point's value for defectives by strict count of the defectives in 300 grams of processed coffee.

<i>Defective</i>	<i>Points</i>
1. Black.....	1
2. Pod.....	1
3. Stinker.....	1
4. Badly insect damaged bean.....	1
5. Half black	½
6. Parchment.....	½
7. Abnormally pale bean.....	1/3
8. Shell.....	1/3
9. Broken bean.....	1/5
10. Immature bean.....	1/5
11. Shrivelled bean.....	1/5
12. Discoloured bean.....	1/5
13. Slightly insect damaged bean.....	1/10

1. Black means a bean of which more than half is black externally.
2. Pod means the whole dried coffee cherry.
3. Stinker means a coffee coloured bean which has a sour or unpleasant smell when cut.
4. Badly insect damaged bean means a bean of which half or more of its part is damaged by pests or diseases.
5. Half black means bean, which is dark brown, and a bean of which less than half is black externally.
6. Parchment means enclosed in its parchment integument.
7. Abnormally pale bean means a chalky white bean.
8. Shell means a hollow malformed bean in the shape of a shell.
9. Broken bean means less than half a bean.
10. Immature bean means flattened bean, which contains no kernel or ridged on the surface.
11. Shrivelled bean means a bean which is desiccated, shrivelled and often also corrugated or ridged on the surface.
12. Discoloured bean means a mottled bean which is desiccated, shrivelled and often also corrugated or ridged on the surface.

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13. Slightly insect damaged bean means a bean which pinhole by insect or a bean of which less than half has been damaged by pests or diseases.

II. GRADING STANDARDS FOR MILD ARABICA DESCRIPTION OF PARCHMENT COFFEE

(1) Premium grade; which shall mean parchment whitish parchment coffee with no damaged, broken, black pods or loose beans.

(2) Parchment I; which shall mean whitish parchment coffee with centre cuts slightly opened or with few parchments broken by machine.

(3) Parchment II; which shall mean a fair quality parchment coffee with brownish parchment with centre cuts opened.

(4) Parchment III; which shall mean parchment coffee, brownish to black skinned beans, with much more beans broken by machine, presence of floats, discoloured parchment and black beans.

(5) Estate clean; which shall mean domestically hulled coffee greenish in colour and requiring cleaning, grading and polishing only

2.0 Mild Coffee Grading Schedules Applicable under Coffee Curing Licence:

The resultant clean coffee grades after coffee is subjected to size and density grading shall conform to following specifications-

Grade Screen Specifications

AA Retained minimum 90% of screen 18. Maximum 8 – 10% of screen 17

Maximum 2% of screen 15

A Retained minimum 90% of screen 15/16

Maximum 2% of screen 14

B Retained minimum 90% of screen 15/6

Maximum 10% of screen 14

PB Retained minimum 95% pea-berry beans 14

Maximum 5% float beans

AF Minimum 90% screen 17

Maximum 8-10% screen 15/6

Maximum 2% screen 14

TT Maximum 90% screen 15/6

Maximum 10% screen 14

E Minimum 90% 18. Maximum 10% below Nothing below screen 15

F Light broken beans resulting from all above grades

SEVENTH SCHEDULE

CONSTITUTION, FUNCTIONS, FUNDING AND PROCEEDINGS OF THE
STAKEHOLDERS MEETING THE COFFEE REGULATIONS, 2012

(Made under Regulation 54(2))

- 1.-(1) The stakeholders meeting shall be composed of the representatives of the following stakeholders- Constitution
- (a) Four (4) representatives from the Government;
 - (b) Thirty eight (38) representatives from the local government authorities;
 - (c) Five (5) representatives from the Board;
 - (d) Forty five (45) representatives from the coffee growers and their associations;
 - (e) Four (4) representatives from the coffee buyers;
 - (f) Eighty (8) representatives from the coffee processors;
 - (g) Two (2) representatives of coffee roasters;
 - (h) Two (2) representatives from the coffee exporters;
 - (i) Five (5) representatives from research and extension institutions;
 - (j) Two (2) representatives from Tanzania Coffee Development Fund;
 - (k) Two (2) representatives from Tanzania Coffee Association; and
 - (l) Three (3) representatives from development partners.
- (2) The Meeting shall elect the chairperson of the stakeholders meeting who shall hold office for the term of three years.
- (3) The Board shall be the Secretariat of the Stakeholders meeting.
- 2.-(1) The Secretariat shall arrange for the Stakeholders' meetings to be held at least once in a year or as may be requested by the stakeholders. Arrangement of stakeholders meeting
- (2) The Secretariat, through the Chairperson, will propose venue and dates for the stakeholders meetings one year in advance.
- (3) The Board and other stakeholders shall serve as facilitators for all stakeholders' meetings.
- (4) Meeting date, time, location and draft agenda information shall be made available at least two weeks prior to the meeting.
- (5) Solicitation for meeting agenda items shall be included in each meeting announcement. Final meeting agenda and associated meeting materials shall be posted one week before the date.
- (6) The shareholders meeting may co-opt any person to attend any deliberations of the meeting as an expert but that co-opted person shall not be allowed to vote.
- 3.-(1) Stakeholders meeting may appoint Working Groups which shall facilitate the implementation of the Stakeholders' resolutions. Working groups
- (2) Stakeholders Working Group meeting shall be scheduled on as may be needed by a working group.
- (3) Notice of each stakeholders or working group meeting will be posted/advertised on the Newspapers of wide circulation. Emails or post notifications shall be sent by the Board to the designated contact or signatory specified, as well as to all other subscribers to the Stakeholder Process e-mail list

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Role of Chairperson	4.-(1) The Chairperson shall preside at all stakeholders meetings. If the Chairman is not present thirty (30) minutes after the time set for the meeting, or it is known that he will not be able to attend, the meeting can still be held if the members present comprise a quorum and appoints an interim Chairperson to preside that only meeting. (2) The Chairman shall endeavour to achieve a full discussion by the Stakeholders meeting of all agenda items and employ his best effort to allow all members and adequate voice during the meetings
Resolution of the meeting	5.-(1) Draft resolutions of each stakeholders meeting or Working Group meeting shall be made available through e-mail list subscribers or by posting. (2) Final resolutions of each stakeholders meeting shall be adopted and confirmed on the same date of the meeting
Powers to regulate its own procedures	6. Subject to the provisions of these regulations, the stakeholders' meeting shall have the power to regulate its own procedures in respect of the meetings and proper conduct of its business.
Quorum	7.-(1) Half of the members of stakeholders shall constitute a quorum at any meeting and all acts, matters and things to be done by the stakeholders shall be decided by a simple majority of the present members at the meeting. (2) Each member of the stakeholders meeting shall have one vote and in the event of equality of vote the Chairman shall have a second or casting vote in addition to his normal vote.
Stakeholder Individual Meetings	8.-(1) A Stakeholder or the Board may request an individual meeting or discussion as long as the outcome of the meeting will be made available to all stakeholders. Nothing in the Stakeholder Process shall prohibit stakeholders from meeting with other stakeholders on a case specific basis to discuss issues of mutual concern or interest. (2) All substantive discussions should take place in formal scheduled meetings.
Attendance and Representation	9.-(1) All members of the Stakeholders' meeting are required to attend all Stakeholders' meetings as may be scheduled. (2) Where any member is unable to attend for any reason the stakeholders or Working Group meeting as the case may be, which he represents, he may in writing to the Chairperson nominate another person in his place to attend that meeting.
Role of Director General and Secretariat Staff	10. A Secretariat staff member other than the Director General will attend Stakeholders meetings to take notes. Other Secretariat staff members may attend to present and address agenda items, or attend to logistical matters. The Director General is the senior Secretariat liaison to the Stakeholders' meeting and shall attend the meetings. He may delegate others from within the Secretariat to manage communications and programs related to the Stakeholders' meeting, as the need may arise.
Meeting Notices	11. The date and venue of annual meetings will be determined at the previous annual meeting, giving all members one year's advance notices. Should the date or venue of the annual meeting need to be changed for logistical reasons, all members will be notified of the change at least thirty (30) days in advance. Draft agendas and proposed resolutions will be circulated at twenty one (21) days in advance of the annual general meeting in order to assure that all members have time to review and respond to them before the issuance of meeting agenda.
Establishing Meeting Agendas	12.-(1) The Chairman, in consultation with the Secretariat, will propose an agenda. The draft agenda and meeting papers will be circulated to members for comment at least forty five (45) days before the meeting. Up to thirty (30) days before the meeting, members may propose

amendments or additional agenda items. Any member may propose an agenda item. These must be provided in writing to the chairman with a copy to the Secretariat. The final agenda and meeting papers will be circulated two weeks in advance of the meeting.

(2) When formulating the meeting agenda, the Chairman and Secretariat shall take into consideration the need for adequate time for thorough discussion of all agenda.

13. Every member shall make a statement concerning any existence of conflict of interest in any matter presented to the meeting. At any time, if a member realizes that he has or may have a position of conflict of interest; he must immediately bring this to the attention of the Chairman who will then decide on the appropriate course of action	Conflict of interest
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14. The chairman may request an extra-ordinary meeting to consider issues of significant importance. An extra-ordinary meeting should only be called if the matter cannot wait to be considered at the annual general meeting. The resolutions will have the same effect like wise as that of the annual general meetings.	Extraordinary Meeting
--	-----------------------

15. The official working languages of the Stakeholders meeting is English and Swahili. All communications will be prepared either in English or Swahili or in both.	Official communication Language
---	---------------------------------

16.-(1) The Stakeholders meeting chairman is the designated spokesperson for the Stakeholders' meeting. She/he may provide official input on Stakeholder meeting matters with media, governments and other stakeholders requiring formal input.	Designated Spokespersons
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(2) Stakeholders' meeting members may speak publicly as individuals participating in the Stakeholder meeting, but are not official spokespersons on behalf of the Stakeholder meeting or of the Board.

17.-(1) Stakeholders' meeting members are free to speak with the media, government and other stakeholders about Stakeholders' meeting matters but must clearly explain that he does not speak on behalf of the Stakeholders' meeting or of the Board in any official capacity.	Interactions with Stakeholders
--	--------------------------------

18. Unless specifically authorized and prepared, on policy matters Stakeholders' meeting members must direct such queries to either the Board Chairman or the Director General.

19. The role of the Secretariat shall be-	
(a) consult with the Director General in preparation of agenda for stakeholders' meetings; (b) ensure that stakeholders' resolutions are correctly recorded; (c) ensure that all members are enabled and encouraged to participate fully, and collectively are involved in the role and purpose of the stakeholders' meeting; (d) ensure that Stakeholders' meeting members receive timely, relevant information, and that they are briefed properly on agenda items and other issues that may arise at the stakeholders' meetings; (e) ensure business of the Stakeholders' meeting is within the budget set for the meeting. (f) to make follow-up of the implementation of the Stakeholders' meeting resolutions.	Roles of the secretariat

20. Annual stakeholders' meetings shall originate from zonal stakeholders meeting.	National stakeholders meetings
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21. (1) Zonal stakeholders meeting shall be convened by the stakeholders at least twice a year.	Zonal stakeholders meeting
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(2) The first zonal stakeholders meeting shall be convened at least three months before the annual stakeholders meeting.

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(3) The second Zonal stakeholders meeting shall be convened within a period of at least three months after the annual stakeholders meeting.

Functions
of zonal
committee
meeting

22. Functions of zonal committee meeting shall be-

- (a) to elect Chairperson and members of the Zonal committee who will exist for a period not exceeding three years.
- (b) to identify opportunities and challenges facing the coffee industry.
- (c) to implement the resolutions, prepare and submit to the annual coffee development progress report of the respective zone.

EIGHTH SCHEDULE

(Made under Regulation 29(3))



RIPE CHERRY DELIVERY NOTE NO: TCB/RC/001/13

Name of the grower :			
Grower Registration Number:	Date delivered :		
Address :	Receipt No :		
	Contract Agreement No:		

Quantity Delivered (Kilogrammes)	Description	

Goods received in good order			
Name of processor:	Signature	Date	
Area/location :			

Coffee Industry

G.N. No. 385 (contd.)

NINETH SCHEDULE

(Made under Regulation 29(2))

RIPE CHERRY PROCESSING AGREEMENT

AGREEMENT made this day of 20.....

BETWEEN:

..... of a licensed
ripe cherry processor (Licence No.) (hereinafter called the
"ripe cherry processor", which expression shall where the context so admits include his or its
successors and assignees) of the First Part;

AND

..... of a registered
coffee grower (Registration No.) (hereinafter called
the "grower", which expression shall where the context so admits include his or its successors
and assignees) of the Second Part.

WHEREAS:

- (a) the ripe cherry processor is duly licensed under the Coffee Industry Act and the Regulation made thereunder; and
- (b) the grower has requested the ripe cherry processor to provide processing services and the ripe cherry processor has agreed to provide such services to the grower upon the terms and conditions appearing hereinafter.

NOW IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. The grower shall deliver the ripe cherry coffee under the conditions herein stipulated in respect of moisture content, well sorted out and without foreign matter and the ripe cherry processor shall reserve the right to refuse to accept delivery or provide services if the grower fails to comply with the said conditions.
2. Transport services from the farm of the grower to the central pulping unit may be provided by the processor at such rate of charge per bag as may be agreed between the parties.
3. The processor shall issue delivery note to the grower upon delivery of ripe cherry coffee.
4. The ripe cherry processor shall take out insurance against fire and burglary and any other risk for the coffee delivered for processing until the coffee is handed over to the grower or buyer.
5. The grower agrees to pay processing charges at the rate of
Tshs: (per bag of ripe cherry coffee).

6. Processing shall be done on a first-in first-out basis and empty bags shall remain the property of the grower and shall be returned to him without charge.

7. The ripe cherry processor shall ensure that the coffee in his possession is properly stored and secured to protect it from any damage, pilferage or loss of quality.

8. The ripe cherry processor shall submit the processing out-turn statement to the grower using the ration of 5 kgs of ripe cherry equivalent to 1 kg of parchment.

9. Parties shall mutually agree on the price of parchment any where necessary in the presence of a third party or any officer of the Board or Government.

10. If parties fail to agree on the price, the grower shall have a right to take the parchment coffee from the processor and sell to any other buyer subject to the agreement that the said buyer to compensate the processor's ripe cherry processing costs as agreed upon in this agreement.

11. It is mutually agreed that the processors shall observe and be responsible for the quality of ripe cherry and parchment coffee while it is in his custody.

12. The processor shall compensate the grower for the loss caused to him as result of theft or any damage of coffee while in the custody of the processor based on the prevailing value of coffee at market during a particular season or costs determined by the Board.

13. This agreement shall not be construed to give the processor a right to ownership of the coffee. -

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and date first herein before mentioned.

Signed at on the day of, 20.....

SIGNED for or on behalf of the ripe cherry processor:

Name:

Signature:

In the presence of:

Name:

Signature:

SIGNED for or on behalf of the grower:

Name:

Signature:

In the presence of:

Name:

Signature:

TENTH SCHEDULE

(Made Under Section 31(2))

WAREHOUSING REQUIREMENTS

1. Operational:

Ensure coffee is stored in an easily identifiable manner, using a numbered bay system in the warehouse with the bay numbers and boundaries painted on the floor. Coffee must always be stored on dry, clean wooden baulks or pallets, off the floor, away from walls.

Keep back-up warehouse records in a secure and separate location. Make weekly stock checks, preferably using people who do not know what is expected and therefore can only report what they find. All stacks should bear a clearly visible stack card, showing the detail and history of the coffee stored. There should never be unidentified coffee in any warehouse.

Make regular random weight checks to verify that bags are of the correct weight and that scales have not been tampered with. Occasionally tear down a stack, again at random, to verify there is no hole or empty drum in the middle.

2. Insurance against risks:

Other obvious general risk factors include flooding, fire, lightning, explosion, plane crash, theft, burglary and embezzlement. Others are deterioration due to excessive moisture content, prolonged storage or infestation (but not all of these latter types of risk are insurable).

3. Location of warehouse:

The buildings themselves can pose risk if roofs are not tight, drainage pipes are blocked, ventilation is inadequate or the walls and floor are of poor quality. The area in which the warehouse is located may pose risks if neighbouring buildings are used to store or produce hazardous or smelly goods.

Structure:

1. Calibrated and Certified Weighing equipment
2. Proper loading/unloading shade
3. Surrounding are clean and in Good Order
4. Effective Locator system
5. Strong and Proper finished floor. Proper roofing (corrugated iron sheets, asbestos and tiles) and walls.
6. Standards Pallets/Stacks.
7. Appropriate Metal fire proof safe and serviced fire fighting equipment.
8. Proper power and Water System
9. Reliable Communication System (Postal Address, Fax, Telephone, Internet Connection).
10. Reliable Security System (light during the night, Security guards/System).
11. Strong and properly fixed Doors.
12. Proper fenced (e.g. barbed wire, fencing wire etc etc)
13. Sample Room/Box
14. Proper damage system
15. Proper Rodents Control System
16. Proper Ventilation System
17. All weather Accessible (roads)
18. Separate Furnished Office

19. A foundation must be one meter above ground level
 20. A Warehouse must have a storage capacity of not less than 200

4. Warehouse compliance form:

NAME OF WAREHOUSE:				LOCATION:		
S/NO	ITEM	Points	Descriptions	Allocation	Tick if Available	Official Use
1	Calibrated and Certified Weighing equipment*	8	Available Weighing Bridge	4		
			Plat form Scale which Weigh 500+ Kg	2.5		
			Plat form Scale which Weigh Less than 500 Kg	1.5		
2	Proper loading/unloading shade	5	Conveyor Belts	2		
			Fork Lift	1.5		
			Raised Loading and Off Loading Platforms	1.5		
3	Surrounding are clean and in Good shape	3	Drainage system around the Building	2		
			Clean Environment	1		
5	Strong and Properly finished floor, proper roofing and walls*	10	Concrete Raised Floor	3		
			Screed Floor	2		
			Proper Roofing (Iron Sheets, Asbestos or Tiles)	3		
			Walls (Blocks or Iron Sheets)	2		
7	Appropriate Metal fire proof safe and serviced firefighting equipment*	8	Fire Proof Safe	2		
			Fire Fight Reel	2		
			Fire Fight Cylinder	2		
			Fire Alarm	1		
			Sand Buckets	1		
8	Proper power and water system	4	Public Electricity	2		
			Public Water	0.5		
			Private Owned Electricity	1		
			Private Owned water	0.5		
9	Reliable communications	6	Postal Address	0.5		

Coffee Industry

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NAME OF WAREHOUSE:				LOCATION:		
S/NO	ITEM	Points	Descriptions	Allocation	Tick if Available	Official Use
	systems (Postal address, fax, telephone, internet connection)*					
			Pax line Connections	0.5		
			Mobile / Telephone Line Connections	0.5		
			Internet Connection	2		
			Data Base Software	2.5		
10	Reliable security system (light during the night)	7	Security Lights	3		
			Security Alarms	2		
			Security Cameras	2		
11	Strong and properly fixed doors, window*	10	Wooden Doors	2		
			Metal Plate Doors	6		
			Iron Sheets / Grill Doors	2		
12	Properly fenced (e.g barbed wire, fencing wire, concrete)	4	Concrete Walls	2.5		
			Barbed / Wires Fence	1		
			Shrub Fence	0.5		
13	Sample Room / Box / Shelf	3	Sample Box / Shelf	1		
			Sample Room	2		
14	Proper drainage system	5	Drainage Furrows	3.5		
			Drainage Gutters	1.5		
15	Proper rodents control system	5	Wire gauze in all vents	3.5		
			Rodent Bar	1.5		
16	Proper ventilation system	4	Vent - Above the Floor	1		
			Main door on either side	1		
			Vent - Above the Linter	2		
17	All Weather Accessibility (Roads)	6	Along Tarmac Road	4		
			Along Morram Road	1.5		
			Along Sand / Soil Road	0.5		
18	Staff Office	3	Detached Office	2		
			In the Warehouse Office	1		
19	Nature of the Foundation of the Warehouse	4	1 Meter Raised Building	4		

Coffee Industry

G.N.No. 385 (contd.)

NAME OF WAREHOUSE:				LOCATION:		
S/NO	ITEM	Points	Descriptions	Allocation	Tick If Available	Official Use
20	Storage capacity of the warehouse*	5	> 5000 MT	3		
			1000 - 4999 MT	1.5		
			200 - 999 MT	0.5		
	TOTAL POINT	100	SUMMATION	100		
	THE GRADING RANGE	100	75-100	A		
			60-74	B		
			40-59	C		
			40<	REJECT		
* = Stop Grading if the item is missing			ASSIGNED GRADE			

ELEVENTH SCHEDULE

TANZANIA COFFEE BOARD

STANDARD FORM AGREEMENT FOR CONTRACT FARMING

(Made under Regulation 59 (2))

This agreement is made on day of 20.....

BETWEEN

(Grower)

Full Name.....
Address: Tel: Email:
Region: District: Grower registration
No Farm details: Location:
Acreage (under coffee):

AND

(Financier)

Full Name.....
Address: Tel: Email:

Preamble:

WHEREAS the grower is desirous to access a loan to finance his coffee growing activities and the financier is willing to advance the said loan to the grower on terms and conditions set forth in this agreement.

NOW THEREFORE the parties hereto agree as follows:

A: Details of type or kind of facilitation to be granted:

(1) Type or kind of facilitation to be issued.....
.....
.....

(2) Total area contracted (Acreage).....

(3) Obligations of the grower.

.....
.....

(4) Obligations of the financier.

.....
.....

(5) Duration of the contract from.....to

(6) Mode of Payment :

.....
.....

B: Terms and Conditions:

(1) The parties undertake to comply with requirements of the Coffee Regulations, 2012 and Coffee Industry Act, 2001 as amended.

(2) The parties undertake to discharge fully all obligations hereby created.

(3) Neither party shall be liable to the other for failure to fulfil the provisions of this contract if such failure is caused by reason beyond control of either party.

(4) Any dispute arising between parties to this Contract shall in the first instance be mediated by the Board, failure of which may entitle either party to seek other remedies in accordance with the laws of Tanzania.

C: Annextures

The following documents shall form part of this contract

.....
.....

IN WITNESS WHEREOF the parties have executed these presents on the date first above written and in the manner appearing herein below;

Coffee Industry

G.N.No. 385 (contd.)

Grower

Witness

Full Name: _____

Full Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Financier

Witness

Full Name: _____

Full Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

D: Registration of the Contract

The contract is registered/not registered (*if not registered give reasons*)

.....

.....

Registration No.:

Designation: Signature Date

Designation: Signature Date

Dar es Salaam,
17th September, 2013

CHRISTOPHER K. CHIZA
*Minister for Agriculture Food
Security and Cooperatives*