



# **TANZANIA CHAMBER OF COMMERCE INDUSTRY & AGRICULTURE**

## **TCCIA REGULATIONS**

*Tanzania Chamber of Commerce  
Industry and Agriculture  
21 Ghana Avenue  
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# TCCIA REGULATIONS

## Preamble

*Regulations* are a set of practical guidelines written in order to clarify the Memorandum and Articles of Association where necessary and to ensure the smooth operation of the Chamber. It is on this ground that the Tanzania Chamber of Commerce, Industry and Agriculture (TCCIA) establish these regulations. These regulations are superseded by the Memorandum and Articles of Associations of the organization (TCCIA) and the Tanzania Government laws.

## Definitions

*Tanzania Chamber of Commerce, Industry and Agriculture ("TCCIA" or "Chamber")* is the legally established business association concerned with economic and trade relations in the United Republic of Tanzania.

*Articles of Association ("Articles")* are the basic rules with regard to the founding and organization of the Chamber as approved on 27<sup>th</sup> May 2010 by the Business Registrations and Licensing Agency. They apply to all Members and the whole chamber organisation.

**"Affiliate/Associate Members"** shall mean Associations with common objectives to the Chamber;

**"Associations"** shall mean registered institutions other than the Chamber constituting, respectively, merchants, traders, manufacturers, producers, marketers, professional services and construction bodies;

**"Board"** shall mean the Board of Directors of the Chamber as per Article 33;

**"Branch"** shall mean Branch of the Chamber established at each District Capital of Tanzania mainland;

**"Business Support Organization"** shall mean any institution which renders support to the business community;

**“Commerce, Industry and Agriculture”** shall not be construed in the narrow sense but in addition shall include and embrace such activities as mining, tourism, merchant activities, fisheries, professions and services;

**“Corporate Members”** shall mean a Multinational company or any local corporate company with a national coverage or a network of branches.

**“Council”** shall mean the National Executive Council of the Chamber, the Regional Executive Council, the District Branch or Sub-Branch Executive Council as the case may be;

**“Groups of micro-enterprises”** shall mean groups of individuals that are established for the purpose of undertaking economic activity whereas individual members do not qualify to become members of the Chamber;

**“Honourary Members”** shall mean a person appointed by the National Executive Council as appreciation for the outstanding contribution to the development of the private sector and the Chamber in particular;

**“Licensed farm”** shall mean a piece of land that has been approved for conduct business activities;

**“Management Committee”** shall mean the Officers of a Regional Chamber or of a District Branch or of a Sub-Branch and any other members elected to the Committees by respective Executive Councils;

**“Management”** shall mean the Executive Director or Executive Officer and all staff under them;

**“Officers”** shall mean President, Vice Presidents, Treasurer General, Chairperson, Vice Chairperson, Treasurer and Honourary Secretary elected pursuant to Articles 18, 19 and 20;

**“Ordinary Members”** shall mean members of the Chamber who are licensed or recognized trade operators, sole proprietors, partners, bodies, corporate, cooperative societies, professional service institutions and foreign companies which have established a place of business in the United Republic of Tanzania;

**“Professional Association”** shall mean any organization whose members belong to the same profession;

**“Regional Chamber”** shall mean Tanzania Chamber of Commerce, Industry and Agriculture at Regional level;

#### **District chamber**

**“Registered licensed business”** shall mean any business with legal status;

**“Sectoral Association”** shall mean any organization, which provides Business support services to its members who all belong to the same economic sector;

**“Sole proprietor”** shall mean a person who owns a business entity alone.

**“Standing Committee”** shall mean a permanent committee with specified responsibility.

**“Sub Branch”** shall mean a branch of the Chamber established at any place which is not a district capital;

**“Surveyed farm”** shall mean a piece of land which has been assessed by a valuer and for which there is a title deed;

**“The Act”** shall mean the Companies Act (Chapter 212) and every statutory modification or re-enactment thereof for the time being in force;

**“The Chamber”/“the Company”** shall mean The Tanzania Chamber of Commerce, Industry and Agriculture.

**“The month”** shall mean calendar month;

**“The Seal”** shall mean the common seal of the Chamber;

**“The year”** shall mean calendar year;

**“Unlicensed farm”** shall mean a piece of land that has not legal approval of conducting business activities;

## **Number: 2: Membership: Qualifications, Admission, Rights & Obligations, Cessation**

### **2.1 Qualifications**

Pertinent to article 7 of the MEMART, any aspiring member shall be required to fulfill the following:

## **National Level**

- Incorporation certificate/ extract (business name)
- TIN/ VAT Certificate
- Business License
- Permit/ any relevant document related to line of business
- Company MEMARTS
- Audited Accounts
- Two Passport Size photographs (for directors)
- Physical address of Business Premise/ sketch map/Contacts
- Village/ ward land ownership/ lease document
- Copy of National Identification Number/Passport/voter ID

## **Regional Level:**

- Incorporation certificate/ extract (business name)
- TIN/ VAT Certificate
- Business License
- Permit/ any relevant document related to line of business
- Company MEMARTS
- Audited Accounts
- Two Passport Size photographs (for directors)
- Physical address of Business Premise/ sketch map/Contacts
- Village/ ward land ownership/ lease document
- Copy of National Identification Number/Passport/voter ID

## **District and Sub District level**

- Incorporation certificate/ extract (business name)
- TIN/ VAT Certificate
- Business License
- Permit/ any relevant document related to line of business
- Company MEMARTS
- Audited Accounts/Financial statement



- Two Passport Size photographs (for directors)
- Physical address of Business Premise/ sketch map/Contacts
- Village/ ward land ownership/ lease document
- Copy of National Identification Number/Passport/voter ID

## 2.2 Admission

The membership becomes effective with:

- a) Submission of the duly completion of application form,
- b) fulfillment of the required qualifications as given above,
- c) payment of the relevant fees (entrance and annual subscription fees) and
- d) approval of the membership committee
- e) issued with TCCIA membership package
  - TCCIA Certificate
  - electronic membership card
  - service package
  - Copy of TCCIA MEMARTS

Note: An application may be temporarily rejected without indication of the reason.

## 2.3 Cessation of Membership

- a. resignation given with a written one-month's notice,
  - submission of letter of intention of resignation to the Executive Officer/ Executive Director
  - report of the deliberation of the membership Committee
  - approval by the Management Committee/ Board of Director pending clearance of any membership obligation
  - letter of acceptance of resignation
- b. death (for the case of an individual membership)
  - death notification from a reliable source ( company, next of kin)
- c. dissolution of a company,
  - receipt of official notification
  - recommendation by the membership committee after due process

- d. Bankruptcy
  - Receipt of official notification
  - Recommendation by the membership after due process

## **2.4 Obligations**

The members shall observe the Articles of Association and the Regulations of the Tanzania Chamber of Commerce Industry and Agriculture and the decisions of the organs of the chamber. Below are the obligations:

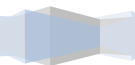
### **3. Subscription Fees**

- Subscription fees will be paid annually (calendar year)
- Fees will be paid within the first three months after it is due
- Failure to pay within the first three months, a member will forfeit some of the services and rights. Such services will be defined by the respective local chambers
- Failure to pay after six months, a member will forfeit all of the services, including termination of the use of electronic card
- Membership shall cease upon failure to pay subscription fees for three consecutive years.
- The member will continue to be a member for three years but will have forfeited all of the rights as per constitution. Services will be renewed only after all dues have been paid.

### **4. Participation in Chamber activities**

- Every member to be considered as an active member is obliged to participate in chamber activities.
- A calendar of Chamber activities will be prepared and circulated to every member semiannually.

Every member has an obligation of upholding highest business ethics and be a good ambassador of the Chamber



## 5. Elections

As much as possible, the Chamber shall reflect the diversity of members of the respective area both as individual members and company representatives, bearing in mind such attributes as the age, experience, professionalism, gender, social interests and cultural background of individuals who make up the Chamber membership.

Every member of the Chamber is a potential leader. However, his/her eligibility will be a subject of criteria set under this regulation. A person aspiring to be a leader shall fulfill the following basic qualifications:

### 5.1 National leadership

1. A practicing and vibrant business person.
2. Provision of audited accounts of the company or business for the past two years
3. Evidence of compliance to statutory obligations
4. Evidence of payment of subscription & membership fees for the past two years and should not be in arrears
5. Have not been convicted of a felony or crime
6. Minimum academic qualifications shall be a university degree
7. Maximum age limit shall be 70 years as provided by the law of the land
8. A chairman of the Board shall be obliged to pay the highest subscription fees as corporate member.
9. Any member upon being elected to the national leadership (Board of Directors) his/her subscription fees shall be paid at the headquarters. The applicable rate shall be that of the corporate member.
10. Shall be required to submit all relevant documents as provided in sub section 2.1 in this regulation.
11. Any leader upon being elected shall be obliged to sign TCCIA Code of conduct and ethics
12. A candidate aspiring for the leadership post will be required to pay a nonrefundable application fee as provided below:
  - For the Post of President, VPs, Treasurer Tshs. 500,000





- For Councilor Tshs. 200,000
- For other board Members Tshs. 300,000

## 5.2 Regional leadership

1. A practicing and vibrant business person.
2. A candidate aspiring for a higher leadership post must have proven good leadership record.
3. Provision of financial statements of the company or business for the past two years
4. Evidence of compliance to statutory obligations
5. Evidence of payment of subscription & membership fees for the past two years and should not be in arrears
6. Have not been convicted of a felony or crime
7. Minimum academic qualifications shall be an ordinary level education
8. Maximum age limit shall be 70 years as provided by the law of the land
9. A chairman of the regional shall be obliged to pay the highest subscription fees in the region
10. Any member upon being elected to the regional leadership his/her subscription fees shall be paid at the regional level.
11. Shall be required to submit all relevant documents as provided for elsewhere in this regulation.
12. Any leader upon being elected shall be obliged to sign TCCIA Code of conduct and ethics
13. A candidate aspiring for the leadership post will be required to pay the following amount as application fee.
  - a. *For regional Chairmain,VC and Treasurer- a minimum of Tshs. 100,000*
  - b. *For other management member a minimum of TShs. 50,000*

## 5.3 District leadership

1. A practicing and vibrant business person.
2. Provision of financial statements of the company or business for the past two years



3. Evidence of compliance to statutory obligations
4. Evidence of payment of subscription & membership fees for the past two years and should not be in arrears
5. Have not been convicted of a felony or crime
6. Minimum academic qualifications shall be an ordinary level education
7. Maximum age limit shall be 70 years as provided by the law of the land
8. A chairman of the district shall be obliged to pay the highest subscription fees in the district
9. Any member upon being elected to the district leadership his/her subscription fees shall be paid at the district.
10. Shall be required to submit all relevant documents as provided for elsewhere in this regulation.
11. Any leader upon being elected shall be obliged to sign TCCIA Code of conduct and ethics
12. A candidate aspiring for the leadership post will be required to pay the following fees as application fee.
  - For District Chairman, VC and Treasurer- a minimum of Tshs. 50,000
  - For other management member a minimum of TShs. 20,000

## 5.6 Sub District

1. A practicing and vibrant business person.
2. Provision of financial statements of the company or business for the past two years
3. Evidence of compliance to statutory obligations
4. Evidence of payment of subscription & membership fees for the past two years and should not be in arrears
5. Have not been convicted of a felony or crime
6. Minimum academic qualifications shall be an ordinary level education
7. Maximum age limit shall be 70 years as provided by the law of the land

8. A chairman of the Sub-district shall be obliged to pay the highest subscription fees in the sub- district
9. Any member upon being elected to the Sub-district leadership his/her subscription fees shall be paid at the Sub-district.
10. Shall be required to submit all relevant documents as provided for elsewhere in this regulation.
11. Any leader upon being elected shall be obliged to sign TCCIA Code of conduct and ethics
12. A candidate aspiring for the leadership post will be required to pay the following amount as application fee.
  - For District Chairmain,VC and Treasurer- a minimum of Tshs. 50,000
  - For other management member a minimum of TShs. 20,000

## **6. Elections' Procedures**

### **6.1 National**

Every aspiring leader shall be obliged to adhere to the following procedures:

- a. All members of the Chamber will be informed of the election 60 days before the election date
- b. Aspiring candidates shall declare their intention by completing a prescribed application form
- c. The form so duly completed shall be submitted to the returning officer (Executive Director) fourteen days(14) prior to the scheduled date of election, electronically or hard copy
- d. The election committee shall meet to vet the candidates within three days after the submission deadline
- e. The aspiring candidates shall be required to appear in person for vetting before the election committee as per released schedule
- f. The Chairman of the Election Committee shall notify the successful candidates three days before the scheduled election

g. The decision of the election committee shall be final

## **6.2 Guidelines of the election process**

1. The outgoing President shall declare the resignation of the entire leadership
2. The immediate past President shall supervise the election and assisted by the returning officer
3. Voting at the election shall be by secret ballot; one candidate one vote
4. The ballot papers shall be specifically prepared for the election
5. The casted ballot papers shall be collected in empty transparent containers
6. Counting of the casted ballot papers shall be done immediately after voting within the election room. Each candidate shall appoint a representative during the counting
7. Counting of the casted ballots shall be done by the members of the management
8. In the event of any tie of votes, the election shall be repeated
9. Only valid votes shall be counted
10. The results of the election shall be announced by the election supervisor
11. The newly elected leaders shall take over their respective offices upon announcement of the results
12. The casted ballot papers shall be preserved in a safe place for one year

## **7. ELECTION COMMITTEE**

For the purpose of impartiality and transparency, there shall be an election committee.

### **7.1 Composition**

1. The committee shall be comprised minimum of five members and maximum seven members.
2. The committee shall be formed by respectable, professional and persons of diverse background such as lawyers, administrators, judges, businessmen, academicians etc.
3. The committee shall be appointed after every two years

### **7.2 Functions**

1. Vetting of aspirants
2. Announcing of the qualified candidates
3. To respond to allegations by appellants



4. Advising the management on the electoral matters for the purpose of improving the election process of the Chamber

### **7.3 APPEAL COMMITTEE**

For the purpose of impartiality and transparency, there shall be an Election Appeals Committee.

### **7.4 Composition**

1. The committee shall be comprised of three or five members.
2. The committee shall be formed by respectable, professional and persons of diverse background such as lawyers, administrators, judges, businessmen, academicians etc.
3. The Executive Director shall attend as an ex-officio member
4. The committee shall be appointed after every two years

### **7.5 Functions**

1. Hearing of election appeals
2. Announcing of the appeals results
3. The decision of the Appeals Committee shall be final
4. Advising the management on the electoral matters for the purpose of improving the election process of the Chamber

## **8. Communication:**

### **Executive officers (Chain of Command)**

- The executive officers will report to the Executive Director and will be supervised by respective chairpersons.
- There will be designated officer at the headquarters for coordinating the regions.
- All Executive Officers should submit their report on quarterly basis to TCCIA HQ electronically as well as hard copy
- There will be system work flows to improve performance and communication within the chamber network.