

TANZANIA BUREAU OF STANDARDS (TBS)



**GUIDELINES FOR A CLIENT WHO WISH TO APPLY FOR
REGISTRATION OF NON- MANUFACTURING PREMISES FOR
FOOD AND COSMETICS**

NOVEMBER, 2022

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ABBREVIATIONS

TBS	Tanzania Bureau of Standards
OAS	Online Application System
GePG	Government electronic Payment Gateway
TIN	Tax Identification Number

ACKNOWLEDGEMENT

I would like to thank all TBS Staff who contribute for the successful development of these guidelines. Acknowledgements are particularly extended to TBS Management for approving the budget for development and completion of this document.

Special thanks are extended to Ms. Gwantwa Samson, Colleta Sarimbo, Harith Harith, Mbumi Mwampeta, Nicodemus Mahuma, Glory Siako, Sauda Masoli, Matrona Emmanuel, Wasalim Msilamgunda, Festo Ronald, Aberl Deule, Saktay Sikay and Ms. Rose Mussa for their full participation in drafting these guidelines.

A handwritten signature in black ink, consisting of a stylized 'H' shape with a horizontal line across the middle and vertical strokes on either side.

Lazaro H. Msasalaga
DIRECTOR OF QUALITY MANAGEMENT

FOREWORD

Registration of premises for dealing with non-manufacturing business of food and cosmetics is a pre-requisite requirement prior to commencing of such business.

This requirement is stipulated under section 26 A (1) of Finance Act No. 8 of 2019 and regulation 20 (1) of the Standards (Registration of Premises and Certification of Products) Regulations, 2021. The legislation prohibits the use of any premises for sale, distribution, supply or store of food, food product or cosmetics except in premises registered in accordance with the regulations.

Registration of non-manufacturing premises for food and cosmetics should not be considered as the sole means of controlling operations of such premises. There are other valuable means of aid in enforcing relevant legislation, such as adherence to good hygienic, storage and distribution practices that ensure day-to-day operations of these premises are in line with the laws and regulations. Based on these grounds, the Bureau is empowered to register premises that comply to the law and suspend or revoke the premise registration permit of any premises found operating contrary to the law.

These guidelines for registration of non-manufacturing premises for food and cosmetics have been developed to describe the scope and provide minimum requirements for registration of non-manufacturing premises for food and cosmetics.

The guidelines explain Bureau's and dealers' responsibilities and application procedures for obtaining non-manufacturing premises permits for food and cosmetics.

These guidelines are divided into three chapters; Chapter one explains the general requirements, Chapter two highlights on the application procedures for registration of non-manufacturing premises for food and cosmetics and general food and cosmetics premises requirement have been emphasized in chapter three.

It is my hope that non-manufacturing premises for food and cosmetics stakeholders will find this document useful and easy to follow.



Ngenya, A. Y. (PhD)
DIRECTOR GENERAL

DEFINITION OF TERMS

The following definitions are given for the purpose of these guidelines:-

"Authority"	means the Local Government (District Authority) or Local Government (Urban Authority)
"Bureau"	means the Tanzania Bureau of Standards as established under section 3 of the Act
"Business"	Includes professional practice and any activity carried on by person or a body of persons in relation to products regulated under the Standards Act Cap. 130
"Cosmetics"	means any article intended to be used by means of rubbing, pouring, steaming, sprinkling, spraying on or otherwise applied to the human body or any part thereof for cleansing, beautifying, promoting attractiveness or altering the appearance and includes any article intended for use as a component of a cosmetic, but excludes articles intended for use in the diagnosis, treatment or prevention of diseases and those intended to affect the structure or any function of the body.
"Director General"	means the Director General of the Bureau appointed under section 7 of the Act
"Equipment"	means machines, instrument, apparatus, utensil or appliance, other than a single use item, used or intended to be used in or in connection with products handling and include any equipment used to or intended to be used to cleaning operations.
"Food"	means any substance whether processed, semi processed or raw which is intended for human consumption, and includes drinks, chewing gum and any substance which has been used in manufacturing, preparation or treatment of food but does not include cosmetics, tobacco or substance used only as drugs
"Non-Manufacturing premises"	means premises used in activities that does not involve making products; this includes

premises for sale, sell, advertisements, storage, catering and preparations.

"Premises"

includes land, buildings, structures, basements and vessels and- (a) in relation to any building, includes a part of a building and any cartilage, forecourt, yard or place of storage used in connection with building or part of that building; and (b) in relation to "vessel", means ship, boat, air craft, and includes a carriage or receptacle of any kind, whether open or closed.

"Handling of food"

includes collecting, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food

"Inspector"

means an inspector appointed under section 23 of the Standards Act Cap. 130

"Disposal"

means the process of rendering the unfit products for the duration of such that it is harmless

"Recall"

means the removal of specific batch or batches of a commodity or product from the market for reasons relating to deficiencies in the quality.



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CHAPTER ONE: REQUIREMENTS FOR REGISTRATIN OF NO-MANUFACTURING PREMISES FOR FOOD AND COSMETICS

1.0. General Requirements:

- 1.0.1. Any person who intends to carry out a business of food and cosmetics shall apply to the Bureau/Authority for non-manufacturing premises registration permit.
- 1.0.2. All applications for registration of non-manufacturing premises for food and cosmetics shall be made through TBS Online Application Systems (OAS) found on TBS website www.tbs.go.tz.
- 1.0.3. In order to adhere to the legal requirements, the applicant is obliged to obtain Guidelines for application for registration of non-manufacturing premises for food and cosmetics from TBS website www.tbs.go.tz and follow the instructions prescribed in there in.
- 1.0.4. The non-manufacturing premises for food shall include the following: Supermarkets, Tourist Hotels, Mini supermarkets, Wholesale shops, Hotels, Food warehouses, Posho mills, Restaurants, Bars, Retail shops, Butcheries, Food carriers, Canteens, Food caterers, Kiosks and Food vendors.
- 1.0.5. The non-manufacturing premises for cosmetics shall include the following; Wholesale Cosmetics Shops, Cosmetics Warehouses and Retail Cosmetics Shops.
- 1.0.6. Payment of fees shall be made to the Bureau/Authority through Government electronic Payment Gateway (GePG).
- 1.0.7. All the prescribed information and communications regarding the application shall be make either in English or Kiswahili.
- 1.0.8. The following attachment shall be uploaded in the OAS during Application for registration of non-manufacturing premises for food



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and cosmetics: - Tax Identification Number (TIN) certificate, Business License, Premises Layout (sketch) and Location sketch from nearby place.



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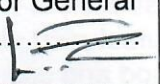
CHAPTER TWO: STEPS FOR APPLICATION OF REGISTRATION OF NON-MANUFACTURING PREMISES FOR FOOD AND COSMETICS

2.1. Application Steps.

- 2.1.1 All applications for registration of non-manufacturing premises for food and cosmetics shall be made through TBS Online Application Systems (OAS) that can be accessed through TBS website www.tbs.go.tz or directly through <http://oas.tbs.go.tz>.
- 2.1.2 The applicant will be required to fill in the system all details with regards to company information, contacts, premises details and the nature of the business.
- 2.1.3 An application will be regarded as complete if it has details with regards to; premises name and location, company details, type of business, business category, supervisor's details, financial details and all attachments as detailed in item 1.8 to these guidelines and submit to the Bureau/ Authority for further process.
- 2.1.4 Upon receipt of complete application, Bureau/Authority shall scrutinize the application for completeness and accuracy, after confirmation debit advice shall be prepared as per *the Standards (Fees and Charges) Regulations, 2021* and sent to the applicant's contacts (email or phone number) for payment. In case of application inadequacy or incompleteness feedback shall be sent to the applicant through the OAS for rectification.
- 2.1.5 After payment, acknowledgement receipt shall be generated by the Bureau and sent to the applicant through applicant's contacts (telephone number and or email address).



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2.1.6 The Bureau/Authority Inspectors shall conduct Inspection of the premises with proof of payment to ascertain its compliance to the requirements stipulated in the appropriate checklist.

2.1.7 In case non-conformity is observed during inspection, applicant will be notified via OAS for rectification, after completion of the anomalies observed the applicant shall inform the Bureau/Authority for re-inspection.

2.1.8 Upon being satisfied that the premises comply with the requirements, the Director General/ Council Director shall approve and issue premises registration permit to the applicant and that permit shall be available on applicant's online application account.

2.1.9 The Director General/Council Director may reject or withhold any application and provide reason(s) for the decision.

2.1.10 Premises registration permit shall be displayed conspicuously at the registered premises and abide to all condition stated there in.

NOTE:1 The details on how to apply for registration of non-manufacturing premises for food and cosmetics have been elaborated in **Appendix 1**

Note 2:

All applications in the following food business shall be processed and if qualifies approved by the Council Director on behalf of Director General.

- a) Fish butcheries
- b) Retail Shops
- c) Restaurants
- d) Hotel apart from tourist hotels with less than 20 rooms
- e) Posho Mills
- f) Canteen and Kiosks
- g) Food carriers



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- h) Caterers
- i) Food store
- j) Food Vendors
- k) Bars

Note 3: All applications for registration of non-manufacturing premises permit for food and cosmetics apart from those in Note 2 shall be made to the Bureau

2.2. Validity of Premises registration permit for Food and Cosmetics

Every premises registration permit issued by the Bureau/Authority shall be valid for one year from the date of issue provided that;

- a) The premises comply with conditions under which it was registered.
- b) There is no change of ownership, business name, location or any alteration that may affect condition of the registered premises.
- c) The Bureau/Authority has not suspended, cancelled, revoked or amended premises registration permit.
- d) Premises registration permit holder has not terminated his/her registration.

2.3. Renewal of Premises registration permit

- 2.3.1. Application for renewal of the premises registration permit shall be done by the holder of the permit through TBS Online Application System and may start one month before its expiration date.
- 2.3.2. During application for renewal, applicants shall be required to update his/her capital investment, upload current business license and submit to the Bureau/Authority for review and subsequently issue debit advice as per the Standards (Fees and Charges) Regulations. 2021.



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2.3.3. In case a debit advice issued to the applicant is not paid till its expiration, an activated control number will be generated with an additional 5% of the permit fee as a penalty for delayed payments.

2.3.4. Premises shall be approved for renewal after paying the prescribed fees, being inspected at least once per registration cycle and depending on the performance of the registered premises.

2.4. Notification for Change of Ownership, Location, Scope of Registered Premises or any other changes.

2.4.1. Notification for change of location (shift of premises), change of type of business, name of the premises, ownership or any other change of registered premises, shall be made to the Director General/Council Director in writings.

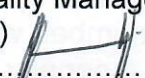
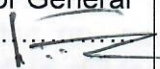
2.4.2. Change of location and/or type of business shall require new registration. Notification for such changes shall be made to the Bureau/Authority within 14 days.

2.4.3. Upon receipt of notification for changes that do not require a new registration, the Bureau/Authority shall approve and register the change(s) or reject the notification if the reasons submitted do not warrant the intended change(s).

2.4.4. Whenever a Premises registration permit holder wishes to terminate the registration he/she shall notify the Bureau/Authority in writings.



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CHAPTER THREE: GENERAL REQUIREMENTS FOR NON-MANUFACTURING PREMISES FOR FOOD AND COSMETICS

3.1. Food premises:

Requirements for non-manufacturing premises for food include but not limited to the following;

3.1.1 Location:

- Premises for food shall be located away from sources of contamination that can affect the quality and safety of the product and easily accessible.
- Food premises shall be located away from sites or activities that emit obnoxious material like fumes, dust, smoke, offensive trade or breeding sites for vermin.
- Physical and postal address of the premises where the business is to be carried out shall be clearly declared during the application for premises registration permit to include plot and house numbers, street, district and region as this will facilitate easy reach during supervision and inspection.

3.1.2. Premise design:

- The food premises shall be designed for the intended purpose and shall have no direct link with any business or occupation that may lead to contamination of food;
- The premise shall be of suitable layout and constructed to facilitate easy maintenance, cleaning and sanitation;
- The food premises and facilities installed shall have: -
 - Sufficient space for placement and storage of material which are necessary for sanitary operations
 - Adequate space, either by partition, location or other



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effective means for those operations, which may prevent contamination of food;

- iii) Sufficient lighting and ventilation to enable all operations to be carried out satisfactory and safely;
- iv) Maximum protection against rodents, birds, vermin etc.
- v) The floor, walls and ceiling of food premises shall be adequately cleanable and maintained in a clean and good state of repair.
- vi) The fixtures, ducts and pipes shall not be suspended over areas where drips or condensate may contaminate food and raw materials or food contact surfaces.
- vii) Aisles or working spaces between equipment and walls shall be unobstructed and of sufficient width to permit employees to perform their duties without contaminating the food or food contact surface with their clothing or personal contact.

3.1.3. Equipment, Utensils and food contact surface:

- a) Every Utensil and equipment used in food premises shall be suitable for their intended use; well designed and adequately cleanable and proper maintained.
- b) Every food contact surface shall be smooth and impervious, free from pits, crevices and loose scale, non-toxic; and capable of withstanding repeated cleaning and sanitization.
- c) Utensils crockery, cutlery and other equipment coming in contact with food shall be sufficient in number to enable adequate cleaning and sanitization before reuse. Single service articles shall be stored in appropriate containers and handled, dispensed, used and disposed to prevent contamination of food or food contact surfaces.

3.1.4. Personnel:

- a) Any person who owns a food business shall ensure that persons suffering from communicable diseases are not



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involved in handling of food or food contact surfaces.

- b) Relevant medical examination for food handlers shall be carried out prior to employment and after every six months.
- c) Medical examination records for each worker shall be kept properly, maintained and accessible for inspection.
- d) Food handlers should undergo training on matters related to food hygiene.

3.1.5 Storage facilities:

- a) Facilities shall protect products from deterioration and the specified storage conditions shall be monitored and maintained accordingly.
- b) Controlled environment/facilities e.g. air conditions, refrigeration for cold chain products shall be made and records reviewed and filed.
- c) All food products shall be stored off the floor and away from the wall in well-fitted shelves or pallets.
- d) Storage facilities for grains should be monitored for humidity, temperature and pests and records should be kept properly.

3.1.6. Sanitation and Hygiene:

- a) All food premises shall be provided with adequate and easily accessible sanitary conveniences to cater separately for both sexes, for employees and/or customers.
- b) There shall be adequate and readily available potable water supply; hot and cold running water to be used for the intended operation or use.
- c) There shall be proper system of waste disposal.
- d) There shall be provision of protective gears and occupation health facilities.
- e) Food shall be provision of protective gears and occupation health facilities.
- f) There shall be adequate provision for hand washing



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facilities with hot and cold running water, disinfectant liquid soap. To avoid re-contamination of hands there shall be automatic or elbow or foot operated water tapes.

- g) Good may be designed to open by pushing from all sides or self-operating doors to avoid contaminating food handler's hands.

3.2. Cosmetics premises:

Requirements for non-manufacturing premises for cosmetics include but not limited to the following;

3.2.1. Location:

- a) Cosmetics premises shall be located away from sources of contamination that can affect the quality and safety of the product and easily accessible.
- b) Physical and postal address of the premises where the business is to be carried out shall be clearly declared during the application for premises registration permit to include plot and house numbers, street, district and region as this will facilitate easy reach during supervision and inspection.

3.2.2. Premises design:

- a) The cosmetics premises shall be designed for the intended purpose and shall have no direct link with the environment that can compromise the quality and safety of the product.
- b) The premises shall be of suitable layout and constructed to facilitate easy maintenance and sanitation.
- c) The premises and facilities installed shall have:-
- Sufficient space for placement and storage of materials, which are necessary for sanitary operations;
 - Adequate space, either by partition, location effective means



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of those operations;

- iii) Sufficient lighting and ventilation to enable all operations to be carried out satisfactorily and safely;
- iv) The floor, walls and ceiling of cosmetics premises shall be adequately cleanable and maintained in a clean and good state of repair;
- v) Aisles or working space between equipment and walls shall be unobstructed and of sufficient width to permit employees to perform their duties.

3.2.3 Storage facilities:

- a) Storage facilities shall protect products from deterioration agents such as direct sunlight;
- b) All cosmetics products shall be stored off the floor and away from the wall in well-fitted shelves or pallets;
- c) Sufficient lighting and ventilation to enable all operation to be carried out satisfactorily and safely;
- d) Maximum protection against rodents, birds etc.

3.2.4 Sanitation and Hygiene:


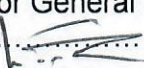
- a) All cosmetics premises shall be provided with adequate and easily accessible sanitary conveniences to cater separately for both sexes for employee and/or customers;
- b) There shall be adequate and readily available potable and running water supply to be used for the intended operation or use.
- c) There shall be proper system of waste disposal.
- d) There shall be provision of protective gears and occupation health facilities.
- e) There shall be adequate provision for hand washing facilities

3.3. Documentation and Record keeping:

Any person who owns food and/or cosmetics businesses shall make available the following



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documents/records:

- a) TBS Importation documents and other relevant purchasing
- b) Medical examination records where applicable
- c) Complaints handling books
- d) Sanitation and fumigation documents
- e) TBS Inspection documents
- f) Register for unfit food and cosmetics

3.4. Recalls, reject and Withdrawal:

- 3.4.1 The applicant shall show capacity to prompt and effective system of traceability and recall from the market of products known or suspected to be defective, hazardous, banned and products with prohibited ingredients.
- 3.4.2 In case of recall of product initiated by the dealer himself, the Bureau/Authority shall be notified on the reason of recall.
- 3.4.3 Recall operation shall be capable of being initiated promptly at least down to the level of retailers.
- 3.4.4 The distribution records shall be readily available to the person(s) responsible for recalls and they shall contain sufficient information related to the product, e.g. Name of product, Manufacturer, Dates of Manufacture, Expire and Batch Number.
- 3.4.5 The disposal of recalled/rejected/banned/withdrawn products from the market shall be done 14 days from seizure date and shall be carried under supervision of TBS inspectors and representatives from other Government Institutions.



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CHAPTER FOUR: STEPS TO BE FOLLOWED DURING APPLICATION FOR REGISTRATIO OF NON-M ANUFACTURING PREMISES FOR FOOD AND COSMETICS THROUGH TBS ONLINE APPLICATION SYSTEM (OAS)

4.1. New Application:

New application for premises registration through TBS Online Application System (OAS) involves two major steps which are: -

1. OAS Account creation
2. Application for premises registration

4.2. Applicant account:

For the applicant to be registered in OAS, has to go through the following steps:

- a) Open the on application system through TBS website (www.tbs.go.tz) or through the direct link <http://oas.go.tz> as indicated in figure 1

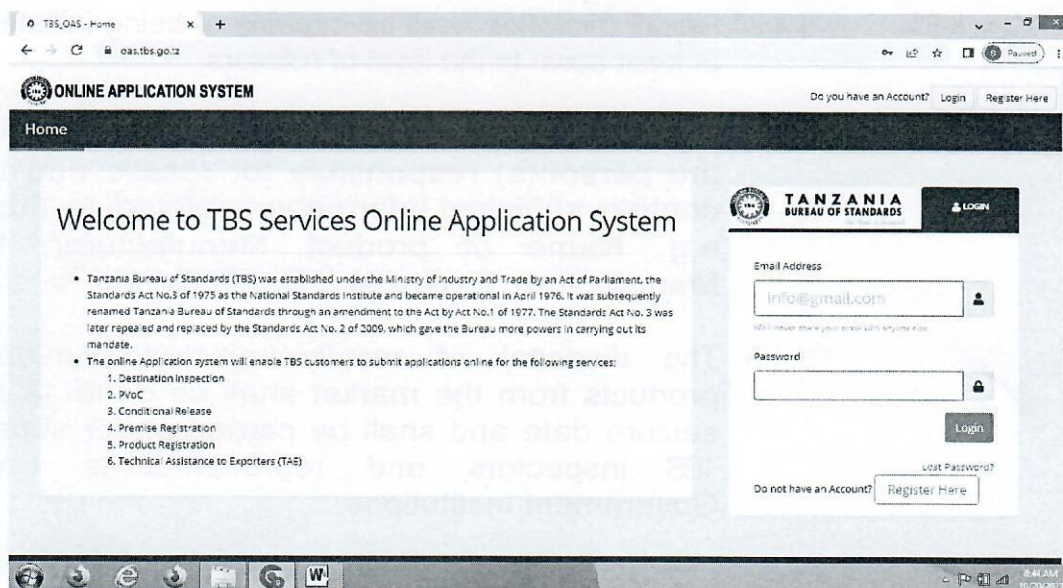


Figure1: 1st step during application of registration of non-manufacturing premises



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- Select the word "Register Here" and choose "Normal Company. The system will open the form, then tick "Normal Business"
- Properly fill the details required in the provided online form (**figure 2**). The details include name of the company, email address, Tax Payer Identification Number (TIN), telephone/mobile number and company address. Applicant shall also be required to upload to the system the TIN certificate and current business licence
- Submit the application form
- The system will automatically send the verification code through email or mobile number
- Enter the verification code in the space provided and your TBS OAS account will be created

☐ SIDO Recognized SME ☒ Normal Business

TIN (Tax Identification Number) * Company name * Company mobile number *

TIN Certificate * No file selected. Business Licence * No file selected.

Country * City *

Company Address *

Company email (login email) *

Password * Confirm Password *

Password should be at least 6 characters or numbers
Enter the Captcha * Do not see clearly? Refresh

☐ I acknowledge and agree that the documents submitted along with this registration form are genuine and the information provided is true, complete and accurate to the best of my knowledge.

Figure 2: Application form for TBS OAS applicant account



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4.3. Applying for premises registration

- Once the account is created, the system will open the applicant dashboard where the type of service can be selected. (see **figure 3**)
- On the dashboard, select the word “register” and then select words “register premises”

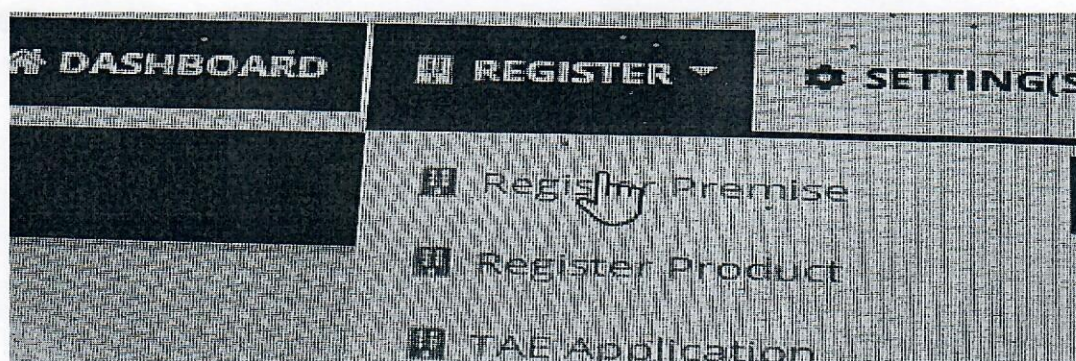


Figure 3: Applicant dashboard

- The system will open the online form of which applicant will be required to fill all the required details for the new premises. The required details include; name of the premises, location, business type (eg. food or cosmetics), business category (e.g retail shop/warehouse e.t.c, name of supervisor and business capital. The applicant will also be required to upload to the system the premises layout and the location sketch
- After filling all required details provided in the form, the system will require the applicant to submit the application by checking (tick) the acknowledgement statement and select the word “register” (see **figure 4**).
- Application will be directly send to TBS/Authority for processing
- Application TBS/Authority will process the application and if no any query, the debt advice (control number) will be issued and it will be accessed on the dashboard of applicant online account.
- Once the bill is settled, the Bureau/Authority will conduct inspection of the premises and upon complied with the set requirements, the



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premises will be registered and issued with premises registration permit which can also be accessed on the applicant online account

Dashboard

Register Premise

Projected Premise name *

Location of Premise (Physical Address)

District *

Ward *

Block number *

Business Category

Business Type *

Business category *

Supermarket/Market

Full name *

Email address *

Mobile *

Financial Details

Business Capital amount *

Annual projected turnover amount *

Documents

Premises layout plan *

Location sketch form for the premise *

Supporting Documents

Title

Choose file (file size: 5MB)

Choose file (file size: 5MB)

Add another Supporting Document (file size: 5MB)

I acknowledge and agree that the documents submitted along with this registration form are genuine and the information provided is true, complete and accurate to the best of my knowledge

Register

Dashboard

Financial Details

Business Capital amount *

Annual projected turnover amount *

Documents

Premises layout plan *

Location sketch form for the premise *

Supporting Documents

Title

Choose file (file size: 5MB)

Choose file (file size: 5MB)

Add another Supporting Document (file size: 5MB)

I acknowledge and agree that the documents submitted along with this registration form are genuine and the information provided is true, complete and accurate to the best of my knowledge

Register


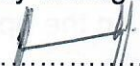

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Figure:4 online application form for premises registration permit

4.4. Renewal Application:

The following steps are involved during application for renewal of premises registration permit open the TBS online application system: -

- i) Enter the credentials used during opening of the new account (i.e. email address/mobile number and the password). The system will open your dash board
- ii) Click the notification for expiry of premises registration permit as it appears on the dash board and then choose the word **“renewal now”**
- iii) Complete the application form for renewal of premises registration permit by filling the current business capital investment and upload the current business licence in the space provided.
- iv) Submit the application form
- v) After submitting the application, other stages as detailed in 2 (f-g)