

TANZANIA BUREAU OF STANDARDS (TBS)



GUIDELINES FOR A CLIENT WHO WISH TO APPLY FOR REGISTRATION OF PRE-PACKAGED FOOD

NOVEMBER, 2022

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ABBREVIATIONS

FAO	Food and Agriculture Organization
GMP	Good Manufacturing Practices
G	gram
HACCP	Hazard Analysis Critical Control Points
Kg	Kilogram
L	Litre
Mcg	microgram
Mg	milligram
OAS	Online Application System
TBS	Tanzania Bureau of Standards
TIN	Tax Identification Number
WHO	World Health Organization

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

Lazaro H. Msasalaga
Director of Quality Management (DQM)

FOREWORD

TBS is mandated among other things to protect consumers against health hazards associated with food.

One of the means for achieving this goal is subjecting imported pre-packaged food to evaluation to ascertain their compliance with set standards of quality and safety prior to authorizing their sale in Tanzania. Pre-packaged food that passes the pre-market evaluation is registered and registration certificate is issued as evidence that it may be allowed for sale in Tanzania.

These guidelines for pre-packaged registration have been developed to describe the scope and provide minimum requirements for registration of imported pre-packaged food in Tanzania mainland. The guidelines explain Bureau's responsibilities and application procedures for obtaining product registration certificate.

The guidelines are divided in five chapters. Chapter one contains introduction whereas chapter two deals with general requirements for preparation and submission of applications for registration of pre -packaged food. It also details requirements for payment of fees, application for alteration of registered food and application for renewal of registration.

Chapter three contains food category-specific requirements for registration of food. Chapter four elaborates general requirements for labelling of pre-packaged foods and chapter five illustrate application steps for food product registration.

Hopefully that applicants will find the document easier to follow and be encouraged to apply for registration of their products, so as to comply with provisions of the Standard Act, CAP. 130 and relevant regulations.



Ngenya, A.Y. (PhD)
DIRECTOR GENERAL

DEFINITION OF TERMS

For the purposes of these guidelines, the following definitions shall apply: -

“Act”	means the standard Act, CAP. 130;
“Applicant”	means a person or company who may submit, to the Bureau, application for registration of pre-packaged food;
“Brand name”	means a trade name of the food product;
“Bureau”	means the Tanzania Bureau of Standards established by section 3 of the Act;
“Codex”	means the Codex Alimentarius Commission responsible for execution of the joint FAO or WHO food standards programme;
“Common name”	means any name by which a food is commonly known in the country of origin or name established in a standard recognised by the Bureau;
“Country of origin”	means the country in which the pre-packaged food was manufactured or produced or from which the food was re-packaged;
“Container”	means a bottle, jar, box, packet, sachet, or other receptacle which contains and has direct contact with food, and where any such receptacle is or is to be contained in another receptacle;
“Director General”	means the Chief Executive of Tanzania Bureau of Standards under section 7 of the Act;
“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 the manufacture, preparation or treatment of food but does not include cosmetics, tobacco or substance used only as drugs;
“Food additive”	means any substance not normally consumed as a food by itself and not normally used as a typical ingredient of the food, whether or not it has nutritive value, the intentional addition of which to food for a technological (including organoleptic) purpose in the manufacture, processing, preparation, treatment, packing, packaging, transport or holding of such food

results, or may be reasonably expected to result (directly or indirectly), in it or its by-products becoming a component of or otherwise affecting the characteristics of such foods. The term does not include contaminants or substances added to food for maintaining or improving nutritional qualities;

“Food product registration”

means an official authorisation by the Bureau for the purpose of launching or release to the market after evaluation for safety and quality;

“Food registration certificate”

means a certificate issued by the Bureau as evidence that the food has been registered by the Bureau;

“Food/dietary supplement”

means a product other than tobacco, cosmetics or drugs intended to supplement the diet, and shall include all of the following characteristics: -

- a) Contain concentrated source of one or combination of the following:-
 - i. Vitamins
 - ii. Minerals
 - iii. Amino acid
 - iv. Essential fatty acids
 - v. Enzymes and other metabolites
 - vi. Pre and or pro-biotic
 - vii. Natural substances of plant or animal origin with nutritional or physiological function;
- b) Intends to be taken orally in the form of tablet, capsule, powder, soft gel, gel cap, pellet, pill, granules or liquid.
- c) It is not presented for use as a convectional food or as a substitute of a meal or the diet.
- d) Labelled and marketed as food/dietary supplement
- e) Does not suggests in any way that the product is meant to diagnose, treat, cure or prevent a disease, disorder, abnormal physical or mental state or a particular physiological function.

“Good Manufacturing Practices”

means measures or practices undertaken to ensure that the food produced, manufactured or processed is of good quality and safe for human consumption.

“Hazards Analysis Critical Control Points”

means a system, which identifies, evaluates and controls hazards which are significant for food safety along the food chain.

“Health certificate”

means a certificate or warranty issued by competent authority in the country of origin showing that the food is fit for human consumption and that it meets the standards prescribed for it by the competent

	authority of that country, stating such standard.
“High risk food for general purpose”	means food classified as such by the Bureau because of its high possibility of being contaminated or have intrinsic properties which can support growth of pathogenic micro-organisms or contains chemical toxicants;
“High risk food for special nutritional purpose”	means high risk food classified as such by the Bureau because of its intended use, as food for special nutritional purpose including food supplement or infant formulae, which is for a vulnerable group who due to their physiological conditions are susceptible to adverse health effects when they consume unsafe foods;
“Ingredient”	means any substance including a food additive and excluding processing aid, used in the manufacture of food;
“Label”	means any tag, brand, mark, pictorial or other descriptive matter, written, printed, stencilled, marked, embossed on or attached to a container of any food;
“Low risk food”	means food classified as such by the Bureau because of its relatively lower possibility of being contaminated with pathogenic micro-organisms or other chemical toxins compared to the high-risk food;
“Manufacture”	means all operations involved in the production of food from one or more ingredients and includes, preparation, processing, filling, transforming, packaging, and repackaging and labelling of food;
“Manufacturer”	means a person or company that is engaged in the manufacture of food;
“Minister”	means the Minister for the time being responsible for Industry and Trade;
“National standard”	means a Standard declared by the Minister under section 20 of Tanzania Standards Act, 2009;
“Online Application System”	means electronic system used by Bureau;
“Packaging material”	means any material meant for wrapping, enclosing and protecting food substances for sale, distribution, storage or use including caps, corks, lids, crown, food contact surfaces and covering or coating materials which do not form part of the food and are not

intended to be consumed together with such food;

“Pre-packaged food”

means food that is processed to extend its shelf life, packaged, labelled, and complying with specified standards ready for offer to the consumer and includes food supplement;

“Registrant”

Means a person or company whose food product is registered by the Authority;

“Variant”

Means food product with same brand name, common name and from same manufacturer with same typical ingredients but differ in flavour, colour and packaging material and nutrient concentration (specifically for food /dietary supplement).



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CHAPTER ONE

1.0 Introduction

According to Section 21A.-(1) of the Standard Act, No. 2 of 2009 amended by the Finance Act, 2019, no person shall import, distribute, sell or expose for sale pre-packaged food unless that food or food products has been registered by the Bureau.

The objective of food registration is to safeguard public health by ensuring that all imported pre-packaged foods meet national or international standards before being allowed for sale.

These Guidelines have been developed for use by those who may wish to engage in importation of pre-packaged food for sale. All products for which applications for registration are presented to TBS must conform to safety and quality requirements set under the Standard Act, No. 2 of 2009 and must have been manufactured in accordance with Good Manufacturing Practices (GMP) requirements.

Moreover, in order to ensure safe use of food additives in Tanzania, the Codex General Standard on Food Additives (GSFA) will be used because it is continuously evaluated and updated to take into account new scientific developments on safety of permissible additives.

In general, it is the duty of importers of food or agents of manufacturers to apply for registration of food they wish to sale in Tanzanian market.



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CHAPTER TWO

2.0 GENERAL REQUIREMENTS

2.1 Application for food product registration

The applicant shall be responsible for the product and all information submitted to the Bureau in support of his application for registration of the product, and alterations thereof. An applicant for registration of a food product can be an individual, body corporate, partnerships or a registered business who intends to import and sell a food product in Tanzanian market.

2.2 Application process

The applicant is required to register his company particulars in Online Application System (OAS) through TBS website www.tbs.go.tz as detailed in chapter five and attach documents; copies of Tax Identification Number (TIN) certificate and valid Business licence.

Through the product registration interphase in the OAS, the applicant should fill the following information;

i. Product particulars




Product particulars includes; product/common name, country of origin (product to be imported from), shelf life (months), shelf life after opening of container (months), instruction for use, recommended storage condition, brand name, documents such as material safety data sheet, certificate of analysis, product label and any other relevant authoritative supporting document.

ii. Product ingredients

The product ingredients include name of the typical ingredient(s) and food additive(s), value (composition), in units (such as kg, mg, mcg, percentage) and purpose of use for each ingredient and additive.

iii. Manufacturer particulars

The manufacturer particulars include; Company name of manufacturer, Country (where product was manufactured), Postal Address, Physical address (Street and City) Mobile number and Email address.

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iv. Company (Applicant particulars)

The applicant particulars include; name, mobile number, TIN number, email address, postal and physical address.

NOTE: Particulars in part i, iii and iv above should be filled correctly as appeared on the product label and these details will be featured in the product's registration certificate.

2.3 Language

Information for registration of food to be submitted shall be in English and Kiswahili. All other communications regarding the application shall be made in English and Kiswahili.

2.4 Submission of application

Application for registration of pre-packaged food shall be submitted to the Bureau through TBS electronic system. TBS shall review the submitted application to verify if the product applied for registration falls within food or food supplement category intended for human consumption.

Applicant whose application does not qualify to be a food or food supplement will be notified within the system. On the other hand, incomplete application may require additional documents, information or clarification for further process.

Each application shall be accompanied with payment of fees as prescribed in the Standards (Fees and Charges) Regulations, 2021 and in case of application for variant products, one main product will be charged in full and the remaining variant (s) will be charged half of the fees.

The applications that qualify for food registration, product application number is generated automatically and debit advice is issued as prescribed in the Standards (Fees and Charges) Regulations, 2021.

2.5 Payment of fees

Payment of fees may be made through Government Electronic Payment Gateway (GePG) as detailed in the issued debit advice.



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2.6 Submission of Sample

- i. Applicant shall submit product sample (s) after effecting payment as indicated in Table 1.

Table 1: Required Sample Units

S/No.	PACKAGING SIZE	UNITS	NUMBER OF SAMPLES	ADDITIONAL REQUIREMENT
1	Less than 20	g or ml	3 units of secondary package (eg. Box or jar)	N/A
2	21 -100	g or ml	6 units	Empty secondary package (if available)
3	101-250	g or ml	5 units	N/A
4	251-500	g or ml	5 units	N/A
5	501-999	g or ml	4 units *3 units	Empty labelled pack (if available) *Alcoholic beverages
6	1-2	kg or L	3 units	Empty labelled pack (if available)
7	3-5	Kg or L	2 units	Empty labelled pack (if available)
8	Above 5	Kg or L	1 unit	Empty labelled pack (if available)

- ii. The submitted sample shall be packed and labelled in a way that it will be marketed.
- iii. Samples to be submitted shall have a remaining shelf life of at least 6 months for products with shelf life of more than 9 months. For products with shelf life of less than 9 months sample should have two-third of the remaining shelf life.
- iv. Samples submitted for registration shall be borne from the same batch.
- v. For any food product which recommended manufacturer storage condition (eg. temperature) is stated on the package shall be submitted in such condition.
- vi. Additional samples may be required depending on the nature of the product, risk category and specific requirements as per National Standard or in case there is no National Standard, Codex Standard.



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2.7 Processing of application

- After receiving a complete application, the Bureau shall carry out evaluation of food product for registration for satisfaction of compliance with the available relevant national, regional and international standards or any other prescribed authentic reference material.
- The Bureau shall allow the applicant via OAS to make changes or submit additional information to his application when necessary.
- The Bureau may, during evaluation of food product, require the applicant to submit additional information including samples as the case may be;
- Processing of the application for which additional information or sample has been requested by the Bureau shall be kept on hold until such time when the additional sample or information is provided by the applicant. In the event that the information is not submitted without reasonable cause within four months from the date when the matter was communicated to the applicant, the application shall be invalid.
- The applicant who may wish to continue with registration of a product, for which application has been invalidated, shall be required to submit a fresh application, which shall be considered as a new application.

2.8 Product registration approval/Refusal

In a period not exceeding 30 working days from the date the complete application was received by the Bureau, applicants will be informed the status of application through OAS system, where by: -

- Food registration certificate will be issued to the applicant whose application is successful; and
- Application which is not successful will be rejected with reasons.



2.9 Validity of registration

The registration of a product shall be valid for five (5) years. Validity of registration can be terminated under the following conditions: -

- Revocation, suspension or cancellation of registration of food or amendment of conditions subject to which the food was registered whenever it is deemed necessary due to new requirements of the law or standard.
- The Bureau receives a notice in writing issued by the registrant informing on his intention to withdraw from dealing with the importation of a registered food product.
- If new scientific developments reveal that the product or ingredient(s) used are proved to have a significant health effect to the consumer.



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- iv. The applicant provided false information related to the product that has bearing on the safety or quality of the product.

2.10 Notification of change (alteration) of registered product

If for any reason a registrant wishes to alter any matter related to a registered food, shall before marketing the changed product, notify the alteration and obtain approval from the Bureau.

- Application for alteration of any matter of a registered product shall be submitted to TBS accompanied by reasons for the alteration, explanation on the extent of alteration and where applicable submission of both registered and changed product samples for verification.
- Notification of minor changes such as change in name and address of registrant, name and address of manufacturer (except physical address), food packaging unit, shape, size, colour shall not be subject to payment of fees.

The following changes shall require new application: -

- Change of manufacturing site or processing technology; and
- Change in type of packaging material, type and proportion of typical ingredients including food additives, form of the product, type and concentration of nutrients in food supplement or any other matter that relate to the product safety and quality.

2.11 Renewal of registration

All applications for renewal of registration shall be made as prescribed under chapter 2 (section 2.1 to 2.6) in these guidelines and shall reach the Bureau at least 60 days before expiry of the existing registration. During evaluation of application for renewal the Bureau may require the applicant to rectify the observed shortcomings as deemed necessary.

2.12 Administrative reviews

- Any person aggrieved by a decision of the Bureau in relation to any application for registration of a food product, may make representations to the Bureau, whereby he shall submit information and arguments to convince the Bureau to reconsider its decision; and
- However, if after reconsideration of the application, the Bureau still rejects the application, the applicant may appeal to the Minister responsible for Industry and Trade.



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CHAPTER 3

3.0 SPECIFIC APPLICATION REQUIREMENTS

3.1 Food Product Risk Categories

In these guidelines, food products have been divided into three groups according to their level of perceived risks. Depending on the contemporary evaluation of the risks, the groups or the respective lists of food in the groups may be changed from time to time as may be perceived by the Bureau. The groups include;

- a. High risk foods for special nutritional purposes
- b. High risk foods for general purpose
- c. Low risk foods



3.2 High risk foods for special nutritional purposes

Food products under this group shall include food for special nutritional purpose whose intrinsic properties have the potential of being contaminated and support growth of pathogens and or having chemical toxins causing high health risks to vulnerable groups who due to their physiological conditions are targets for these products. Such food products include: -

- Infant formulae and follow-up formulae;
- Complementary foods for infants and young children;
- Foods intended for special medical purposes (eg. Therapeutic foods);
- Formula foods for use in weight control diets (eg meal replacement);
- Food supplements which include:
 - i. Vitamins and Minerals;
 - ii. Amino acids (eg. Lysine and L-carnitine);
 - iii. Essential Fatty acids (eg. Omega 3 Fatty acids, Fish Oil);
 - iv. Plant, Plant extracts, and other herbal based supplement (eg. Ginsengs, Ginkgo biloba, Moringa-Mangifera);
 - v. Enzymes and other metabolites (eg. Coenzyme Q10);
 - vi. Prebiotics (eg. dietary fibres);
 - vii. Probiotics (eg. Bifido bacterium);



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- viii. Animal products and animal extracts (Colostrum, egg yolk and bee products); and
- ix. Protein concentrates.

Applicant who intends to apply for registration of any food product falling under this group shall in addition to fulfilling the general requirements stipulated in chapter 2 (section 2.1 to 2.6) of these guidelines, do the following: -

- a) Effect payment of GMP inspection fees as prescribed under The Standards (Fees and Charges) Regulations, 2021;
- b) Submit the following valid documents: -
 - i. Brief description of the product (typical ingredients, additives and their proportions) and intended user;
 - ii. Health certificate or certificate of free sale;
 - iii. Copy of certificate of GMP or HACCP compliance certificate;
 - iv. Certificate of analysis;
 - v. Stability study report;
 - vi. Material safety data sheet;
 - vii. Manufacturing site master file;
 - viii. For infant formula, follow-up formula and formula for special medical purposes intended for infants and young children, labelling shall be in Kiswahili and English; and
 - ix. Any other requirement as the Bureau may determine.

3.3 High risk foods for general purpose

Foods in this group are classified as such because of their high possibility of being contaminated or have intrinsic properties which can support growth of pathogenic micro-organisms or chemical toxins. Such food products include: -

a) Milk and milk products: -

- i. Processed liquid milk (Ultra High Temperature (UHT)/Sterilized milk, pasteurized milk, butter milk and reconstituted milk) including flavoured;
- ii. Flavoured dairy-based drinks (chocolate milk, cocoa milk, Eggnog, whey-based drink and milk shake);
- iii. Fermented and renneted milk products (drinking yoghurt, yoghurt, sour milk, kefir, kumis);
- iv. Condensed milk and evaporated milk (plain or flavoured, sweetened, non-sweetened condensed or evaporated milk, non-dairy creamers);



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- v. Cream and cream analogue (cream, whipping cream, whipped cream, clotted cream);
- vi. Milk powder and cream powder (plain, skimmed, full fat, blended and flavoured product);
- vii. Cheese and analogues (un-ripened or ripened cheese, rind and rindless, whey cheese, processed cheese and flavoured cheese);
- viii. Dairy-based desserts (e.g., pudding, ice cream, ice milk);
- ix. Butter (Salted and unsalted); and
- x. Ghee.

b) Meat and meat products, including poultry and game: -

- i. Processed meat, poultry and game products in whole pieces or cuts
- ii. Processed comminuted meat, poultry and game products; and
- iii. Edible casing (e.g. sausage casings).

c) Fish and fish product, including molluscs, crustaceans and echinoderms:-

- i. Processed fish and fish products, including molluscs, crustaceans, and echinoderm,
- ii. Semi-preserved fish and fish products, including molluscs, crustaceans, and echinoderms; and
- iii. Fully preserved, including canned or fermented fish and fish products, including molluscs, crustaceans, and echinoderms.

d) Eggs and egg products


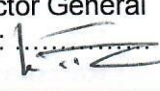
- i. Egg products (e.g. mayonnaise);
- ii. Preserved eggs, including alkaline, salted, and canned eggs and
- iii. Egg-based desserts (e.g custard).

e) Spices, soups, sauces, salads and protein products

- i. Herbs, spices, seasonings, and condiments (e.g., seasoning for instant noodles);
- ii. Mustards;
- iii. Soups and broths;
- iv. Sauces and like products (tomato sauce, ketchup, chilli sauce, tomato paste);
- v. Salads (e.g., macaroni salad, potato salad) and sandwich spreads;
- vi. Yeast and similar products;
- vii. Soybean products including soybean-based seasonings, condiments and soy milk; and
- viii. Other protein products.



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f) Processed vegetables and vegetable products (including mushrooms and fungi, roots and tubers, pulses and legumes, and aloe vera), seaweeds, and nuts and seeds

- i. Dried Vegetables (including in grounded form);
- ii. Vegetables in vinegar, oil, brine, or soy sauce;
- iii. Fermented vegetable products; and
- iv. Cooked, blanched or fried vegetables.

g) Ready-to-eat savouries

- i. Processed nuts and nuts products, including coated nuts and nut mixtures (eg. peanut butter, roasted groundnuts, pistachio, almond and hazelnut); and
- ii. Desiccated nuts.

h) Composite foods - foods that could not be categorized in other group

i) Bottled drinking water

j) Herbal tea/ infusions excluding: sliming tea (stinging nettle tea, fennel tea, rose-hip tea, hibiscus blossom tea, camomile tea, spearmint tea, lemon grass, lime blossom tea, mate (Paraguay tea), lemon balm tea, orange blossom tea, orange leaf tea, peppermint tea and verbena tea.

k) Energy drinks.

Applicant who intends to apply for registration of any food product falling under this category shall in addition to fulfilling the general requirements stipulated in chapter 2 (section 2.1 to 2.6) of these guidelines, submit any of the following valid documents: -

- i. Health certificate or certificate of free sale;
- ii. Copy of certificate of GMP or HACCP compliance certificate;
- iii. Permit from the Vice President's Office-Environment (For Genetically Modified Foods or foods containing Genetically Modified ingredients; and
- iv. Any other requirement as the Bureau may determine.



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3.4 Low risk foods

This group shall include pre-packaged foods, the risk of which is relatively lower than food products categorized in group one and two above. These foods include but not limited to: -

a) Fats and oils, and fat emulsions

- i. Vegetable oil and fats (eg. sunflower, palm, cotton seed, sesame, corn, soybean and olive);
- ii. Fat emulsions containing less than 80% Fat (eg. mayonnaise, spreads and other low-fat margarine);
- iii. Fat emulsions containing more than 80% Fat (eg. butter and concentrated butter, margarine, butter-margarine blends, shortenings);
- iv. Animal fats (eg. lard, tallow, fish oil, and other animal fats; and
- v. Fat-based desserts.

b) Edible ices, including sherbet and sorbet;

c) Processed Fruits and Fruits products

- i. Dried fruit;
- ii. Fruit in vinegar, oil, or brine canned or bottled (pasteurized) fruit;
- iii. Jams, jellies, marmalades, fruit-based spreads;
- iv. Fruit preparations, including pulp, purees, fruit toppings and coconut milk;
- v. Fruit-based desserts, including fruit-flavoured water-based desserts;
- vi. Fermented fruit products (eg. pickles);
- vii. Cooked or fried fruit eg. chutney; and
- viii. Fruit juices and nectars and their concentrates

d) Confectionaries

- i. Hard and soft candy (candies, toffees, lollipop, nougat, Candied fruit and candy bar); and
- ii. Chewing gums



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e) Coffee, Tea, Cocoa and their products

- i. Coffee (eg. Ground coffee, Instant coffee, Coffee beans);
- ii. Coffee products (Cappuccino, espresso);
- iii. Tea (eg. black tea/blended tea, green tea, ice tea, spiced tea (eg ginger, vanilla etc);
- iv. Cocoa (eg, coco mass, coco cake); and
- v. Cocoa products (eg. coco millo, coco butter, chocolates and chocolate products including imitations and chocolate substitutes).

f) Cereals and cereal products, including products derived from cereal grains, from roots and tubers, pulses and legumes


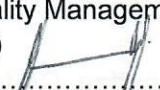

- i. Whole, broken, or flaked grains, (eg. maize, sorghum, wheat, rice, oats);
- ii. Flours (eg. maize, sorghum, wheat and rice flours, batters in powder form);
- iii. Cereal starches (modified starch, corn starch, custard powder and starch sugars (maltodextrin, corn syrup, dextrose);
- iv. Breakfast cereals, including rolled oats (eg. cornflakes, rice flakes, rolled oats, muesli, rice crispies and cereals bars);
- v. Pastas and noodles and like products (e.g. macaroni, vermicelli, spaghetti, instant noodles);
- vi. Cereal and starch-based desserts (e.g., rice pudding, crisps flakes and tapioca); and
- vii. Pre-cooked or processed rice products.

g) Bakery wares

- i. Breads, cake, biscuits, chapatti, crackers, cookies; and
- ii. Fine bakery wares (sweet, salty, savoury) and mixes.

h) Sweeteners, including honey

- i. Sugar (Refined and raw sugars, brown sugar, Sugar solutions and syrups;
- ii. Other sugars and syrups (e.g., xylose, maple syrup, sugar toppings, icing sugar);
- iii. Honey (including spiced honey, table honey, industrial honey, blended honey, stingless bee honey; and
- iv. Table-top sweeteners, including those containing high intensity sweeteners.

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i) Non-Alcoholic Beverages, excluding dairy products

- i. Soft drinks (eg. soda, malt drinks, ready to drink beverages, concentrates, squashes, Flavoured juices drinks and punches;
- ii. Cereal based drinks
- iii. Ice lollies (eg. ice bars and ice cubes); and
- iv. Powdered drinks.

j) Alcoholic beverages and low-alcoholic counterparts

- i. Portable spirits and liquors, (eg. brandy, whisky, vodka, gin, rum, tequilla, cachaca and liqueur);
- ii. Wines and rosella alcoholic drink;
- iii. Cider and perry, mead alcoholic drinks;
- iv. Cereal based alcoholic beverages (eg. beers); and
- v. Non cereal based alcoholic beverages (eg. unfermented fruit flavoured alcoholic beverage).

k) Salt and salt substitutes

l) Vinegars

Applicant who intends to apply for registration of any food product falling under this category shall fulfil the general requirements stipulated in chapter 2 (section 2.1 to 2.6) of these guidelines.

3.5 Additional requirements

Applicant who intends to apply for registration of Genetically Modified Foods or foods containing Genetically Modified ingredients shall submit a Permit from the Vice President's Office-Environment.

Wheat flour, maize flour and edible fats and oils imported shall be fortified with iron, zinc, folate and vitamin B12 (maize and wheat flour) vitamin A and E (edible fats and oils) and salt (potassium iodate) and their levels should adhere with the respective product standard.



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CHAPTER 4

4.0 REQUIREMENTS FOR LABELLING OF PRE-PACKAGED FOODS

4.1 General Requirements

Pre-packaged food shall not be described or presented on any label or in any labelling in a manner that is false, misleading or deceptive or is likely to create an erroneous impression regarding its character in any respect. It shall not be described or presented on any label or in any labelling by words, pictorial or other devices which refer to or are suggestive either directly or indirectly, of any other product with which such food might be confused, or in such a manner as to lead the purchaser or consumer to suppose that the food is connected with such other product.


4.2 Mandatory requirements

The following information shall appear on the label of pre-packaged foods as applicable to the food being labelled, except to the extent otherwise expressly provided in an individual National Standard.

- Name of the food (Common name and brand name),
- List of ingredients,
- Net content,
- Name and address of the manufacturer,
- Country of origin,
- Batch or Lot number,
- Date of expiry,
- Date of manufacture, and
- Recommended storage condition.

4.2.1 Name of the food

- The common name shall indicate the true nature of the food and normally be specific and not generic;
- Where a name or names have been established in a National standard, or in case there is no National or Codex Standard at least one of these names shall be used, either a common or usual name existing by common usage or an appropriate descriptive term, which is not misleading or confusing to the consumer;

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- c. "Brand" name or "trade mark" shall be used to accompany the common name. A brand name that may be associated with the common name of any food or misleads about the true nature of the product is not acceptable;
- d. There shall be a close proximity between the brand name, common name and additional words or phrases which prescribe the true nature, physical condition or type of treatment the food has undergone (eg: dried, concentrated, reconstituted, smoked etc.); and
- e. Label for food containing transgenic ingredient(s) shall bear the statement "produced from genetically modified (name of organism)".


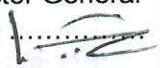
4.2.2 List of ingredients

a) Except for single ingredient foods, a list of ingredients shall be declared on the label.

- i. The list of ingredients shall be headed or preceded by an appropriate title, which consists of or includes the term "ingredient".
- ii. All ingredients shall be listed in descending order of ingoing weight (m/m) at time of manufacture of the food.
- iii. Where an ingredient is itself the product of two or more ingredients, such a compound ingredient may be declared, as such, in the list of ingredients provided that it is immediately accompanied by a list in brackets of its ingredients in descending order of proportion (m/m). Where a compound ingredient for which a name has been established in a Codex standard or in national legislation constitutes less than 25% of the food, the ingredients other than food additives, which serve a technological function in the finished product, need not be declared.
- iv. Added water shall be declared in the list of ingredients except when the water forms part of an ingredient such as brine, syrup or broth used in a compound food and declared as such in the list of ingredients. Water or other volatile ingredients evaporated in the course of manufacture need not be declared.
- v. As an alternative to the general provisions of this section, dehydrated or condensed foods which are intended to be reconstituted by the addition of water only, the ingredients may be listed in order of proportion (m/m) in the reconstituted product provided that a statement such as "ingredients of the product when prepared in accordance with the directions on the label" is included.



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b) A specific name shall be used for ingredients in the list of ingredients in accordance with the provisions set out in requirement 4.2.2(a) of these requirements except that: -

- i. The following class names may be used for the ingredients falling within these classes:

Name of classes	Class Names
Refined oils other than olive	"Oil" together with either the term "vegetable" or "animal", qualified by the term "hydrogenated" or "partially-hydrogenated", as appropriate
Refined fats	"Fat" together with either, the term "vegetable or animal", as appropriate
Starches, other than chemically modified starches	"Starch"
All species of fish where the fish constitutes an ingredient of another food and provided presentation of such food does not refer to a specific species of fish.	"Fish"
All types of poultry meat where such meat constitutes an ingredient of another food and provided that the labelling and presentation of such a food does not refer to a specific type of poultry meat.	"Poultry meat"
All types of cheese where the cheese or mixture of cheese constitutes an ingredient of another food and provided such food does not refer to a specific type of cheese.	"Cheese"
All spices and spice extracts not exceeding 2% by weight in combination in the food	Spice, spices, or mixed spices as appropriate





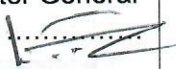
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All types of gum preparations used in the manufacture of chewing gum	"Gum base"
All types of sugar anhydrous dextrose and monohydrate	"Sugar" "Dextrose" or "glucose"
All types of caseinates	"Caseinates"
Press, expeller or refined cocoa butter.	"Cocoa butter"
All crystallized fruit not exceeding 10% of the weight of the food.	"Crystallized fruit"

- ii. Notwithstanding the provision set out in requirement 4.2.2(b)(i) of these requirements pork fat, lard and beef fat shall always be declared by their specific names.
- iii. For food additives falling in the respective classes and appearing in lists of food additives permitted for use in foods generally, the following class titles shall be used together with the specific name or recognized numerical identification as required by these guidelines or relevant National Standard.

- Acids Anticaking
- Agent Antioxidant
- Food Colour
- Emulsifier
- Salt
- Flavour Enhancer
- Preservative
- Stabilizer
- Sweetener
- Thickeners/gelling agents
- Carrier solvents
- Enzymes
- Flavours
- Buffering agents

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- vi. The expression "flavours" shall be qualified by "natural", "nature identical", "artificial" or a combination of these words as appropriate.

c) Processing Aids and Carry-Over of Food Additives.

- i. A food additive carried over into a food in a significant quantity or in an amount sufficient to perform a technological function in that food as a result of the use of raw materials or other ingredients in which the additive was used shall be included in the list of ingredients.
- ii. A food additive carried over into foods at a level less than that required to achieve a technological function, and processing aids, are exempted from declaration in the list of ingredients.

4.2.3 Net contents and drained weight

- a) The net contents shall be declared in the metric system (The International System of Units) and in the following manner
 - i. For liquid foods, by volume;
 - ii. For solid foods, by weight; and
 - iii. For semi-solid or viscous foods, either by weight or volume
- b) In addition to the declaration of net contents, a food packed in a liquid medium shall carry a declaration in the metric system of the drained weight of the food. For the purposes of this requirement, liquid medium means water, aqueous solutions of sugar and salt, fruit, and vegetable juices in canned fruits and vegetables only, or vinegar, either singly or in combination.

4.2.4 Name and Address

Name, postal and physical address (country, town/city, street, plot and block number) of the manufacturer of the food shall be declared.

4.2.5 Country of Origin

- a. In case of food to be imported into Tanzania the country of origin of the food shall be declared.
- b. When a food undergoes processing in a second country which changes its nature, the country in which the processing is performed shall be considered to be the country of origin for the purposes of labelling.



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4.2.6 Batch/Lot Identification

Each container shall be embossed or otherwise permanently marked in code or in clear to identify the producing factory and the batch/lot.

4.2.7 Date Marking and Storage Instructions

- If not otherwise determined in the relevant National or Codex standard, the "date of expiry" declared on the label shall consist day, month and year for products with a minimum durability of not more than three months or the month and the year for products with a minimum durability of more than three months.
- The day, month and year shall be declared in uncoded numerical sequence except that the month may be indicated by letters.
- An indication of the date of expiry shall not be required for: -
 - Wines, liqueur wines, sparkling wines, aromatized wines, fruit wines and sparkling fruit wines except for wines having alcohol content of less than 8% by volume;
 - Beverages containing 8% or more by volume of alcohol.
- In addition to the date of expiry, special conditions for the storage of the food shall be declared on the label if the validity of the date depends thereon.



4.2.8 Instruction for Use

Instruction for use, including reconstitution, where applicable, shall be included on the label, as necessary, to ensure correct utilization of the food.

4.3 Requirements for irradiated food

- The label of a food, which has been treated with ionizing radiation, shall carry a written statement indicating that treatment in close proximity to the name of the food. The international food irradiation symbol, as shown below, shall be used, in close proximity to the common name of the food.



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b) When an irradiated product is used as an ingredient in another food, this shall be so declared in the list of ingredients.

c) When a single ingredient product is prepared from raw materials, which has been irradiated, the label of the product shall contain a statement indicating the treatment.

4.4 Presentation of labelling information



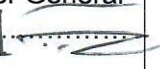
Labels in pre-packaged foods shall be applied in such a manner that they will not become separated from the container.

- Statement required to appear on the label by virtue of these requirements shall be clear, prominent, indelible and readily legible by the consumer under normal conditions of purchase and use.
- Any food product that targets children or young people shall not contain anything whether an illustration, product shape/structure, toys that may result in harming them physically, mentally or morally or which exploit their trust, natural sense of loyalty or their lack of experience.
- Where the container is covered by a wrapper, the wrapper shall carry the necessary information or the label on the container shall be readily legible through the outer wrapper or not obscured by it.
- The common name and net contents of the food shall appear in a prominent position and in the same field of vision.

4.5 Language

Any statement, information or declaration that is required by any requirement under these guidelines to appear on the label of any pre-package food shall be in Kiswahili or English or both Kiswahili and English.

NOTE: Advertising and marketing of food to the public shall be conducted in a manner that promotes safe use of food and does not mislead or deceive consumers. All food promotions shall be approved by the Bureau as per respective marketing and advertising requirements as prescribed in the "TBS Guidelines for Control of Food and Cosmetics Promotional Materials".

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CHAPTER 5

5.0 ILLUSTRATION FOR APPLICATION OF FOOD PRODUCTS REGISTRATION

5.1 Creation of applicant account

- i. All applications shall be submitted through the TBS online application system portal link <https://oas.tbs.go.tz>

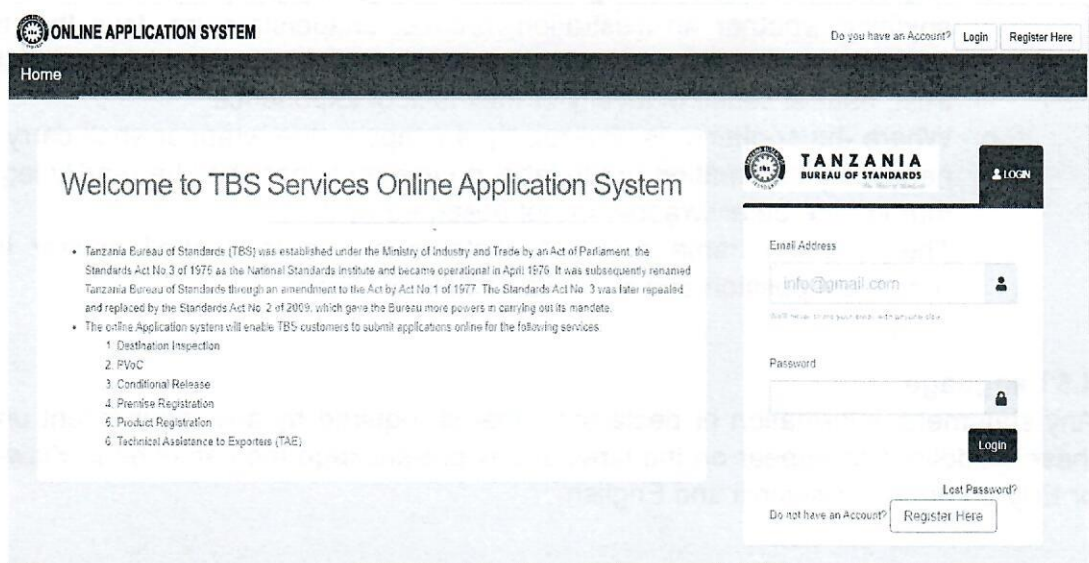


Figure 1: TBS online portal home page

- ii. Click **register here** to create account and select on **normal company** for product registration, select **normal business** and fill the following information TIN (Tax Identification Number), Company name, mobile number, Address, email/user login email and upload copies of TIN Certificate & Business Licence.



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- iii. Enter **password** then confirm your password and click on **register option** to finalize online company registration using verification code sent to your phone/mail.

ONLINE APPLICATION SYSTEM

Do you have an Account? [Login](#) [Register Here](#)

Registration Option

Welcome, Guest




You can choose what service you provide by register one of the following

Clearing and Forwarding Agent
CFA
FOR DIPVO APPLICATION
[\(REGISTER HERE\)](#)

Normal Company
Normal
FOR PREMISE REGISTRATION, PRODUCT REGISTRATION AND TAE APPLICATION
[\(REGISTER HERE\)](#)

Individual User
Individual
FOR TAE APPLICATION
[\(REGISTER HERE\)](#)

Figure 2: Registration option

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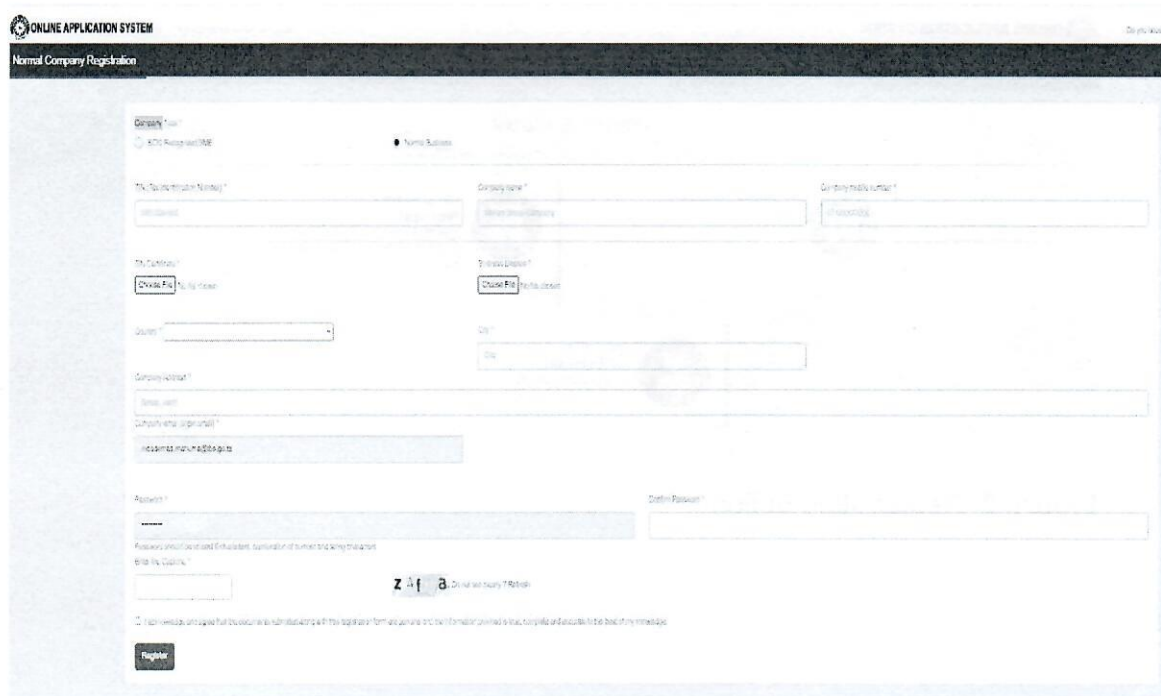


Figure 3: Normal company registration form

5.2 Submission of food registration application



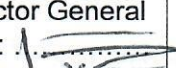
- Documents and information to be submitted shall depend on category of food as described below:-
- Submission of application for new and renewal registration of food shall be made through the TBS online application system portal by login using company email/user login email and password.
- After log in, click register option, select register product and fill in product particulars by declaring product common name and select product type as food and upload the following required documents; product Label/label artwork, certificate of analysis, material safety data sheet and other supporting documents.



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- iv. Applications of high-risk foods for special nutritional purposes, the documents listed in Chapter 3.2-part b (i-ix).
- v. For application of high-risk foods for general purpose, the following documents shall be submitted; Health certificate or certificate of free sale, copy of certificate of GMP or HACCP compliance certificate, permit from the Vice President's Office-Environment (For Genetically Modified Foods or foods containing Genetically Modified ingredients and any other requirement as the Bureau may determine.
- vi. Fill in **brand particulars** by declaring brand name(s) and click **save option**. In case of variants, add variant names on the brand name particulars option.
- vii. Fill **product ingredients** by declaring; ingredient name, proportion unit/composition/concentration, proportion value and purpose of use. Select **add to save** the filled ingredient information and repeat the process for each ingredient. After filling all ingredients select **go next page** option.
- viii. Fill **manufacturer particulars**, select **country of origin** and click **save** option to complete your application and confirm that all the information filled and all the accompanying documents are true and correct by ticking the box, then **submit** your application.

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ONLINE APPLICATION SYSTEM [DASHBOARD](#) [REGISTER](#) [SETTING\(S\)](#)

Dashboard

1 Product 2 Ingredient 3 Manufacturer 4 Complete

Product Common name *

Product Name

Product type *

Product particulars

Type of packaging container e.g. box, bottle *

Type of packaging container

Retail packaging unit(s) *

Shelf life (months) *

Shelf life

Shelf life after opening of container (months) *

Shelf life after open

Instruction for user *

Instruction for use

Recommended storage condition *

Storage condition




Country of origin (Product to be imported from) *


Brand particulars

Title *

Brand name

Figure 4: Product particulars registration form

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 **ONLINE APPLICATION SYSTEM** [DASHBOARD](#) [REGISTER](#) [SETTING\(S\)](#)

Dashboard

Title *

[Add more](#)

Upload the following documents

Product Label * Certificate of analysis * Material safety data sheet *

[Choose File](#) No file chosen [Choose File](#) No file chosen [Choose File](#) No file chosen

Supporting Documents

Title

Choose file (MaxSize: 5MB)

[Choose File](#) No file chosen

[Add another Supporting Document](#) [add more](#)

[Save](#)

Figure 5: Attachment of supportive documents



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REFERENCES

1. The Standards Act Cap. 130
2. The Finance Act, 2019
3. The Standards (Fees and Charges) Regulations, 2021
4. The Standards (Import registration and batch certification) Regulations, 2021.