
INSTRUCTIONS FOR FILLING OUT FORM N-100 FOR LOCAL SUPPLIERS AND SERVICE PROVIDERS DATABASE IN THE PETROLEUM SUBSECTOR

Background

1. The Energy and Water Utilities Regulatory Authority (EWURA) established under the Energy and Water Utilities Regulatory Authority Act, 2001 (Cap. 414 of the Laws of Tanzania) is mandated under the Petroleum Act, 2015 (Cap. 392 of the Laws of Tanzania) to regulate mid and downstream petroleum activities in Mainland Tanzania.

2. Regulation 38 of the Petroleum (Local Content) Regulations, 2017 requires EWURA to establish, maintain and annually publish to its database the Tanzanian Local Suppliers and Service Providers (LSSP) Database of persons involved in petroleum sub-sector and prohibits any entity from providing goods, works or services for the petroleum activities unless they are registered on the database.

What is the Purpose of Form N-100?

3. Form N-100 is used to collect information for an application for the Local Suppliers and Service Providers (LSSP) database, which is filed, mainly, by the Tanzanians. The legislation mandates EWURA to annually collect, establish, maintain, and publish LSSP database. EWURA prohibits any person or entity from providing goods, works or service for the petroleum activities unless they are registered on the LSSP database. The instructions to fill out Form N-100 are available at www.ewura.go.tz where the guidelines are attached.

General Eligibility Requirements

4. Any biological or legal person that meet the requirements to become a Tanzanian citizen and work on petroleum or related and supportive business may apply for registration to the LSSP database for the petroleum sub-sector. General eligibility requirements are as follows-

- (a) is at least 18 years of age at the time of filling Form N-100;
- (b) is a permanent resident of the United Republic of Tanzania for a required period of time;

- (c) has lived in Tanzania where he claims residence for at least three (3) months prior to filing;
- (d) has demonstrated a continuous residence for a required period of time;
- (e) has demonstrated good moral and ethical character;
- (f) has demonstrated a basic knowledge of petroleum and related supportive business; and
- (g) has taken an Oath of Allegiance to the United Republic of Tanzania.

Required Evidences

5. Please note that applicants for LSSP database are required to provide EWURA with scanned and uploaded copies of the following documents-

- (a) a justification of legal status of the local supplier or service provider, including the Certificate of Incorporation or Registration in Tanzania
- (b) Tax Clearance Certificate issued by Tanzania Revenue Authority or its equivalent if incorporated outside Tanzania;
- (c) Certificate of Professional Registration certified by the Engineers Registration Board, Contractors Registration Board, Tanzania Law Society, Tanzania Insurance Regulatory Authority, Bank of Tanzania or other certifying bodies;
- (d) National Social Security Clearance Certificate for companies registered and incorporated in Tanzania issued by the National Social security (NSSF) or proof of compliance with NSSF requirements or similar arrangements for those incorporated outside Tanzania
- (e) Banker's Reference Letter.
- (f) a scope of expertise, services or specialization with regard to the Petroleum Sub-sector, including the technical capacity (personnel, machinery, and equipment) or other related infrastructures; and
- (g) a valid alien identification card or a biography page of a valid passport for non-Tanzanians living in Tanzania applying as individual Consultants.

Only applicants who have qualified shall be published in LSSP Database.

General Instructions

6. EWURA provides forms free of charge through the EWURA website www.ewura.go.tz. Each application must be properly completed, signed, and filed. For all signatures on applications, EWURA will not accept a stamped or typewritten name in place of a handwritten signature. At the time of filing, you must submit all evidence and supporting documentation listed in the **Required Evidences** section of these instructions.

7. EWURA may require that you appear for an interview to verify your identity, obtain additional information, and conduct background checks before making a decision on your application. After EWURA receives your application and ensures it is complete, it shall inform you in writing if you need to attend a biometric service appointment. If you fail to attend biometric services appointment, EWURA may deny your application.

8. You should submit legible **photocopies** of documents requested, unless the Instructions specifically state that you must submit an original document. EWURA may request an original document at the time of filing or any time during processing of an application. If EWURA requests an original document from you, it will be returned to you after EWURA determines it no longer needs your original.

How to Fill Out Form N-100?

9. Type or print legibly in **black** ink. If you need extra space to complete any item in the application, use and attach a separate sheet of paper; type or print your name at the top of each sheet; and indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers.

10. Answer all questions fully and accurately. If a question does not apply to you, type or print "**N/A**", unless otherwise directed. If your answer to a question, which requires a numeric response, is zero, type or print "**None**", unless otherwise directed.

11. Avoid highlighting, crossing out, or typing outside the area provided for a response. If you must make substantial corrections to your Form N-100, EWURA recommends that you start a new Form N-100 rather than using correction tape or fluid to correct the information. EWURA scanners may see through the white correction fluid. This may lead to incorrect

information being captured in EWURA systems, which may cause processing delays or a rejection (no-acceptance) of your Form N-100.

12. Your application must be properly completed, signed, and filed. You must include all pages when you file Form N-100, even if pages are blank. A photocopy of an application is acceptable as long as all signatures on applications are handwritten and original. EWURA will not accept a stamped or typewritten name in place of a signature.

Penalties

13. If you knowingly and wilfully falsify or conceal a material fact or submit false document with Form N-100, EWURA can deny your Form N-100 and may deny any other benefits. In addition, you may face criminal prosecution and penalties provided by the law.

Compliance Review and Monitoring

14. By signing the application, you have stated under penalty of perjury that all information and documentation submitted with the application is complete, true and correct. You also authorize the release of any information from your records that EWURA may need to determine your eligibility for LSSP database you are seeking and consent to EWURA verifying such information. To ensure compliance with applicable laws and authorities, EWURA may verify information before and after your case is decided.

Specific Instructions

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

- (a) **Individual:** Generally, enter the name shown on your identification cards.
- (b) **Sole Proprietor or single-member LLC:** Enter your business, trade, or “doing business as” (DBA) name on Part 1: Item 2.
- (c) **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation:** Enter the entity’s name as shown on the entity’s Certificate of Taxpayer Identification Number (TIN) on Part 1: Item 1 and any business, trade, or DBA name on Part 1: Item 2.
- (d) **Other entities:** Enter your name as shown on required identification documents. This name should match the name

shown on legal document creating the entity. You may enter any business, trade, or DBA name on Part 1: Item 2.

Form N-100 is divided into **thirteen (13)** parts described below.

Part 1: Information about You

15. Fill in answers to all boxes provided under item 1 through 6, which describe the person applying for LSSP database. Strictly follow the instructions provided to each box.

Part 2: Information about Your Residence

16. Fill in answers to all boxes provided under item A through J, which describe the physical, postal and email addresses and the dates of residence of at least three (3) members (if any).

Part 3: Information about Your Eligibility

17. If you are eighteen (18) years or above of age, select the box that applies to you. This part intends to track your permanent residence. Select only one box from item A to D. If there is more information, write it on a separate page, which will be attached thereto. Where explanation is required mark each page to which Part it respond to.

Part 4: Information about the Title of the Company

18. This traces the full name as registered by TRA for tax purpose, and the nature and classification of business according to BRELA. If the classification made under item C does not match yours, explain and attach marked page to which Part it respond to.

Part 5: Information about the Majority of Activities

19. Select the likely box or boxes describing the majority of activities you are working on. Few services were narrated, but if your major activities are different, explain and attach a marked page of description.

Part 6: Information about Activity Divisions

20. Two activity divisions are provided hereto for choice, if the activity divisions you are working on are different, explain and attach a marked page of description. Indicate the experiences you have on those Activity Divisions.

Part 7: Information about the Activity Class

21. Explain the activity class you are interested in and if the space is limited, attach a marked page of description. Express the experience gained over that activity class.

Part 8: Information about the Business Category

22. Explain the business category you are interested in and if the space is limited, attach a marked page of description. Express the experiences gained over that business category.

Part 9: Information about the Nature of Business

23. Explain the nature of business you are interested in and if the space is limited, attach a marked page of description. Express the experiences gained over that nature of business.

Part 10: Information about Taxpayer Identification Number

24. A taxpayer identification number (TIN) is a number that is assigned to a tax-paying business and other entities for identification, reporting and record keeping purposes. The TIN helps Tanzania Revenue Authority (TRA) keeps track of these entities and manage their tax accounts. Corporations, partnerships, estates and trusts, and trusts, as well as some proprietor and other individuals, must use these numbers when filing tax returns and other tax-related documents.

25. Fill in the TIN in the appropriate box. The TIN provided must match the name given in Part 4 to avoid backup withholding. I applied for TIN, write "APPLIED FOR" therein.

Part 11: Applicant's Statement, Certification and Signature

26. Select the box which is appropriate boxes for either item A or B. This part tracks information about the applicant's statement with regard to the interpreter and preparer. If no interpreter or preparer is engaged, leave the boxes blank. Proceed reading and understanding whatever is written under the Applicant's Certification before signing and filling in the date of signature. Note that if you do not completely fill out this application or fail to submit required evidences listed herein, EWURA may deny your application.

Part 12: Interpreter's and Preparer's Information and Certification

27. Provide information about the interpreter and preparer who assisted you to make the application possible. Correctly, fill in their names, business names, and addresses. Read and understand the certification

wording under penalty of perjury before you sign and fill in the date of signature. If the preparer is an attorney or accredited representative indicate that information, otherwise read and understand the wording under the Interpreter's and Preparer's Certification before signing and filling in the date of signature.

Part 13: Oath of Allegiance

28. Read through and understand the wording under Part 13 before you fill in the name, sign the Oath of Allegiance and fill in the date of signature.

Energy and Water Utilities Regulatory Authority
Dar es Salaam, February 2018