

# COFFEE INDUSTRY REGULATIONS, 2012

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COFFEE INDUSTRY ACT 2001

(CAP. 347)

**REGULATIONS**

Made under section 35

THE COFFEE INDUSTRY REGULATIONS, 2012

PART I

PRELIMINARY PROVISIONS

Citation

1. These Regulations may be cited as The Coffee Industry Regulations, 2012.

Application

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

Interpretation

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

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“Act” means The Coffee Industry Act, 2001;

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

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

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

“coffee on transit” means coffee brought into Tanzania from one country for purposes of being transported to another country;

“coffee seed” means coffee planting material and includes coffee seedlings;

“coffee year” means the International Coffee Organization year;

“coffee by-products” means products derived from coffee and

which include nicotine acid, chocolate, oils from beans, shells, fire bricks from husks, fertilisers, mulching from hard coffee husks and such other by products as may be derived from coffee.

“contract farming” means farming under an agreement between coffee growers, farmers or producers on the one part and coffee industry financiers including coffee buyers, factory owners, investors or bankers on the other part;

“curing factory” means a plant or industrial unit used for processing parchment or dry cherry coffee, with a capacity of processing more than 1.5 tons of coffee per hour

“Director” means Director responsible for crop development in the Ministry;

“Director General” means the Chief Executive Officer of the Board;

“dry cherry” means picked and dried coffee cherry;

“exporter” means a person licensed by the Board as coffee exporter;

“home hulling” means home processing of dry cherry coffee using a machine with a capacity of less than 1.5 tons of coffee per hour;

“input” means planting materials, agrochemicals, fertilizers, farm implements and packaging materials;

“Inspector” means an officer appointed by the Board in accordance with the provision of Section 18 of the Act;

“Local government authority” means the District Authority established under the Local Government (District Authorities) Act or the Urban Authority established under the Local Government (Urban Authorities) Act;

“Minister” means the Minister responsible for agriculture;

“Ministry” means Ministry responsible for agriculture;

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

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

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

“liquorer” means a person licensed by the Board to classify coffee by liquoring;

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

“shared functions” means functions to be undertaken by all

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stakeholders as agreed from time to time and may include research, provision of extension services, inputs supply, crop promotion and development, promotion of fair trade and competition, setting indicative prices, collecting, refining, maintaining and disseminating data and information relating to the specific crop industry, improving technologies and delivery system;

“stakeholders meeting” means the meeting of all coffee stakeholders provided under part IX of these Regulations;

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

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

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

## PART II REGISTRATION OF COFFEE GROWERS

Registration of coffee growers

**4.-(1)** Without prejudice to the provisions of the Act, the Board shall keep and maintain a register of all coffee growers for the purposes of-

- (a) monitoring contracts of farming;
- (b) regulating coffee quality;
- (c) facilitating the provision of extension services and credit requirements to coffee growers;
- (d) regulating coffee processing and manufacturing;
- (e) controlling import and export of coffee;
- (f) establishing a basis for planning and making appropriate estimates of inputs; and
- (g) dealing with any other relevant matter in the coffee industry.

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

(3) The Board shall not charge registration fee to coffee growers.

Particulars for coffee growers registration

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

- (a) full name and address of a coffee grower and in case of a cooperative society or association, names and address of individual members of such cooperative

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

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

Qualification for registration as a coffee grower

**6.** The Board shall register a person as a coffee grower if he meets the following qualifications-

- (a) that the person has already grown coffee prior to the coming into operation of these Regulations or has definite intention to commence growing coffee within a period of six months from the date of being registered; and
- (b) that he grows coffee in the area prescribed by the Director to be suitable for growing coffee.

Terms and conditions

**7.-(1)** A coffee grower registered by the Board shall comply with terms and conditions provided for under these Regulations.

(2) A coffee grower shall comply with all the requirements for proper husbandry and grading of coffee as provided for under these Regulations.

De-registration of coffee grower

**8.-(1)** The Board may, upon being satisfied that a registered coffee grower has failed to comply with the terms and conditions for registration, deregister the coffee grower.

(2) A coffee grower aggrieved by the decision of the Board made pursuant to sub-regulation (1), may, within sixty days from the date of the decision of the Board, appeal to the Minister.

(3) A person, who was registered as a coffee grower and subsequently de-registered may, on such terms and conditions be re-registered by the Board.

Board to appoint agent

**9.**-(1) The Board may appoint an agent to perform activities pertaining to registration of coffee growers upon such terms and conditions as the Board may specify.

(2) An agent appointed under sub regulation (1) shall perform registration activities specified by the Board in conformity to the provisions of these Regulations.

### PART III COFFEE CULTIVATION AND HUSBANDRY

Good coffee husbandry

**10.** A coffee grower shall grow coffee in accordance with the recommended practices of good coffee husbandry as prescribed in the First Schedule.

Importation of coffee seeds  
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**11.**-(1) A person shall not import coffee seeds into the country unless that person is registered in accordance with the provisions of the Seed Act.

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

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Quarantine terms and conditions  
Cap 133.

**12.**-(1) Subject to the existing laws on Plant Protection, the Director or an authorized officer may, by order under his hand and for purposes of preventing or controlling occurrence or spread of any pests or diseases of coffee within a specified area-

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



(2) Any person who fails to comply with an order issued under sub-regulation (1) commits an offence.

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

(4) Without prejudice to any penalty imposed under sub regulation (1), any costs incurred as a result of the removal or destruction caused by the Director shall be recoverable as a debt due to the Government.

Crop specification

**13.**-(1) A coffee grower shall adhere to crop specifications prescribed by the Director.

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

Approved varieties

**14.**-(1) A coffee grower shall plant varieties of coffee prescribed by the Director.

(2) For the purpose of sub-regulation (1), the Coffee Research Institute shall recommend coffee plant varieties to the Director.

Coffee nurseries

**15.**-(1) A coffee grower may, upon approval of the Board, develop and maintain nurseries as source of planting materials or seedlings for coffee production.

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

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

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

Pests and disease control

**16.** The owner or occupier of land under coffee production shall control pests and diseases through an integrated pest management.

**17.**-(1) A coffee grower shall properly maintain his land planted with coffee trees in accordance with good coffee husbandry practices prescribed under these Regulations.

Compliance with good practices

(2) A coffee grower shall not cut or destroy coffee trees without giving a three month prior notice to the Board.

Picking and primary processing

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

#### PART IV TYPES AND GRADES OF COFFEE

Types and grades of coffee

**19.**-(1) There shall be five types of traded coffee recognized by the Board namely-

- (a) mild Arabica;
- (b) washed Robusta;
- (c) natural Arabica;
- (d) natural robusta; and
- (e) ripe cherry.

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

(3) Mild Arabica shall be pulped, washed and where necessary fermented and dried on trays above the ground.

(4) Robusta and Arabica coffee shall be sorted into grades specified under Third Schedule-

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

Restrictions on buying coffee

**20.**-(1) A coffee dealer shall buy coffee from a registered coffee grower according to grades prescribed under these Regulations and shall pay differential prices corresponding to those grades.

(2) A coffee dealer who buys coffee-

- (a) from a non- registered coffee grower;
- (b) which is not graded;
- (c) without paying a differential price for each grade,

commits an offence and the Board shall, in addition to any other penalty prescribed under these Regulations, suspend or cancel the offenders buying license.

Declaration of coffee buying season

**21.** The Board shall at least, one month before the start of the buying season announce the dates on which the coffee buying season shall commence for each zone.

Home hulling

**22.** Coffee grower may undertake home hulling of the dry cherry and grade the coffee thereof in accordance with grades prescribed under these Regulations.

**PART V  
REGISTRATION AND LICENSING**

Board to keep registers

**23.** The Board shall, for the propose of performing its functions under this Part, keep a register of coffee dealers of the following categories-

- (a) central pulperies;
- (b) coffee hullers;
- (c) coffee buyers;
- (d) warehousemen;
- (e) coffee processors;
- (f) coffee exporters;
- (g) certified liquorers;
- (h) coffee nurseries.

Issuance of license to registered coffee dealers

**24.**-(1) The Board shall, upon application and subject to the fulfilment of the requirement for a license application, issue a license to any coffee dealer registered pursuant to regulation 23.

(2) Without prejudice to sub regulation (1), where an applicant has been denied a permit to operate in the district pursuant to fulfilment of the conditions under the second schedule, without reasonable cause, the Board may issue a license to such an applicant.

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

- (a) ripe cherry coffee buying and processing license;
- (b) dry cherry coffee buying license;
- (c) parchment coffee buying license;
- (d) coffee curing (washed coffee) license;
- (e) coffee curing(non washed coffee) license;
- (f) coffee warehouse license;
- (g) coffee liquorer license;
- (h) green coffee export license;
- (i) instant coffee export license;
- (j) roast and ground coffee export license;
- (k) local coffee roaster's license;
- (l) dry cherry coffee hullers license; and
- (m) premium coffee export license

(4) All licenses issued by the Board shall be in the prescribed forms as provided for in the Second Schedule.

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

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

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

Application for license

**25.**-(1) A person who intends to deal with coffee shall apply for a license to the Board in the prescribed form specified under the Second Schedule.

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

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

(3) The Board shall, within fourteen days upon receipt of an application under sub-regulation (1), process every application for a license.

Conditions for ripe cherry buying and processing license

**26.**-(1) An applicant shall not be issued with a ripe cherry buying and processing license unless-

- (a) he owns a central pulpury unit for processing ripe cherry approved by the Board;
- (b) he enters into an agreement of sale or agreement to sell with a registered grower of the ripe cherry;
- (c) he fulfil the conditions for application of ripe cherry buying and processing license, subject to regulation 24.

(2) For the purpose of this Regulation, an agreement for sale or agreement to sell shall-

- (a) be made with a registered grower in accordance with the provisions under the Sale of Goods Act;
- (b) be perused and registered by the Board;
- (c) contain the terms and conditions of payments to the grower.

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Obligations of registered coffee buyers

**27.**-(1). A registered coffee buyer shall-

- (a) at all times during office hours, display, at a conspicuous place, the prices offered per unit weight of each grade of coffee;
- (b) buy coffee in cash at prices not less than those displayed at the buying post;
- (c) display a standard sample grade for each grade;

- (d) store all coffee according to grades;
- (e) display and use a weighing scale, properly inspected and approved by the relevant authority.
- (f) keep all coffee bought on pallets in the premises approved by the Board; and
- (g) keep records of coffee purchased and submit them to the Board as may be required.

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

Declaration of coffee buying posts

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

(2) A person who contravenes the provision of sub regulation (1) commits an offence, and the Board may, in addition to the penalty prescribed under these regulations, suspend or cancel his coffee buying license.

Board to buy coffee

**29.** Notwithstanding any provision of these Regulations, the Minister may, on the advice of the Board, authorise the Board to buy coffee, for a specified period, from an area or areas where coffee buying is being hampered due to lack of adequate licensed persons.

Obligation of licensed coffee processor

**30.** Without prejudice to regulation 19(5), a licensed coffee processor shall ensure that the processed coffee conforms to grades specified in the Third Schedule.

Coffee Warehouse license

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

(2) The warehouse owner licensed under these Regulations shall conform to the International Coffee Organization standards and shall bear a number of the International Coffee Organization.

(3) A warehouse license shall be issued by the Board on an annual basis according to International Coffee Organisation calendar.

Green coffee export license

**32.** A holder of the green coffee export license shall buy green coffee from the Moshi Auction and export it subject to terms and conditions specified in the license.

Coffee roasting license

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

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

Roast and ground  
coffee  
export license

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

Liquoring  
license

**35.-(1)** The Board shall issue a liquoring license to an applicant possessing a qualification recognised by the Board and the applicant shall have to pass a liquoring test conducted by the Board.

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

## PART VI PROCESSING AND ISSUING OF LICENSES

Prohibition of  
multiple licenses

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

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

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

Duration of license

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

(2) Where an application for a license under these Regulations is received by the Board at a time when the coffee season is in an advanced stage, the issued license shall be deemed to have been issued for the whole season

Issuance and refusal of  
licenses

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

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

- (a) has failed to show evidence of capacity to carry out a

- business relating to the license;
- (b) is indebted to the Coffee Board or coffee growers or processors; or
- (c) failed to observe rules and regulations related to the licenses issued in previous seasons.

(3) Where the Board refuses to issue a license it shall inform the applicant accordingly within fourteen days.

(4) The applicant who is not satisfied with the Board's decision made pursuant to sub-regulation (3), may, within thirty days of such refusal, appeal to the Minister.

Licenses to be produced for inspection

**39.**-(1) A licensed person, shall display and make available his license at all reasonable time and upon request by an authorized officer, inspector, a police officer or any other person duly authorized.

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

Suspension of license.

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

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

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

Cancellation of license

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

- (a) wilfully neglects to observe conditions related to the issued license;
- (b) has ceased to carry on the business in respect of which the license was issued;
- (c) fails to comply with the provisions of the Act and these Regulations;
- (d) has been suspended continuously for a period of more

than six months.

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

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

## PART VII COFFEE AUCTION AND EXPORTS

### Auctions

**42.**-(1) Subject to the provisions of Section 5 (3) (d), the Board shall conduct auctions for coffee at the Moshi Coffee Auction.

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

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

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

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

### Attendance to auctions

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

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

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

### Export approval forms

**44.**-(1) The coffee exporter shall, before exporting coffee, obtain export approval from the Board using the export approval form issued by the Board as prescribed in the Second Schedule.

(2) With regard to direct export of Premium Coffee, the



exporter shall apply for a permit to the Board using application form as prescribed in the Second Schedule to these Regulation

(3) For the purposes of this regulation, the exporter may choose any of the following terms of export-

(a) FOT/FOR processing factory;

(b) FOB, Tanzania ports; or

(c) any other terms which the Board may approve.

## PART VIII COFFEE QUALITY CONTROL

Quality control

**45.** A coffee grower, trader, processor, exporter shall maintain quality of coffee at all levels of production, processing and marketing, as provided in these Regulations.

Inspection of licensed pulperies or hullers

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

Inspection of drying of coffee cherries or parchments

**47.** The Board shall inspect drying of coffee cherries or parchments to ensure that coffee cherries or parchment coffee are dried on trays or on other appropriate materials, which shall be positioned in such a way that they do not allow the cherries or parchments to touch the ground or to be contaminated with any foreign matter.

Inspection of secondary coffee processing

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

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

Inspection of Coffee warehouse

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

Powers of inspectors

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

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

- coffee;
- (b) give any directions, which the inspecting officer may think necessary to ensure that the building or processing factory complies with the standards required by the Board;
  - (c) take reasonable samples of any coffee found in any store or processing factory, and cause those samples to be tested in any manner which the Board may consider necessary;
  - (d) prohibit the use of premises until the Board is satisfied that such premises conform to the standards required.

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

Quality of pre and post- auction samples

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

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

Quality control of coffee for export

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

Licensees to be inspected

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

## PART IX STAKEHOLDERS FORUM

Stakeholders meeting and its composition

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

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

Role and functions of Stakeholders Meeting

**55.**-(1) The annual stakeholders meetings shall be responsible for-

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

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

Procedure for convening meetings

**56.** Stakeholders shall adopt and review from time to time stakeholders meeting procedures as provided for in the Fourth Schedule.

Confirmation of the Stakeholders' Resolutions

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

Implementation of stakeholders meeting resolutions

**58.** The Board shall be responsible for the follow up and coordination of the implementation of stakeholders meeting resolutions, including the implementation of shared functions.

## PART X CONTRACT FARMING

Contract Farming

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

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

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

(4) The Board shall monitor the implementation of every contract of farming.

Dispute Settlement  
Mechanism

**60.**-(1) Where any dispute arises between the parties in respect of the provisions of the contract of farming ,it shall be settled as provided for in the dispute settlement clause of the contract farming

## PART XI ROLE OF LOCAL GOVERNMENT AUTHORITIES

By- Laws of local  
Government Authorities

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

- (a) increase in production of coffee in their respective areas;
- (b) maintenance of quality of coffee from production to market levels;
- (c) proper and maintenance of Infrastructure; and
- (d) any other matter for the development of the coffee industry,

Implementation of  
stakeholders meeting  
resolutions by the Local  
Government  
Authorities.

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

## PART XII ADMINISTRATIVE PROVISIONS

Guidelines

**63.** The Board may issue guidelines in relation to the production, processing, marketing, exportation and importation of coffee as it may deem necessary.

Appointment of an  
agent

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

Staff performance evaluation standards

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

Standard of service

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

Clients service charter

**67.** The Board shall establish and publish clear standards of service to its clients.

Books and records

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

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

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

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

### PART XIII MISCELLANEOUS PROVISIONS

Publication of prices

**69.**-(1) The Board shall, from time to time, inform the general public prices prevailing in the world market in respect of various types and grades of coffee normally sold at the auction.

(2) Any price of coffee published by the Board under this Regulation shall be indicative price and shall have no binding effect to either the coffee grower or the buyer of any type or grade of coffee.

Value chain analysis on service delivery

**70.** In ensuring compliance to standards of service to stakeholders, the Board in collaboration with other key stakeholders shall observe that-

- (a) the roles and responsibilities of each actor in the coffee industry contributes to adding value to the development of the coffee industry
- (b) the potential for adding value through the means of cost

- advantage or differentiation is enhanced; and
- (c) the coffee industry attains sustainable competitive advantage

Transfer and assignment of license

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

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

Adulteration of coffee

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

Offence and general penalty

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

Corporate liability

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

Appeal to the Minister

**75.** A person who is not satisfied with any decision made by the Board in the enforcement of any provision of the Act or of these Regulations; may, within Sixty days after being notified of the decision, appeal in writing to the Minister.

Board to coordinate mediation and arbitration

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

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

Compliance with the Act

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

**78.**-(1) The Coffee Regulations, 2003 are hereby revoked.

(2) Any orders made or license issued before the coming into effect of these Regulations shall continue to be in force until they are cancelled or otherwise rendered invalid under these Regulations.

## **FIRST SCHEDULE**

### **TANZANIA COFFEE BOARD**

#### **GOOD COFFEE HUSBANDRY PRACTICES**

**(Made under Regulation 10)**

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

(1) Field management

- I. Selection of appropriate site for coffee growing area
- II. The use of improved recommended coffee varieties
- III. Observe proper recommended planting requirements
- IV. Field weed control
- V. Integrated pest management
- VI. Disease control
- VII. Moisture application and conservation
- VIII. Fertilizer application

(2) Harvesting and primary processing for mild Arabica and/ or Hards

1. Picking only red ripe cherries (selective picking)
2. Proper adjustment of a pulper
3. Pulp harvested coffee within eight hours after picking
4. Wash with clean water and sort.
5. Use of recommended fermentation tanks.
6. Wash with clean water and grade.
7. Dry on raised tables of at least one meter above the ground.
8. Proper sun drying
9. Proper packing and conditioning
10. Proper storage and transportation.

SECOND SCHEDULE

Form No.1

TANZANIA COFFEE BOARD

APPLICATION FOR RIPE CHERRY COFFEE BUYING AND PROCESSING LICENCE

(Made under Regulation 25 (1))



Serial A

FORM A / TCB/RCP/001

TANZANIA COFFEE BOARD

Box 732,  
Moshi,  
Tanzania.

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

APPLICATION FOR RIPE CHERRY COFFEE BUYING AND PROCESSING LICENCE

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Office Location: \_\_\_\_\_

Region: \_\_\_\_\_  
District applied for and number of CPUs as per attached list \_\_\_\_\_  
Season: \_\_\_\_\_

I/ we read and understood the Rules & Regulations governing RIPE CHERRY COFFEE BUYING AND PROCESSING LICENCE and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/RCP/001.

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

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.  
Head of Department:..... Title:..... Date:.....

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

Signature:..... Date.....  
Director General



**CONDITIONS FOR APPLICATION FOR RIPE CHERRYCOFFEE BUYING AND  
PROCESSING LICENCE**

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



Form No.TCB/RCT/002

**RIPE CHERRY COFFEE BUYING AND PROCESSING LICENCE**

NO. ....

**M/s:** .....  
.....  
.....

Is hereby Licenced to carry out business of:

**RIPE CHERRY COFFEE BUYING AND PROCESSING LICENCE**

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions over leaf as prescribed by the Board from time to time.

Issued on: .....

Expires on: .....

Signature: ..... Date: .....

**DIRECTOR GENERAL**

**RULES AND REGULATIONS FOR RIPE CHERRY COFFEE BUYING AND PROCESSING  
LICENCE**

The Ripe Cherry Buying and Processing Licence Holder shall;

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

TANZANIA COFEE BOARD

APPLICATION FOR DRY CHERRY BUYING LICENCE

(Made under Regulation 25 (1))

Serial B

FORM B/ TCB/DCB/001



Box 732,  
Moshi,  
Tanzania.

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

APPLICATION FOR DRY CHERRY BUYING LICENCE

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Office Location: \_\_\_\_\_

Region: \_\_\_\_\_  
District applied for \_\_\_\_\_  
Season: \_\_\_\_\_

I/ we read and understood the Rules & Regulations governing DRY CHERRY BUYING LICENCE and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/DCB/001.

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

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

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

This licence is granted to the above named company to carry on the business of DRY CHERRY BUYING subject to the conditions as per TCB/DCB/001.

Signature:..... Date.....

Director General

## **CONDITIONS FOR APPLICATION FOR DRY CHERRY COFFEE BUYING LICENCE**

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



(Established Act of Parliament of the United Republic of Tanzania, The Coffee Industry Act, 23 of 2001)

DRY CHERRY BUYING LICENCE

NO. ....

M/s: .....

.....

.....

Is hereby Licenced to carry out business of:

DRY CHERRY BUYING

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf as prescribed by the Board from time to time

Issued on: .....

Expires on: .....

Signature: ..... Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR DRY CHERRY COFFEE BUYING LICENCE**

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

TANZANIA COFFEE BOARD

APPLICATION FOR PARCHMENT BUYING LICENCE

(Made under Regulation 25 (1))

Serial C



FORM C: / TCB/PCB/001

TANZANIA COFFEE BOARD

Box 732,  
Moshi,  
Tanzania.

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

APPLICATION FOR PARCHMENT BUYING LICENCE

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Office Location: \_\_\_\_\_

Region: \_\_\_\_\_  
District applied for \_\_\_\_\_  
Season: \_\_\_\_\_

I/ we read and understood the Rules & Regulations governing PARCHMENT BUYING LICENCE and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/PCB/001.

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

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.  
Head of Department:..... Title:..... Date:.....

This licence is granted to the above named company to carry on the business of PARCHMENT BUYING subject to the conditions as per TCB/PCB/001.  
Signature:..... Date:.....



## **CONDITIONS FOR APPLICATION FOR PARCHMENT COFFEE BUYING LICENCE**

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



Form No. TCB/PCB/002

(Established Act of Parliament of the United Republic of Tanzania, The Coffee Industry Act, 23 of 2001)

PARCHMENT BUYING LICENCE

NO. ....

M/s: .....

.....

.....

Is hereby Licenced to carry out business of:

PARCHMENT BUYING

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf as prescribed by the Board from time to time.

Issued on: .....

Expires on: .....

Signature: ..... Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR PARCHMENT COFFEE BUYING LICENCE**

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

**TANZANIA COFFEE BOARD**

**APPLICATION FOR COFFEE CURING LICENCE (WASHED COFFEE)**

(Made under Regulation 25 (1))

Serial D

**FORM D : / TCB/CCM/001**



**TANZANIA COFFEE BOARD**

Box 732,  
Moshi,  
Tanzania.

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

**APPLICATION FOR COFFEE CURING LICENCE (WASHED COFFEE)**

**Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Office Location:** \_\_\_\_\_

I/we hereby apply to be licenced for the year ending 30<sup>th</sup> June \_\_\_\_\_ as a COFFEE CURER

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

I wish to deal in the following descriptions of coffee

\_\_\_\_\_

I/we read and understood the Rules and Regulations governing COFFEE CURING and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/CCM/003

**FOR OFFICIAL USE ONLY**

Please grant the above licence as per attached compliance terms.

Head of Department: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

This licence is granted to the above named company to carry on the business of COFFEE CURING subject to the conditions as per TCB/CCM/003

Signature: \_\_\_\_\_ .Date \_\_\_\_\_

**DIRECTOR GENERAL**

## **CONDITIONS FOR APPLICATION FOR COFFEE CURING LICENCE (WASHED COFFEE)**

The applicant:

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



COFFEE CURING LICENCE (WASHED COFFEE)

NO. ....

M/s: .....

.....

.....

Is hereby Licenced to carry out business of:

COFFEE CURING (WASHED)

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf as prescribed by the Board from time to time.

Issued on: .....

Expires on: .....

Signature: ..... Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR COFFEE CURING LICENCE (WASHED COFFEE)**

The licence shall observe the following rules and regulations;

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

**Note:** None compliance of any of the above may result into revocation or suspension of the licence.

**TANZANIA COFFEE BOARD**

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

(Made under Regulation 25 (1))

Serial E

**FORM E : / TCB/CCH/001**



**TANZANIA COFFEE BOARD**

Box 732,  
Moshi,  
Tanzania.

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

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

**Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Office Location:** \_\_\_\_\_

I/we hereby apply to be licenced for the year ending 30<sup>th</sup> June \_\_\_\_\_ as a COFFEE CURER  
My previous licence was No. \_\_\_\_\_ Date \_\_\_\_\_ which expired/expires on \_\_\_\_\_  
I wish to deal in the following descriptions of coffee \_\_\_\_\_

I/we read and understood the Rules and Regulations governing COFFEE CURING and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/CCH/002

**Signature of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Please grant the above licence as per attached compliance terms.  
**Head of Department:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date** \_\_\_\_\_

This licence is granted to the above named company to carry on the business of COFFEE CURING subject to the conditions as per TCB/CCH/002  
**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**DIRECTOR GENERAL**



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

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



Form No. TCB/CPH/002

COFFEE CURING LICENCE (UNWASHED COFFEE)

NO. ....

M/s: .....  
.....  
.....

Is hereby Licenced to carry out business of:

COFFEE CURING (UN WASHED COFFEE)

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf as prescribed by the Board from time to time.

Issued on: .....

Expires on: .....

Signature: ..... Date: .....  
**DIRECTOR GENERAL**

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

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

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

TANZANIA COFFEE BOARD

APPLICATION FOR COFFEE WAREHOUSE LICENCE

(Made under Regulation 25 (1))



Serial F

FORM F: /TCB/WH/001

TANZANIA COFFEE BOARD

Box 732,  
Moshi,  
Tanzania.

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

**APPLICATION FOR COFFEE WAREHOUSE LICENCE**

<b>Name:</b> _____	<b>Tel:</b> _____
<b>Company:</b> _____	<b>Fax:</b> _____
<b>Address:</b> _____	<b>Office Location:</b> _____

I/we hereby apply to be licenced for the year ending 30<sup>th</sup> June \_\_\_\_\_ to undertake COFFEE WAREHOUSE ACTIVITIES.

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

I wish to deal in the following descriptions of coffee \_\_\_\_\_

---

I/we read and understood the Rules and Regulations governing COFFEE WAREHOUSE LICENCE and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/WH/001

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Please grant the above licence as per attached compliance terms.

Head of Department: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

This licence is granted to the above named company to carry on the business of COFFEE WAREHOUSE subject to the conditions as per TCB/WH/001.

Signature: \_\_\_\_\_ .Date \_\_\_\_\_

**DIRECTOR GENERAL**

## **CONDITIONS FOR APPLICATION FOR COFFEE WAREHOUSE LICENCE**

The applicant for coffee Warehouse Licence must fulfill the following:

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



(Established Act of Parliament of the United Republic of Tanzania, The Coffee Industry Act, 23 of 2001)

**LICENCE FOR COFFEE WAREHOUSE**

**NO.** .....

**M/s:** .....  
.....  
.....

Is hereby Licenced to carry out business of:

**COFFEE WAREHOUSE**

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf.

Issued on: .....

Expires on: .....

Signature: .....

Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR COFFEE WAREHOUSE LICENCE**

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

## TANZANIA COFFEE BOARD

## APPLICATION FOR COFFEE LIQUORING LICENCE

(Made under Regulation 25 (1))



Serial G

FORM G / TCB/CLQ/001

TANZANIA COFFEE BOARD

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

## APPLICATION FOR COFFEE LIQUORING LICENCE

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Office Location: \_\_\_\_\_

I/we hereby apply to be licenced for the year ending 30<sup>th</sup> June \_\_\_\_\_ as a COFFEE LIQUORER  
 My previous licence was No. \_\_\_\_\_ Date \_\_\_\_\_ which expired/expires on \_\_\_\_\_  
 I wish to deal in the following descriptions of coffee \_\_\_\_\_

I /we read and understood the Rules and Regulations governing COFFEE LIQUORER and shall comply with the  
 Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/LQ/001

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

This licence is granted to the above named company to carry on the business of COFFEE LIQUORING subject to  
 the conditions as per TCB/LQ/001.

Signature: \_\_\_\_\_ .Date \_\_\_\_\_

**DIRECTOR GENERAL**



## **CONDITION FOR APPLICATION OF LIQUORING LICENCE**

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

Test Panel and have a certificate issued by the said panel.



(Established Act of Parliament of the United Republic of Tanzania, The Coffee Industry Act, 23 of 2001)

**LICENCE FOR COFFEE LIQUORER**

**NO.** .....

**M/s:** .....  
.....  
.....

Is hereby Licenced to carry out business of:

**COFFEE LIQUORER**

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf.

Issued on: .....

Expires on: .....

Signature: ..... Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR COFFEE LIQUORING LICENCE**

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

TANZANIA COFFEE BOARD

APPLICATION FOR GREEN COFFEE EXPORT LICENCE

(Made under Regulation 25 (1))

Serial H

**FORM H: / TCB/GCE/001**



TANZANIA COFFEE BOARD

Box 732,  
Moshi,  
Tanzania.

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

**APPLICATION FOR GREEN COFFEE EXPORT LICENCE**

<b>Name:</b> _____	<b>Tel:</b> _____
<b>Company:</b> _____	<b>Fax:</b> _____
<b>Address:</b> _____	<b>Office Location:</b> _____

I /we hereby apply to be Licenced for the year ending 30<sup>th</sup> June \_\_\_\_\_ as a GREEN COFFEE EXPORT  
 My previous licence was No. \_\_\_\_\_ Date \_\_\_\_\_ which expired/expires on \_\_\_\_\_  
 I wish to deal in the following descriptions of coffee \_\_\_\_\_

I /we read and understood the Rules & Regulations governing GREEN COFFEE EXPORT LICENCE and shall  
 comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/GCE/001  
**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Please grant the above licence as per attached compliance terms.  
 Head of Department: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

This licence is granted to the above named company to carry on the business of GREEN COFFEE EXPORT  
 subject to the conditions as per TCB/GCE/001.  
 Signature: \_\_\_\_\_ .Date \_\_\_\_\_  
**DIRECTOR GENERAL**

## **CONDITIONS FOR APPLICATION FOR GREEN COFFEE EXPORT LICENCE**

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

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



(Established Act of Parliament of the United Republic of Tanzania, The Coffee Industry Act, 23 of 2001)

## GREEN COFFEE EXPORT LICENCE

**NO.** .....

**M/s:** .....

.....

.....

Is hereby Licenced to carry out business of:

### GREEN COFFEE EXPORT

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf.

Issued on: .....

Expires on: .....

Signature: .....

Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR GREEN COFFEE EXPORT LICENCE**

1. The Green Coffee Exporter shall be allowed to bid in coffee auctions conducted by Tanzania Coffee Board in Moshi and shall be deemed to have bought the coffee upon the fall of the hammer. All coffee to be exported through approved exit points shall be bought at the auction.
2. All bids in coffee auction shall be, for the time being in USD per 50 kgs.
3. Any coffee bought as per (2) above shall be paid for within the prompt date.
4. Any coffee bought and not paid for within prompt date and after the expiry of seven days (7) days after the prompt date, the Coffee shall be re-possessed and auctioned and the buyer shall pay the difference to the Board of between the original auction price and the new auction price plus any other costs incurred in the process of re-auctioning.
5. Noted bids in coffee auctions shall remain firm with the bidder until the close of business on that day of the auction. If the bids shall not be confirmed in time, such bids shall be withdrawn.
6. Payments shall be made to Tanzania Coffee Board through its accounts opened with various banks within Tanzania.
7. Exporter who shall fail to make payment within prompt date shall be charged interest at the Bank's rate applicable to private exporters plus one (1%) percent service charge. No exporter shall be allowed to bid in auction if he has outstanding invoices.
8. Tanzania Coffee Board being satisfied that a payment of a full value has been received Exporter shall take possession of coffee bought at auctions after Warehouse Warrants have been released to him.
9. The exporter shall cause his coffee to be stored in a Licenced Warehouse.
10. The exported shall be required to make sure that the warrant weights of the coffee bought shall be within the allowed standard weight before shipment is effected.
11. The exporter shall be allowed to lodge a claim against a coffee seller to Tanzania Coffee Board with regard to quality or weight difference, any time before coffee is moved out of original auctioning warehouse.
12. Any claim or dispute with regard to quality or weight difference not settled amicably between the parties shall be referred to Arbitration. Arbitration samples shall be drawn by an independent sampler acceptable to Tanzania Coffee Board or Tanzania Coffee Association.
13. All coffee exported shall get coffee export approval issued by Tanzania Coffee Board and Exporter shall never export coffee without first obtaining the said approval.
14. Monthly operating report on Green Coffee purchases and shipments as per destination shall be submitted to Tanzania Coffee Board – Moshi Headquarters.

**Note:** None compliance of any of the above may result into revocation or suspension of the licence.

## TANZANIA COFFEE BOARD

## APPLICATION FOR INSTANT COFFEE EXPORT LICENCE

(Made under Regulation 25 (1))



Serial I

FORM I: /TCB/ICE/001

TANZANIA COFFEE BOARD

Box 732,  
Moshi,  
Tanzania.

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

## APPLICATION FOR INSTANT COFFEE EXPORT LICENCE

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Office Location: \_\_\_\_\_

I/we hereby apply to be licenced for the year ending 30<sup>th</sup> June \_\_\_\_\_ as an INSTANT COFFEE EXPORTER

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

I wish to deal in the following descriptions of coffee \_\_\_\_\_

I/we read and understood the Rules and Regulations governing INSTANT COFFEE EXPORT LICENCE and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/ICE/001

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

This licence is granted to the above named company to carry on the business of INSTANT COFFEE EXPORT subject to the conditions as per TCB/ICE/001.

Signature: \_\_\_\_\_ .Date \_\_\_\_\_

**DIRECTOR GENERAL**



## **CONDITIONS FOR APPLICATION FOR INSTANT COFFEE EXPORT LICENCE**

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

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



(Established Act of Parliament of the United Republic of Tanzania, The Coffee Industry Act, 23 of 2001)

**LICENCE FOR INSTANT COFFEE EXPORT**

**NO.** .....

**M/s:** .....  
.....  
.....

Is hereby Licenced to carry out business of:

**INSTANT COFFEE EXPORT**

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf.

Issued on: .....

Expires on: .....

Signature: ..... Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR INSTANT COFFEE EXPORT LICENCE**

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

## TANZANIA COFFEE BOARD

## APPLICATION FOR ROAST AND GROUND COFFEE EXPORT LICENCE

(Made under Regulation 25 (1))



TANZANIA COFFEE BOARD

Serial J

**FORM J: / TCB/RB&GCE/001**

Box 732,  
Moshi,  
Tanzania.

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

## APPLICATION FOR ROAST AND GROUND COFFEE EXPORT LICENCE

**Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Office Location:** \_\_\_\_\_

I/we hereby apply to be licenced for the year ending 30<sup>th</sup> June \_\_\_\_\_ as a ROAST AND GROUND COFFEE EXPORTER.

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

I wish to deal in the following descriptions of coffee \_\_\_\_\_

I/we read and understood the Rules and Regulations governing ROAST AND GROUND COFFEE EXPORT LICENCE and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/RB & GCE/001

**Signature of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

This licence is granted to the above named company to carry on the business of ROAST AND GROUND COFFEE EXPORT subject to the conditions as per TCB/RB&GCE/001.

Signature: \_\_\_\_\_ .Date \_\_\_\_\_

**DIRECTOR GENERAL**



Form No.TCB/RB&GCE/002

(Established Act of Parliament of the United Republic of Tanzania, The Coffee Industry Act, 23 of 2001)

**ROAST AND GROUND COFFEE EXPORT LICENCE**

**NO. ....**

**M/s:** .....  
.....  
.....

Is hereby Licenced to carry out business of:

**COFFEE ROAST AND GROUND COFFEE EXPORT**

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf.

Issued on: .....

Expires on: .....

Signature: ..... Date: .....  
**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR ROAST AND GROUND COFFEE EXPORT LICENCE**

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

TANZANIA COFFEE BOARD

APPLICATION FOR LOCAL COFFEE ROASTING LICENCE

(Made under Regulation 25 (1))

Serial K

FORM K: / TCB/LR/001



TANZANIA COFFEE BOARD

Box 732,  
Moshi,  
Tanzania.

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

**APPLICATION FOR LOCAL COFFEE ROASTING LICENCE**

**Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Office Location:** \_\_\_\_\_

I/we hereby apply to be licenced for the year ending 30<sup>th</sup> June \_\_\_\_\_ as a LOCAL COFFEE ROASTING  
My previous licence was No. \_\_\_\_\_ Date \_\_\_\_\_ which expired/expires on \_\_\_\_\_  
I wish to deal in the following descriptions of coffee \_\_\_\_\_

I/we read and understood the Rules and Regulations governing LOCAL COFFEE ROASTING and shall comply  
with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/LR/001

**Signature of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Please grant the above licence as per attached compliance terms.  
Head of Department: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

This licence is granted to the above named company to carry on the business of LOCAL COFFEE ROASTING  
subject to the conditions as per TCB/LR/001.  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

### **CONDITIONS FOR APPLICATION FOR LOCAL COFFEE ROASTING LICENCE**

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





(Established Act of Parliament of the United Republic of Tanzania, The Coffee Industry Act, 23 of 2001)

### LICENCE FOR COFFEE ROASTER

**NO.** .....

**M/s:** .....  
.....  
.....

Is hereby Licenced to carry out business of:

### COFFEE ROASTER

subject to the conditions provided by the Coffee Industry Act No. 23 of 2001 and conditions overleaf.

Issued on: .....

Expires on: .....

Signature: .....

Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR LOCAL COFFEE ROASTING LICENCE**

1. The local roaster shall have a roasting plant/equipment inspected and approved by Tanzania Coffee Board. Any unauthorized roasting is prohibited.
2. The Local Coffee Rosters shall procure raw materials only in green beans at warehouse or at the Auction. It is prohibited for Local Roaster to procure raw materials in parchment or Buni.
  - a) **Warehouse**

The local roasters shall raise an order directly with coffee owner through the warehouse where coffee is stored. (Quantity/Quality of coffee and offered shall be agreed upon between a local roaster and owner of the coffee). The respective coffee warrant indicating price agreed/offered will be sent to Tanzania Coffee Board together with agreement of purchase for approval.

Tanzania Coffee Board will issue an approval permit plus tax invoice after reconciling with prevailing market prices on specific lots and quantity. Upon payment, TCB shall release the coffee.
  - b) **Auction**

The local roaster shall buy coffee from the auction as per auction procedure.
3. Types of finished products for the sale shall be approved by the “Coffee Technical Committee”.
4. Raw material (green coffee) storage should be stored on wooden pallets, separated from the finished products storage area.
5. Roasting plant/equipment shall have a packing facility.
6. Monthly operating reports on purchases, roasting and sales shall be submitted to the Tanzania Coffee Board.
7. In case of a farmer who uses his own production for roasting; he shall undertake process 2(a) above though no actual monetary transaction will be involved.

TANZANIA COFFEE BOARD

APPLICATION FOR DRY CHERRY HULLING LICENCE

(Made under Regulation 25 (1))

Serial L



FORM L: / TCB/DCH/001

TANZANIA COFFEE BOARD

Box 732,  
Moshi,  
Tanzania.

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

APPLICATION FOR DRY CHERRY HULLING LICENCE

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Office Location: \_\_\_\_\_

Region: \_\_\_\_\_  
District applied for \_\_\_\_\_  
Season: \_\_\_\_\_

I/ we read and understood the Rules & Regulations governing DRY CHERRY HULLING LICENCE and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/DCH/001.

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

FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.  
Head of Department :..... Title:.....Date:.....

This licence is granted to the above named company to carry on the business of DRY CHERRY HULLING subject to the conditions as per TCB/DCH/001.

Signature: .....Date.....  
Director General

## **CONDITIONS FOR APPLICATION FOR DRY CHERRY COFFEE HULLING LICENCE**

The Dry Cherry Coffee Huller:

1. Must own a huller which is approved and registered by Tanzania Coffee Board.
2. Must indentify and keep records of supply source including register of delivering data.
3. Must observe all quality processing conditions including hulling without breaking coffee beans.
4. Must provide suitable storage facility for clean ungraded coffee produced.



DRY CHERRY HULLING LICENCE

NO. ....

M/s: .....  
.....  
.....

Is hereby licenced to carry out business of:

DRY CHERRY HULLING

subject to the conditions provided by the Coffee Industry Act No. **23 of 2001** and conditions overleaf as prescribed by the Board from time to time.

Issued on: .....

Expires on: .....

Signature: ..... Date: .....

**DIRECTOR GENERAL**

## **RULES AND REGULATIONS FOR DRY CHERRY HULLING LICENCE**

The licence holder must observe the following: -

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

**TANZANIA COFFEE BOARD**

**TANZANIA COFFEE BOARD EXPORT APPROVAL FORM**

**(Made under Regulation 44 (1))**

TANZANIA COFFEE BOARD

P.O. BOX 732 MOSHI

SERIAL NO.

FROM: COFFEE EXPORTER TO: TC

M/s: -----  
-----



COFFEE EXPORT APPROVAL DATE: -----

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

N.B. 1. This document will be filled by Exporter and shall be part of export document.

2. To be Checked and stamped by customs officials.

COFFEE EXPORTER

Prepared by (Name):-----

Signature:-----

Designation:----- (Official Stamp)

TANZANIA COFFEE BOARD

Prepared by (Name):-----

Signature:-----

Designation:-----

For: Director General

(Official Stamp)

CUSTOM AUTHORITY

Checked by (Name):-----

Signature:-----

Designation:-----

(Official Stamp)

DISTRIBUTION

ORIGINAL: Customs Office

DUPLICATE: Tanzania Coffee Board

TRIPLICATE: Exporter

QUADRUPPLICATE: Book Co





## **TANZANIA COFFEE BOARD**

# **PROCEDURES FOR DIRECT EXPORT OF PREMIUM COFFEE**

**(Made under Regulation 42(5))**

# TANZANIA COFFEE BOARD

## PROCEDURE FOR DIRECT EXPORT OF PREMIUM COFFEE

### 1. Introduction

This document covers procedures for Direct Export of Premium Coffee under the Coffee Industry Regulations, 2012. The purpose of this document is to clarify to all potential direct exporters of premium coffee the steps that the Board will take to implement the transaction of direct export of premium coffee.

### 2. Definition of direct export

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

### 3. Definition of qualified seller

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

- a) Grower groups and associations. These are formed by Growers who actually produce coffee and legally registered under the provisions of the relevant laws of the United Republic of Tanzania;
- b) Cooperative societies. These are the societies formed by the coffee growers under the relevant Laws of the United Republic of Tanzania.
- c) Individual Growers. These are coffee growers who are able to produce from their own farms or estates quantities of premium coffee for direct export sale.
- d) Companies. These entities must be formally registered with and licenced by the Board, and must be active participants in the production of quality coffee. Furthermore, these entities shall have farming contracts to farmers which conform to the provisions of the relevant Laws.

#### 4. Coffee that qualifies for direct export

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

- a) Mild Arabica
- b) Un washed Arabica
- c) Robusta
- d) Certified coffees: Organic, Fair-trade, etc

#### 5. Requirements for issuance of Direct Premium Coffee Export Licence

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

- a) Accurately complete and submit application form to the Director General of the Board.
- b) Meet the requirements of Procedure 3 above as a qualified seller.

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

#### 6. Requirements for issuance of Direct Export Permit.

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

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

## 7. Further TCB verification of compliance

- a) The Board will draw outturn samples of coffee contracted for direct export in verifying that it qualifies as premium coffee with characteristics specified above. It will thereafter fill in form.
- b) The loading of coffee to be exported under this arrangement into a container shall be made in the premises of a Licenced curing factory or approved warehouse. The Board quality control staff and the seller or owner shall witness such loading of coffee. The Board quality control staff will check to ensure that the coffee being loaded matches the description found in the Direct Export Permit.
- c) For purpose of guaranteeing quality of coffee exported from Tanzania the Board will issue quality certificate in form.
- d) **Price benchmark for taxation.** Based on its sampling activities in 7(a), the Board will determine the grade and class of the coffee that is being exported directly. It will then check the prices for the same grade and class at the auction centre approved by the Board immediately preceding the date of contract signing in order to determine how much of a premium the grade and class got versus the New York or London for the relevant time period. If the premium on the contract price is below the average premium over the three preceding auctions, the Board will tax the consignment at a rate based on the average price premium that prevailed at the three preceding auctions. The Board takes this step in order to ensure that the direct export option does not create opportunities to evade taxes.

## 8. Other items

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

- e) All coffee sold under a Direct Premium Coffee Export Licence must have been produced directly by the Licence-holder or members of its organization.

TANZANIA COFEE BOARD

APPLICATION FOR LICENCE FOR EXPORT OF PREMIUM COFFEE

(Made under Regulation 25(1))

TCB/DE/01



One Copy to be sent to:  
Director General  
P.O. Box 732  
**MOSHI – TANZANIA**

Tel: 027-2752324  
Telex: 43088  
Fax: 027-2753033

1. I/We.....(Name of Individual of Firm) of  
..... (Postal Address)  
Tel: No.....Telex:.....Fax:.....e-mail.....
2. I/ we have not been previously Licenced to export premium coffee.
3. My previous licence was No.....dated.....
4. My business office is located at Plot.....at  
Street..... (Town/Place)
5. I have read and will comply with the Statutory Provisions governing the holding of licence for Export of Premium coffee.

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

TANZANIA COFFEE BOARD

LICENCE FOR EXPORT OF PREMIUM COFFEE



M/S.....

.....

.....

.....

Is hereby LICENCED to Export Premium Coffee

Subject to the conditions attached to issuance of this licence.

Issued on.....

Expires on.....

Fee Paid.....

Receipt No.....

Signature: ..... Date: ..... Designation.....

Registration No.....

**TANZANIA COFFEE BOARD**

**APPLICATION FOR A PERMIT FOR EXPORT OF PREMIUM COFFEE**

(Made under Regulation 44 (2))



TCB/DE/03

Your Ref:

Our Ref:

Subject:

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

Dear Sir,

**RE: APPLICATION FOR A PERMIT FOR EXPORT OF PREMIUM COFFEE**

This is to request you to issue a permit for direct export of our coffee sold to ..... under the following concluded terms.

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

Your cooperation will be highly appreciated.

Yours sincerely



**TANZANIA COFFEE BOARD**



**TCB/DE/04**

REF: .....

DATE: .....

TO: .....

.....

.....

Dear Sir,

**RE: PERMIT OF DIRECT COFFEE EXPORT**

This is to confirm that your company has been permitted to export premium coffee. The following are the details of the consignment.

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

Yours faithfully,

.....  
**DIRECTOR GENERAL**

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

## **THIRD SCHEDULE**

### **TANZANIA COFFEE BOARD**

#### **GRADES FOR ROBUSTA AND ARABICA COFFEE**

**(Made under Regulation 19 (4))**

##### **I. GRADING STANDARDS FOR ROBUSTA COFFEE**

1. **GRADE: ROBUSTA OVER SCREEN 18**  
Consist of clean and dry coffee beans of which not more than five percent (5%) by weight will pass through screen 18. To be of good appearance free of primary defects and extraneous matter. To have secondary defects counts of not more than 15 this is three (3) grams from 300 grams sample.
2. **SUPERIOR**
  - a. To consist of clean and dry coffee beans of which not more than 5% by weight will pass through Screen No.16.
  - b. To be of reasonably good appearance, and to be free from extraneous matter, husks, black beans, pods and from all traces of mustiness to have defective points count of not more than 15, which is 3 grams of defects (semi-blacks and insect damaged) or 1% from 300 grams.
3. **GRADE: ROBUSTA FAQ**
  - (i.) To consist of clean and dry coffee beans all of which will pass through Screen No. 16 and of which not more than 5% by weight will pass through Screen No. 14.
  - (ii.) To be of reasonably good appearance and to be free from extraneous matter, and from all traces of mustiness, to have defective points count of not more than 40, and do not exceed 4 grams by weight from 300 grams or 1.5%, and shall be attributable to 12 points by count black beans.
4. **GRADE: ROBUSTA SPECIAL UG (SUG)**
  - (i.) To consist of clean and dry coffee beans all of which will pass through Screen No. 16 and of which not more than 5% by weight will pass through Screen No. 14.
  - (ii.) To be of reasonably good appearance and to be free from extraneous matter, and from all traces of mustiness, to have defects points count of not more than 60 of which not more than 30 points count shall be attributable to blacks, husks and pods or 8 grams, and do not exceed 2.5% by weight from 300 grams.
5. **GRADE: ROBUSTA UG**
  - (i.) To consist of clean dry coffee beans, all of which will pass through Screen No. 14 ad of which not more than 10 by weight will pass through Screen No. 13.

- (ii.) To be free from all traces of mustiness and to contain not more than ½% by weight of extraneous matter and husks together, to have defect the points count of not more than 160 of which not more than 60 points be attributable to black beans.

**6. GRADE: ROBUSTA TRIAGE**

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

**Defectives:**

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

Defective  
Points

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

.....

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

11. Shrivelled bean means a bean which is desiccated, shrivelled and often also corrugated or ridged on the surface.
12. Discoloured bean means a mottled bean which is desiccated, shrivelled and often also corrugated or ridged on the surface.
13. Slightly insect damaged bean means a bean which pinhole by insect or a bean of which less than half has been damaged by pests or diseases.

## II. GRADING STANDARDS FOR MILD ARABICA DESCRIPTION OF PARCHMENT COFFEE

- 1) Premium grade; which shall mean parchment whitish parchment coffee with no damaged, broken, black pods or loose beans;
- 2) Parchment I; which shall mean whitish parchment coffee with centre cuts slightly opened or with few parchments broken by machine;
- 3) Parchment II; which shall mean a fair quality parchment coffee with brownish parchment with centre cuts opened;
- 4) Parchment III; which shall mean parchment coffee, brownish to black skinned beans, with much more beans broken by machine, presence of floats, discoloured parchment and black beans;
- 5) Estate clean; which shall mean domestically hulled coffee greenish in colour and requiring cleaning, grading and polishing only

### **2.0 Mild Coffee Grading Schedules Applicable under Coffee Curing Licence:**

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

Grade Screen Specifications

AA Retained minimum 90% of screen 18.

Maximum 8 – 10% of screen 17

Maximum 2% of screen 15

A Retained minimum 90% of screen 15/16

Maximum 2% of screen 14

B Retained minimum 90% of screen 15/6

Maximum 10% of screen 14

PB Retained minimum 95% pea-berry beans 14

Maximum 5% float beans

AF Minimum 90% screen 17

Maximum 8-10% screen 15/6

Maximum 2% screen 14

TT Maximum 90% screen 15/6

Maximum 10% screen 14

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

F Light broken beans resulting from all above grades.

## FORTH SCHEDULE

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

(Made under Regulation 54(2))

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#### Constitution

- 1.-(1) The stakeholders meeting shall be composed of the representatives of the following stakeholders-
- (a) Eight (8) representatives from the Government;
  - (b) One hundred ninety eight (198) representatives from the local government authorities;
  - (c) Fifteen (15) representatives from the cooperative societies;
  - (d) Fifteen (15) representatives from the Board;
  - (e) Twenty (20) representatives from the coffee growers and their associations;
  - (f) Twelve (12) representatives from the coffee traders;
  - (g) Ten (10) representatives from the coffee processors;
  - (h) Three (3) representatives from the marketing agents;
  - (i) Four (4) representatives from the coffee exporters;
  - (j) Six (6) representatives from the input suppliers;
  - (k) Twelve (12) representatives from the research and extension institutions; and
  - (l) Twenty (20) representatives from the financial institutions and any other person with vested interest in the coffee industry.
- (2) The Meeting shall elect the chairperson of the stakeholders meeting who shall hold office for the term of three years.
- (3) The Board shall be the Secretariat of the Stakeholders meeting.

#### Arrangement of stakeholders meeting

2. – (1) The Secretariat shall arrange for the Stakeholders' meetings to be held at least once in a year or as may be requested by the stakeholders.
- (2) The Secretariat, through the Chairperson, will propose venue and dates for the stakeholders meetings one year in advance.
- (3) The Board and other stakeholders shall serve as facilitators for all stakeholders' meetings.
- (4) Meeting date, time, location and draft agenda information shall be made available at least two weeks prior to the meeting
- (5) Solicitation for meeting agenda items shall be included in each

meeting announcement. Final meeting agenda and associated meeting materials shall be posted one week before the date.

(6) The shareholders meeting may co-opt any person to attend any deliberations of the meeting as an expert but that co-opted person shall not be allowed to vote.

Working groups

**3.** - (1) Stakeholders meeting may appoint Working Groups which shall facilitate the implementation of the Stakeholders' resolutions.

(2) Stakeholders Working Group meeting shall be scheduled on as may be needed by a working group.

(3) Notice of each stakeholders or working group meeting will be posted/advertised on the Newspapers of wide circulation. Emails or post notifications shall be sent by the Board to the designated contact or signatory specified, as well as to all other subscribers to the Stakeholder Process e-mail list.

Role of Chairperson

**4.** - (1) The Chairperson shall preside at all stakeholders meetings. If the Chairman is not present thirty (30) minutes after the time set for the meeting, or it is known that he will not be able to attend, the meeting can still be held if the members present comprise a quorum and appoints an interim Chairperson to preside that only meeting.

(2) The Chairman shall endeavour to achieve a full discussion by the Stakeholders meeting of all agenda items and employ his best effort to allow all members and adequate voice during the meetings.

Resolution of the meeting

**5.** - (1) Draft resolutions of each stakeholders meeting or Working Group meeting shall be made available through e-mail list subscribers or by posting.

(2) Final resolutions of each stakeholders meeting shall be adopted and confirmed on the same date of the meeting.

Powers to regulate its own procedures

**6.** Subject to the provisions of these regulations, the stakeholders' meeting shall have the power to regulate its own procedures in respect of the meetings and proper conduct of its business.

Quorum

**7.**-(1) Half of the members of stakeholders shall constitute a quorum at any meeting and all acts, matters and things to be done by the stakeholders shall be decided by a simple majority of the present members at the meeting.

(2) Each member of the stakeholders meeting shall have one vote and in the event of equality of vote the Chairman shall have a second or casting vote in addition to his normal vote.

Stakeholder

**8.**-(1) A Stakeholder or the Board may request an individual

Individual Meetings	<p>meeting or discussion as long as the outcome of the meeting will be made available to all stakeholders. Nothing in the Stakeholder Process shall prohibit stakeholders from meeting with other stakeholders on a case specific basis to discuss issues of mutual concern or interest.</p> <p>(2) All substantive discussions should take place in formal scheduled meetings.</p>
Attendance and Representation	<p><b>9.</b>-(1) All members of the Stakeholders’ meeting are required to attend all Stakeholders’ meetings as may be scheduled.</p> <p>(2) Where any member is unable to attend for any reason the stakeholders or Working Group meeting as the case may be, which he represents, he may in writing to the Chairperson nominate another person in his place to attend that meeting.</p>
Role of Director General and Secretariat Staff	<p><b>10.</b> A Secretariat staff member other than the Director General will attend Stakeholders meetings to take notes. Other Secretariat staff members may attend to present and address agenda items, or attend to logistical matters. The Director General is the senior Secretariat liaison to the Stakeholders’ meeting and shall attend the meetings. He may delegate others from within the Secretariat to manage communications and programs related to the Stakeholders’ meeting, as the need may arise.</p>
Meeting Notices	<p><b>11.</b> The date and venue of annual meetings will be determined at the previous annual meeting, giving all members one year’s advance notices. Should the date or venue of the annual meeting need to be changed for logistical reasons, all members will be notified of the change at least thirty (30) days in advance. Draft agendas and proposed resolutions will be circulated at twenty one (21) days in advance of the annual general meeting in order to assure that all members have time to review and respond to them before the issuance of meeting agenda.</p>
Establishing Meeting Agendas	<p><b>12.</b>-(1) The Chairman, in consultation with the Secretariat, will propose an agenda. The draft agenda and meeting papers will be circulated to members for comment at least forty five (45) days before the meeting. Up to thirty (30) days before the meeting, members may propose amendments or additional agenda items. Any member may propose an agenda item. These must be provided in writing to the chairman with a copy to the Secretariat. The final agenda and meeting papers will be circulated two weeks in advance of the meeting.</p> <p>(2) When formulating the meeting agenda, the Chairman and Secretariat shall take into consideration the need for adequate time for thorough discussion of all agenda.</p>
Conflict of interest	<p><b>13.</b> Every member shall make a statement concerning any existence of conflict of interest in any matter presented to the meeting. At any time, if</p>



a member realizes that he has or may have a position of conflict of interest ; he must immediately bring this to the attention of the Chairman who will then decide on the appropriate course of action

Extraordinary Meeting                    **14.** The chairman may request an extra-ordinary meeting to consider issues of significant importance. An extra-ordinary meeting should only be called if the matter cannot wait to be considered at the annual general meeting. The resolutions will have the same effect like wise as that of the annual general meetings.

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

Designated Spokespersons                    **16.-(1)** The Stakeholders meeting chairman is the designated spokesperson for the Stakeholders’ meeting. She/he may provide official input on Stakeholder meeting matters with media, governments and other stakeholders requiring formal input.

(2) Stakeholders’ meeting members may speak publicly as individuals participating in the Stakeholder meeting, but are not official spokespersons on behalf of the Stakeholder meeting or of the Board.

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

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

Roles of the Secretariat                    **19.** The role of the Secretariat shall be-

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

National stakeholders meetings

**20.** Annual stakeholders' meetings shall originate from zonal Stakeholders meeting.

Zonal stakeholders meeting

- 21.** (1) Zonal stakeholders meeting shall be convened by the Stakeholders at least twice a year.
- (2) The first zonal stakeholders meeting shall be convened at least three (3) months before the annual stakeholders meeting
- (3) The second Zonal stakeholders meeting shall be convened within a period of at least three months after the annual stakeholders meeting.

Functions of zonal committee meeting

- 22.** Functions of zonal committee meeting will be
- a) To elect:
- Zonal committee members who will exist for a period not exceeding three years.
  - Chairperson of the zonal committee who shall chair the zonal committee for a period not exceeding three year.
- b) To identify opportunities and challenges facing the coffee industry.
- c) To implement the resolutions, prepare and submit to the annual coffee development progress report of the respective zone.

**FIFTH SCHEDULE  
TANZANIA COFEE BOARD**

**STANDARD FORM AGREEMENT FOR CONTRACT FARMING**

**(Made under Regulation 59 (2))**

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

**BETWEEN**

**(Grower)**

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

**AND**

**(Financier)**

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

**Preamble:**

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

**NOW THEREFORE** the parties hereto agree as follows;

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

- 1) Type or kind of facilitation to be issued.....  
.....  
.....
- 2) Total area contracted (Acreage).....

3) Obligations of the grower.

.....  
.....

4) Obligations of the financier.

.....  
.....

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

6) Mode of Payment :

.....  
.....

**B: Terms and Conditions:**

- 1) The parties undertake to comply with requirements of the coffee regulations, 2012 and coffee Industry Act, 2001 as amended.
- 2) The parties undertake to discharge fully all obligations hereby created.
- 3) Neither party shall be liable to the other for failure to fulfil the provisions of this contract if such failure is caused by reason beyond control of either party.
- 4) Any dispute arising between parties to this Contract shall in the first instance be mediated by the Board, failure of which may entitle either party to seek other remedies in accordance with the laws of Tanzania.

**C: Annextures**

The following documents shall form part of this contract

.....  
.....

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

**Grower**

**Witness**

Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_  
**Financier** **Witness**  
 Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Signature \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

**D: Registration of the contract**

The contract is registered/ not registered. *(If not registered, give reasons)*

.....  
 .....

Registration No.....

Designation ..... Signature..... Date.....

Designation ..... Signature..... Date.....

Dar es salaam,  
 ....., 2012

.....  
**JUMANNE A. MAGHEMBE**  
*Minister for Agriculture and Food Security  
 and Co-operatives*