



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE
TAX OMBUDSMAN SERVICE TANZANIA
"Fair and Impartial"



COMPLAINTS REGISTRATION FORM/ FOMU YA USAJILI WA MALALAMIKO

Note: Furnishing false or misleading information is punishable by law/Kumbuka: Kutoa taarifa ya uongo au isiyo sahihi ni kosa kisheria.

Before filling the form, please read carefully the attached notes at the end of the form /Kabla ya kujaza fomu hii, tafadhali soma kwa makini maelekezo mwisho wa fomu hii.

- Use capital letter and where applicable, mark with (√)/Tumia Herufi Kubwa, weka alama (√) inapohitajika
- Item marked with asterisk (*) are Mandatory/ Sehemu iliyowekewa alama ya nyota (*) ni lazima ijazwe.

1: General Information/ Taarifa ya Ujumla
1) * Applicant: Complainant/Mlalamikaji [] Complainant representative/Mwakilishi wa Mlalamikaji []
2) * Complainant Details/ Taarifa za Mlalamikaji
Full Name/ Jina Kamili:
TIN/ Namba ya Utambulisho wa Mlipakodi:
Phone Number/ Namba ya Simu
E-mail Address/ Barua Pepe
For an individual; write number and attach copy of any of the Identity Card / kama ni mtu binafsi andika Na. na ambatisha nakala ya kitambulisho mojawapo: National ID Number: Passport Number: Driving License number:
ID No/ Namba ya kitambulisho
3) *Nature of Business/ Aina ya Biashara
4) *Physical business address/ Sehemu ilipo Biashara
Postal Address/Sanduku la barua
Plot and Block No /Namba ya Kiwanja na Kitalu
Street/ Mtaa
District/Wilaya
Region/Mkoa
5) * Residence/ Ukazi: /Resident/Mkazi [] No-Resident/Asiye Mkazi [] Country of Residence/Nchi ya Ukazi
6) Complainant representative Details/ Taarifa za Mwakilishi wa Mlalamikaji
a) Practitioner/ Mtaalamu [] Trustee/Mdhamini [] Attorney/Mwanasheria [] Clearing Agent/Wakala [] Other/Wengine []
Professional board/ Bodi ya Kitaaluma:

8) Complainant's Representative Declaration/ Tamko la Mwakilishi wa Mlalamikaji
I, the undersigned, do hereby declare that the particulars given above are correct and complete to the best of my knowledge and that any change of details shall be communicated to the Tax Ombudsman in writing within thirty days from the date of change / Nathibitisha kwamba taarifa zilizopo hapo juu ni kamili na sahihi kwa kadri ya ufahamu wangu na kwamba Mabadiliko yoyote ya taarifa nilizotoa lazima yafikishwe kwa Msuluhishi wa Malalamiko kwa maandishi katika kipindi kisichozidi siku thelalithini kuanzia siku ya mabadiliko.
Title: Mr/ Bwana [] Mrs/ Bibi [] Ms/ Bi []
Position/Wadhifa:..... Signature/Saini
Date/Tarehe(DD/MM/YYYY) ____/____/____
9) *Complainant's Declaration/ Tamko la Mlalamikaji
"I, the undersigned, do hereby declare that the particulars given above are correct and complete to the best of my knowledge and that any change of details shall be communicated to the Tax Ombudsman in writing within thirty days from the date of change / Nathibitisha kwamba taarifa zilizopo hapo juu ni kamili na sahihi kwa kadri ya ufahamu wangu na kwamba Mabadiliko yoyote ya taarifa nilizotoa lazima yafikishwe kwa Msuluhishi wa Malalamiko kwa maandishi katika kipindi kisichozidi siku thelalithini kuanzia siku ya mabadiliko.
Title: Mr/ Bwana [] Mrs/ Bibi [] Ms/ Bi []
Position/Wadhifa:..... Signature/Saini
Date/Tarehe(DD/MM/YYYY) ____/____/____"

10) *Required Attachments/Viambatisho muhimu

- a) A complaints letter describing the issue in question/ Barua inayoelezeaundani wa lalamiko/malalamiko
- b) Documents of evidence justifying that the complainant has exhaust the procedures of TRA/Nyaraka zinazothibitisha kuwa mlalamikaji amefuata na kukamilisha taratibu za ndani za TRA kuhusu malalamiko
- c) When using a representative, the complainant must submit;/ viambatanisho iwapo malalamiko yameletwa na mwakilishi
 - o A power of attorney form from an approved Attorney/ Kiapo cha kisheria,
 - o Approved specified Board Certificate of a representative/ Cheti cha uanachama cha bodi za kitaalam
 - o ID copies of the complainant and the representative/ kopi za Vitambulisho
- d) ID copies of the complainant/Nakala ya kitambulisho
- e) If the complainant is an entity, complainant's declaration must be signed by the director of a respective entity/Kama mlalamikaji ni kampuni uthibitisho wa mlalamikaji ni lazima usiniwe na mkurugenzi wa kampuni husika

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NOTE: If insufficient evidence is provided, the matter may be terminated, or a complainant might be given another opportunity to provide the necessary evidence.

Endapo nyaraka muhimu hazitaambatanishwa, lalamiko linaweza kutupiliwa mbali ama mlalamikaji kupewa nafasi nyingine yakuleta nyaraka muhimu