



**JAMHURI YA MUUNGANO WA TANZANIA**  
**WIZARA YA FEDHA NA MIPANGO**  
**MSULUHISHI WA MALALAMIKO**  
**NA TAARIFA ZA KODI TANZANIA**  
*"Haki na Usawa"*



**COMPLAINTS FORM / FOMU YA MALALAMIKO**

<b>Complainant / Mlalamikaji:</b>	<input type="checkbox"/>	<b>Complainant representative/ Mwakilishi wa Mlalamikaji:</b>	<input type="checkbox"/>
<b>Complainant Details/ Taarifa za Mlalamikaji</b>			
<b>Full Name/ Jina Kamili:</b>	<input type="text"/>		
<b>TIN/ Namba ya Utambulisho wa Mlipakodi:</b>	<input type="text"/>		
<b>Phone Number/ Namba ya Simu:</b>	<input type="text"/>		
<b>E-mail Address/ Barua Pepe:</b>	<input type="text"/>		
<b>For an individual; write number and attach any of the Identity Card / kama ni mtu binafsi andika Na. na ambatisha kitambulisho mojawapo (National ID Number, Passport Number, Driving License number):</b>	<input type="text"/>		

<b>Nature of Business/ Aina ya Biashara:</b>	<input type="text"/>						
<b>Physical business address/ Sehemu ilipo Biashara:</b>	<input type="text"/>						
<b>Postal Adress/Sanduku la barua:</b>	<input type="text"/>						
<b>Plot and Block No /Namba ya Kiwanja na Kitalu:</b>	<input type="text"/>						
<b>Street/ Mtaa:</b>	<input type="text"/>						
<b>District/Wilaya:</b>	<input type="text"/>						
<b>Region/Mkoa:</b>	<input type="text"/>						
<b>Residence/ Ukazi</b>	<b>Resident/ Mkazi</b>	<input type="checkbox"/>					
<b>Non-Resident/ Asiye Mkazi</b>	<b>Non- Resident/ Asiye Mkazi</b>	<input type="checkbox"/>	<b>Country of Residence/ Nchi ya Ukazi</b>	<b>Select/ Chagua</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Complainant representative Details/ Taarifa za Mwakilishi wa Mlalamikaji</b>	<input type="text"/>						
<b>Practitioner/ Mtaalamu</b> <input type="checkbox"/>	<b>Trustee/ Mdhamini</b> <input type="checkbox"/>	<b>Attorney/ Mwanasheria</b> <input type="checkbox"/>	<b>Clearing Agent/Wakala</b> <input type="checkbox"/>	<b>Other/ Wengine</b> <input type="checkbox"/>			
<b>Professional board/ Bodi ya Kitaaluma. Taja:</b>	<input type="text"/>	<b>Registration Number/ Namba ya Usajili</b>	<input type="text"/>				

<b>If Other please state relationship/Kama mwingine tafadhali ainisha mahusiano</b>	<input type="text"/>		
<b>Full Name/ Jina Kamili:</b>	<input type="text"/>		
<b>TIN/ Namba ya Utambulisho wa Mlipakodi:</b>	<input type="text"/>		
<b>Phone Number/ Namba ya Simu:</b>	<input type="text"/>		
<b>E-mail Address/ Barua Pepe:</b>	<input type="text"/>		
<b>Identity Card (Any)/ Kitambulisho (Mojawapo):</b>	<input type="text"/>		
<b>National ID Number/ Namba ya Kitambulisho cha Taifa:</b>	<input type="text"/>		
<b>Passport Number/ Namba ya Hati ya Kusafiria:</b>	<input type="text"/>		
<b>Driving License/ Leseni ya Udereva</b>	<input type="text"/>		
<b>Voters Card/ Kadi ya Mpiga Kura</b>	<input type="text"/>		
<b>Complaints details/ Taarifa za malalamiko</b>			
<b>Complaints Type/ Aina a Malalamiko</b>	<b>Administration/ Utawala</b> <input type="checkbox"/>	<b>Service/ Huduma</b> <input type="checkbox"/>	<b>Procedural/ Utaratibu</b> <input type="checkbox"/>
<b>Summary of complaints/ Malalamiko kwa kifupi</b>	<input type="text"/>		

<b>Resolution Expexted/Suluhisho tarajiwa</b>	
<b>Complainants Representative Declaration/ Tamko la Mwakilishi wa Mlalamikaji</b>	
<b>I declare that:/Natamka kuwa:</b>	
<b>To the best of my knowledge the information is true</b>	
<b>Kwa akili yangu timamu nathibitisha taarifa ni sahihi</b>	
	<b>Signature/ Sahihi</b> <input type="text"/>
	<b>Date/ Tarehe (DD/MM/YY)</b> <input type="text"/>

<b>Complainants Declaration/ Tamko la Mlalamikaji</b>		
<b>I declare that:/Natamka kuwa:</b>	<b>Signature/ Sahihi</b>	<b>Date/ Tarehe (DD/MM/YY)</b>
<b>To the best of my knowledge the information is true</b>	<input type="text"/>	<input type="text"/>
<b>Kwa akili yangu timamu nathibitisha taarifa ni sahihi</b>		

Attachments Required/ Viambatanisho

When using a representative, the complainant must submit;/ viambatanisho iwapo malalamiko yameletwa na mwakilishi

A power of attorney form from an approved Attorney/ Kiapo;

\*Approved specified Board Certificate of a representative/ Cheti cha uanachama

\*ID copies of the complainant and the representative/ kopi za Vitambulisho

\*A complainant must write a complaints letter describing the issue in question/ Barua inayoelezeaundani wa lalamiko.

\*Documents of evidence justifying that the complainant has exhaust the procedures of TRA/ ambatanisha nyaraka za malalamiko zilizowasiishwa TRA

**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**