TANZANIA NATIONAL CHAMBER OF COMMERCE (TNCC)

MEMBERSHIP AND ELECTIONS REGULATIONS, 2025

(Made under Article 142 of the TNCC Memorandum and Articles of Association, as amended in 2025)

ARRANGEMENT OF REGULATIONS

PART I – PRELIMINARY PROVISIONS

1. Title
2. Preamble
3. Definitions
4. Interpretation

PART II – MEMBERSHIP

5. Membership categories
6. Membership qualification and documentation
7. Procedure for membership admission
8. Cessation of membership
9. Membership rights
10. Membership obligations

PART III – ELECTION OF THE TNCC LEADERSHIP

11. Representation in the TNCC leadership
12. Leadership qualifications
13. Right to vote and to be elected
14. Elections procedure
15. Objections during nomination
16. Campaigns on the election day
17. Guidelines of the election process

PART IV – ELECTION COMMITTEE

18. Appointment of the Election Committee
19. Functions of the Election Committee
20. Review of decisions of the Election Committee

PART V – ELECTIONS RETURNING OFFICER

21. Appointment of the Returning Officer
22. Duties and responsibilities of the Returning Officer

PART VI – VOTING

23. Voting procedure
24. Declaration of results and Certificate of Victory

PART VII – ELECTIVE LEADERSHIP POSITIONS

25. Branch and District Chambers
26. Regional Chambers
27. Tanzania National Chamber
28. Membership Fee upon Election to Leadership

PART VIII – ASSUMPTION OF OFFICE AND OATH

29. Assumption of office
30. Oath-swearing ceremony and certificate

PART IX – GENERAL PROVISIONS

31. Disqualification of a candidate
32. Communication and chain of command
33. Eligibility to hold office
34. Offences and discipline

SCHEDULES / ANNEXES

Annex A – Notice of Election

Annex B – Leadership Application (Nomination) Form

Annex C – Notice of Objection Form

Annex D – Election Committee Decision / Review Form

Annex E – Ballot Paper (specimen)

Annex F – Certificate of Victory (Hati ya Ushindi)

Annex G – Oath of Office and Certificate of Oath-Swearing

Annex H – Leadership Code of Ethics (declaration)

PART I

PRELIMINARY PROVISIONS

1. Title

These Regulations shall be cited as the Tanzania National Chamber of Commerce (Membership and Elections) Regulations, 2025.

2. Preamble

These Regulations are a set of practical guidelines intended to clarify the procedures for the recruitment of members of the Tanzania National Chamber of Commerce ("the Chamber" or "TNCC") and the election of its leaders, pursuant to the Memorandum and Articles of Association of the Chamber, so as to ensure democratic governance and the smooth operation of the Chamber.

3. Definitions

In these Regulations, unless the context otherwise requires, the terms defined in the Memorandum and Articles of Association of the Chamber ("the MEMARTS") shall bear the same meaning. In particular:

"paid-up member" means a member of the Chamber who has paid the subscription fees for the year in which the election takes place and who is not in arrears;

"Election Committee" means the committee appointed under regulation 18 to organise, conduct, and supervise the elections of the Chamber at all levels, and to review its own decisions under regulation 20;

"Returning Officer" means the officer appointed under regulation 21 responsible for the conduct of elections in accordance with the MEMARTS and these Regulations;

"Certificate of Victory" (Hati ya Ushindi) means the certificate issued by the Election Committee under regulation 24 to a candidate declared duly elected;

"Election Day" means the day appointed for the holding of an election under these Regulations.

4. Interpretation

Words importing the singular include the plural and vice versa; words importing one gender include the other; and a reference to a written law includes that law as amended or re-enacted from time to time. Where these Regulations are silent, the MEMARTS and, so far as applicable, the Companies Act [Cap. 212] shall govern.

PART II

MEMBERSHIP

5. Membership Categories

The membership of the Chamber is categorised as follows:

(a) Ordinary members;

(b) Corporate members;

(c) Affiliate or associate members (Business Associations);

(d) Diaspora members;

(e) Honorary members;

(f) Women in business members;

(g) Youth in business members;

(h) Members living with disabilities who own or operate a lawful business.

A member registered under any of the foregoing categories shall be engaged in business in at least one of the areas recognised by the MEMARTS, including registered and licensed companies; surveyed or unsurveyed, licensed commercial farms, parks, reserves, and livestock units; business associations and cooperatives; groups of micro, small, and medium enterprises; professional business associations and service firms; and public corporations, agencies, and entities.

6. Membership Qualification and Documentation

An applicant for membership and an aspiring leader shall submit the documents prescribed for the relevant level. The required documents are set out in Annex B to these Regulations and include, as applicable, the certificate of incorporation or business-name extract; TIN and VAT certificate; a valid business licence; permits relevant to the line of business; MEMARTS for the company; audited accounts or financial statements; two passport-size photographs; the physical address or a

sketch map of the business premises; a land occupancy or lease document where the applicant is engaged in commercial farming; and a copy of the National Identification Number or passport.

7. Procedure for Membership Admission

Membership becomes effective upon submission of a duly completed membership application form, fulfilment of the requirements under regulation 6, and payment of the relevant fees prescribed by the MEMARTS. Upon approval of an application, the applicant shall be issued a TNCC membership certificate and a copy of the MEMARTS.

8. Cessation of Membership

Membership of the Chamber shall cease upon resignation with one month's written notice; upon death, in the case of an individual member; upon dissolution of a company; upon bankruptcy; upon a member becoming of unsound mind; upon failure to pay subscription fees for three consecutive years; upon failure to perform membership obligations under the MEMARTS; or upon termination by the competent Executive Committee after due process.

9. Membership Rights

A paid-up and active member enjoys the rights conferred by the MEMARTS, including the right of access to the Chamber's documents and books; the right to participate in and make fundamental decisions at general meetings; rights in respect of the Chamber's accounts and audit; and rights against mismanagement. The right to vote and to be elected is governed by regulation 13.

10. Membership Obligations

A member shall observe the MEMARTS, these Regulations, and the decisions of the Chamber's organs, and shall, in particular, pay the annual subscription fees,

participate in the Chamber's activities, and uphold the highest standards of business ethics. Failure to pay the subscription within the first three months of the year shall result in the forfeiture of such services and rights as the respective local Chamber may define. Membership shall cease upon failure to pay for three consecutive years.

PART III

ELECTION OF THE TNCC LEADERSHIP

11. Representation in the TNCC Leadership

As far as possible, the leadership of the Chamber shall reflect the diversity of the members of the respective area, taking into account age, experience, business or economic occupation, professionalism, and gender. To broaden representation, the following groups shall be represented at all levels: women members; youth members; members living with disabilities; Business Associations; and representatives of the eight Economic Group Sections recognised by the MEMARTS.

Table 1: The Eight Economic Group Sections

Section	Scope
EGS 1	Agri-business, livestock, fishery, and forestry.
EGS 2	Energy and mining.
EGS 3	Manufacturing and logistics.
EGS 4	Construction, engineering, and real estate.
EGS 5	Trade and marketing.
EGS 6	Finance and professional service businesses.
EGS 7	Tourism, hotel services, arts, and entertainment.
EGS 8	Social-service-related activities.

12. Leadership Qualifications

A member aspiring to a leadership position shall be a practising and active business person; have a proven record of integrity; provide audited accounts or financial statements for the past two years, where required for the level; provide evidence of compliance with statutory obligations; provide evidence of payment

of subscription fees for the past two years with no arrears; not have been convicted of a criminal offence; meet the minimum academic qualification prescribed for the level; not exceed seventy years of age; submit the documents in Annex B; pay the prescribed non-refundable application fee; and, upon election, sign the TNCC Leadership Code of Ethics for Elected Leaders in Annex H.

Table 2: Application Fees

Level and position	Application fee (TZS)	MLWD fee (TZS)
National: President and Vice-President	1,000,000	500,000
National: elected Board aspirants	500,000	300,000
Regional: Chairperson, Vice-Chairperson, Treasurer	300,000	150,000
Regional: Executive and Management Committee	200,000	100,000
District: Chairperson, Vice-Chairperson, Treasurer	150,000	75,000
District: Executive and Management Committee	100,000	50,000
Branch: Chairperson, Vice-Chairperson, Treasurer	50,000	25,000
Branch: Executive and Management Committee	50,000	25,000

Note: In this table, **MLWD** means a Member Living with Disability.

13. Right to Vote and to Be Elected

Only a **paid-up member** of the Chamber shall be entitled to vote at an election, and only a paid-up member shall be entitled to be nominated for and elected to a leadership position. A member who is in arrears of subscription fees for the year of the election shall not vote, stand, or be elected, and the name of such member shall not appear on the register of members entitled to vote prepared under regulation 23. The entitlement to vote and to be elected is also subject to the qualifications set out in regulation 12 and the eligibility provisions in regulation 32.

14. Elections Procedure

Every aspiring leader shall comply with the following procedure:

(a) The Chief Executive Officer at the national level, the Regional Manager at the regional level, and the District Manager at the district and branch levels shall issue a notice of election to members in the form of Annex A at least forty-five days before the election day.

(b) An aspiring candidate shall declare their intention by completing the prescribed leadership application (nomination) form in Annex B, issued by the Returning Officer.

(c) An aspiring candidate shall submit the duly completed form to the Returning Officer within thirty days of the notice, and in any event no later than fifteen days before the election day, whether in hard copy or electronically.

(d) The Election Committee shall meet, scrutinise the nominations, and, where applicable, interview the candidates within five days of the deadline for submission.

(e) The Election Committee shall publish the list of validly nominated candidates and notify them at least seven days before the election day.

(f) The Election Committee shall submit a report on the nomination process to the Board or the Management Committee, as the case may be, for approval.

15. Objections During Nomination

There shall be an objection process at the nomination stage, which shall be conducted as follows:

(a) Upon publication of the list of nominated candidates under regulation 14(e), any paid-up member may object to a candidate's nomination on the ground that the candidate does not meet the qualifications in

regulation 12, is ineligible under regulation 32, or has submitted false or incomplete documentation.

(b) An objection shall be lodged in writing, in the form of Annex C, with the Returning Officer within three days of the publication of the list, stating the grounds of the objection and attaching any supporting evidence.

(c) The Returning Officer shall forward the objection to the Election Committee, which shall notify the affected candidate and afford that candidate an opportunity to respond within two days.

(d) The Election Committee shall determine the objection within three days of receiving the response, or, if no response is received, within three days of the expiry of the time for a response, and shall communicate its decision in writing, in the form of Annex D, to the objector and the affected candidate.

(e) An objection shall not, of itself, stay the election unless the Election Committee, having regard to the substance of the objection, directs otherwise.

A person dissatisfied with a decision of the Election Committee on an objection may seek a review under regulation 20, and that review shall be **final and conclusive**.

16. Campaigns on the Election Day

Election campaigns shall be conducted only on the election day, and not before, and shall be subject to the following:

(a) No candidate shall campaign, canvass, or solicit votes before election day, whether in person, in print, or via electronic or social media; a breach of this sub-regulation constitutes a violation for the purposes of regulation 30.

(b) On the day of the election, before voting begins, each candidate for a position shall be given an equal opportunity to address the members for a period not exceeding five minutes to present their candidature.

(c) Immediately after each presentation, the candidate shall answer questions from the members for a further period of no more than five minutes.

(d) The Election Committee shall strictly and impartially keep time and ensure that every candidate for the same position is accorded equal time and treatment.

(e) No campaign material shall be displayed or distributed at the voting venue, except as the Election Committee may permit for the orderly conduct of the presentations under this regulation.

17. Guidelines of the Election Process

The election process shall be conducted as follows:

(a) The outgoing President or Chairperson shall declare the resignation of the entire leadership to enable the election of the new leadership.

(b) At the national level, the immediate Past President shall preside over the election, assisted by the Returning Officer; at the regional and lower levels, the President or their representative shall preside over the election, assisted by the Returning Officer; notice of a regional election shall be sent to the Chamber headquarters no less than twenty-one days before the election day.

(c) Voting shall be by secret ballot on the principle of one member, one vote.

(d) Ballot papers shall be prepared, counter-checked, and handed to the presiding officer; cast ballots shall be collected in empty, transparent boxes.

(e) Counting shall be conducted immediately after voting, within the election room, by members appointed at random by the presiding officer, and each candidate may appoint one representative to observe the count.

(f) Only valid votes shall be counted; in the event of a tie, the tied candidates shall proceed to a further round of voting held immediately, and the presiding officer shall determine whether to hold further rounds or to postpone the election for that position.

(g) The cast ballot papers shall be preserved in a safe place for one year.

PART IV

ELECTION COMMITTEE

18. Appointment of the Election Committee

For the purpose of impartiality and transparency, there shall be an Election Committee, appointed as follows:

(a) The Board shall appoint an Election Committee of not fewer than five and not more than seven members, comprising respected professionals from diverse backgrounds, such as lawyers, administrators, judges, business people, and academics.

(b) The members shall be appointed at least one month before the election day and shall elect from among themselves a chairperson and a vice-chairperson, with the chairperson being a lawyer by profession.

(c) A member shall serve for the period specified in the official election calendar issued by the Board.

(d) A person shall cease to be a member upon resignation; upon being certified as of unsound mind; upon removal by the Board for misconduct; upon being suspended or barred from legal practice; or upon conviction of an offence involving moral turpitude.

19. Functions of the Election Committee

The Election Committee shall:

(a) Receive, scrutinise, and approve nominations, and, for senior positions such as President, Vice-President, Chairperson, and Vice-Chairperson, check references and interview the aspirants;

(b) Organise and conduct, in a free, fair, safe, and transparent manner, the Chamber elections at all levels;

(c) Determine objections lodged during the nomination stage under Regulation 15;

(d) Supervise and keep time for the campaigns conducted on election day under Regulation 16;

(e) Receive and deal with complaints arising out of the nomination, campaign, or election process, and make election pronouncements;

(f) Review its own decisions under regulation 20;

(g) Issue the Certificate of Victory under regulation 24; and

(h) Prepare and submit an evaluation report to the Board, and perform such other election duties as the general meeting may direct.

In the performance of its functions, the Election Committee shall protect and promote the interests and objectives of the Chamber and shall conduct the elections in a manner that results in the candidates and members accepting the process and the results.

20. Review of Decisions of the Election Committee

In place of any appeal, a decision of the Election Committee may be reviewed by the Election Committee itself, as follows:

(a) A person aggrieved by a decision of the Election Committee, whether made on an objection under regulation 15, on a complaint, or otherwise in the conduct of the election, may apply in writing to the Election Committee for a review of that decision.

(b) An application for review shall be lodged with the Returning Officer for transmission to the Election Committee within two days of the decision if the election has not yet concluded, and within seven days of the decision if the election has concluded, stating the grounds relied upon.

(c) The Election Committee shall convene to determine a review within two working days if the election is underway, and within five working days if the election has concluded.

(d) The applicant may make oral representations to the Election Committee if he or she so wishes, and the Committee may confirm, vary, or set aside the decision under review.

(e) A decision of the Election Committee on a review shall be final and conclusive and not subject to any further appeal or review; brief written reasons shall be provided to the applicant and the Board.

PART V

ELECTIONS RETURNING OFFICER

21. Appointment of the Returning Officer

The Chief Executive Officer shall be the Returning Officer for all elections under these Regulations. The Chief Executive Officer may, in writing, delegate any function of the Returning Officer in relation to regional, district, or branch elections to a member of the Secretariat, a Regional Manager, a District Manager, or a Branch Manager;

PROVIDED that no such delegation shall be made in respect of national leadership elections and that the Chief Executive Officer shall remain responsible for the conduct of the elections.

22. Duties and Responsibilities of the Returning Officer

The Returning Officer shall set the election timeline; provide instructions on the conduct of elections; issue the standard nomination forms; coordinate the dissemination of election information; convene an information session for prospective candidates before nominations close; receive objections and applications for review, and transmit them to the Election Committee; submit the Election Committee report to the Board on the overall process and results; and keep all cast votes in safe custody for reference.

PART VI

VOTING

23. Voting Procedure

Voting shall be conducted as follows:

(a) On the election day, the presiding officer shall place at the voting venue a list of registered paid-up members entitled to vote, together with ballot papers, ballot boxes, and any facility that enables a voter to vote in confidence.

(b) The design of the ballot shall be determined by the Election Committee and shall include sufficient information to identify the elective position, the candidates, and the year of the election, and shall provide space for the voter to indicate their choice, in the form of Annex E.

(c) After marking the ballot, the member shall fold it and place it in the ballot box; a member unable, by reason of physical disability, to mark the ballot may be assisted by one person of their choice.

(d) Upon the conclusion of voting, the presiding officer shall supervise the counting of the ballots in the presence of the members at the venue and shall announce the result once the tally is ascertained.

(e) In the event of a tie between the leading candidates, a further round of voting among the tied candidates shall be held immediately; and in the event of a further tie, the presiding officer shall determine whether to hold further rounds or to postpone the election for that position.

24. Declaration of Results and Certificate of Victory

The announcement of the presiding officer shall constitute the official result of the election. As soon as practicable after the declaration, the Election Committee shall issue to each candidate declared duly elected a Certificate of Victory (*Hati ya Ushindi*), in the form set out in Annex F, signed by the chairperson of the Election

Committee and bearing the seal of the Chamber. The Certificate of Victory is evidence that the named person has been duly elected to the stated position.

PART VII

ELECTIVE LEADERSHIP POSITIONS

The elective and non-elective composition of the organs of the Chamber at each level shall be as set out in this Part. In each organ, the non-elective members serve ex officio and, except for the secretary, where expressly provided, without the right to vote in elections.

25. Branch and District Chambers

(a) District and Branch General Meeting

Elective members: the Chairperson; the Vice-Chairperson; the Treasurer; the Honorary Secretary (in the case of a Branch); the Chairpersons of the Branch Chambers (in the case of a District Chamber); and all paid-up members registered with the District or Branch Chamber.

Non-elective members: the District Manager (ex officio member and secretary); and the Immediate Past Chairperson of the District or Branch Chamber, as the case may be.

(b) District and Branch Executive Committee

Elective members: the Chairperson; the Vice-Chairperson; the Treasurer; the Honorary Secretary (in the case of a Branch); the Chairpersons of the Branch Chambers (in the case of a District Executive Committee); one member representing Business Associations; one member representing women members; one member representing youth members; and one member representing members living with disabilities.

Non-elective members: the District Manager (ex officio member and secretary); the Immediate Past Chairperson of the District Chamber or Branch, as the case may be; and one member appointed to represent the Government (ex officio).

(c) District and Branch Management Committee

Elective members: the Chairperson; the Vice-Chairperson; the Treasurer; the Honorary Secretary (in the case of a Branch); one member representing women members; one member representing youth members; one member representing members living with disabilities; two representatives elected from all the Economic Group Sections; and one member representing Business Associations.

Non-elective members: the District Manager (ex officio member and secretary), and one member appointed to represent the Government (also ex officio).

26. Regional Chambers

(a) Regional Chamber General Meeting

Elective members: the Regional Chairperson; the Vice-Chairperson; the Treasurer; the District Chairpersons; two representatives from each Economic Group Section in each District; one member representing Business Associations in each District; one member representing women members in each District; one member representing youth members in each District; one member representing members living with disabilities in each District; and all paid-up members registered in the District where the Regional Chamber's headquarters is situated

Non-elective members: the Regional Manager (ex officio member and secretary) and the Immediate Past Chairperson of the Regional Chamber.

(b) Regional Executive Committee

Elective members: the Chairperson; the Vice-Chairperson; the Treasurer; the Chairpersons of all District Chambers; eight elected members, one from each Economic Group Section; one member representing Business Associations; one member representing women members; one member representing youth members; and one member representing members living with disabilities.

Non-elective members: the Regional Manager (ex officio member and secretary); the Immediate Past Chairperson of the Regional Chamber; and one member appointed to represent the Government (ex officio).

(c) Regional Management Committee

Elective members: the Chairperson; the Vice-Chairperson; the Treasurer; one member representing the District Chairpersons; one member elected to represent all the Economic Group Sections; one member representing Business Associations; and one member representing women members.

Non-elective members: the Regional Manager (ex officio member and secretary); and one member appointed to represent the Government (also ex officio).

27. Tanzania National Chamber

(a) National General Meeting

Elective members: the President; the Vice-President; the twenty-six Chairpersons of all Regional Chambers; sixteen corporate members elected by the corporate members' caucus; two representatives from each Economic Group Section in each region; twenty-six members representing Business Associations, one elected from each region; twenty-six members representing women members, one elected from each region; twenty-six members representing youth members, one elected from each region; and three members representing members living with disabilities.

For the avoidance of doubt, the representation of the Economic Group Sections at the National General Meeting comprises two representatives from each of the eight Economic Group Sections in each of the twenty-six regions, that is, sixteen members per region and four hundred and sixteen members in total. The three members representing members living with disabilities shall be elected by a

national caucus of members living with disabilities, convened by the Election Committee for that purpose.

Non-elective members: the Chief Executive Officer (ex officio member and secretary); the Immediate Past President; and two members representing the Government (ex officio), nominated by the responsible Minister at the Board's invitation.

(b) National Executive Committee (NEC)

Elective members: the President; the Vice-President; the twenty-six Chairpersons of all Regional Chambers; eight corporate members elected by the general meeting; eight members, one from each Economic Group Section; one member representing Business Associations; five members representing women members; five members representing youth members; and one member representing members living with disabilities.

Non-elective members: the Chief Executive Officer (ex officio member and secretary); two members representing the Government (ex officio); and the Immediate Past President.

(c) Board of Directors

Elective members: the President; the Vice-President; one member representing the Regional Chamber Chairpersons; one member representing the corporate members; one member representing the Business Associations; two members representing women members; one member representing youth members; one member representing members living with disabilities; and one member representing all the Economic Group Sections.

For the avoidance of doubt, and to correct the imbalance previously observed, the Board of Directors shall include one member representing youth members and one member representing members living with disabilities. The larger numbers of women, youth, and Economic Group Section representatives provided for at

the National Executive Committee reflect the wider representative character of that organ and do not apply to the Board, whose membership is deliberately smaller.

Non-elective members: the Chief Executive Officer (ex officio member and secretary); one member representing the Government (ex officio); and one member representing the Professional Service Membership category, who shall be the Chairperson of the Audit and Risk Committee and be appointed by the Board on the recommendation of the professional service members.

28. Membership Fee upon Election to Leadership

A paid-up member elected to any leadership position of a Branch, District, Regional, or National Chamber under this Part shall pay the highest membership fee prescribed for the respective level, with effect from the date of assumption of office under regulation 28.

PART VIII

ASSUMPTION OF OFFICE AND OATH

29. Assumption of Office

Where an election is concluded, the elected persons shall assume the leadership of the Chamber upon the declaration of the results, except that the outgoing office-bearers may arrange a formal handover within two weeks of the election. The assumption of office is completed by the taking of the oath under regulation 29.

30. Oath-Swearing Ceremony and Certificate

There shall be an oath-swearing ceremony for the newly elected leaders, conducted as follows:

(a) Every person duly declared elected shall, before assuming the full exercise of office, take and subscribe to the Oath of Office in the form set out in Annex G at a ceremony convened by the Chamber for that purpose.

(b) The oath shall be administered by the chairperson of the Election Committee, or by any other person designated by the Board, in the presence of the members.

(c) Upon taking the oath, each leader shall be issued with a Certificate of Oath-Swearing, in the form set out in Annex G, signed by the person administering the oath and bearing the seal of the Chamber.

(d) At the same ceremony, each elected leader shall sign the TNCC Leadership Code of Ethics for Elected Leaders, set out in Annex H.

PART IX

GENERAL PROVISIONS

31. Disqualification of a Candidate

A candidate who has knowingly or intentionally violated any provision of these Regulations, including the campaign restrictions in regulation 16, shall be disqualified unless the Election Committee, on a harm analysis, finds that the violation may be remedied by a warning. The harm analysis shall consider the actual prejudice suffered by the other candidates, the effect on the integrity of the election and the Chamber, and the manner in which the violation occurred. Where a candidate is disqualified or withdraws, the Election Committee shall publish a notice through the Chamber's official channels.

32. Communication and Chain of Command

For the purposes of these Regulations, the District Manager shall report to the Regional Manager, and the Regional Manager to the Chief Executive Officer, subject to supervision by the respective District or Regional Chairperson. A designated officer at headquarters shall coordinate the Regional Chambers, and the Managers shall submit quarterly implementation reports.

33. Eligibility to Hold Office

The following persons shall not hold any leadership position in the Chamber: a Minister, Deputy Minister, or Permanent Secretary of the Government; a public or civil servant; an elected or appointed leader of a political party; an employee of a local government authority; a leader of a political party or its affiliated organisations at any level; a leader of a trade union or its affiliated organisations at any level; an employee of the Chamber or of any other private-sector organisation; and a non-citizen, provided that nothing in this regulation disqualifies a bona fide business person from becoming a member of the Chamber.

34. Offences and Discipline

Any member, leader, or member of staff who contravenes these Regulations commits an offence and is liable to disciplinary action, determined by the National Executive Committee at the national level and by the Management Committee at the regional and district levels.

Signed at ..... this 16th day of December, 2025.

Name: VICENT BRUNO MINJA

Title: CHAIRMAN OF TNCC BOARD OF DIRECTORS

Signature: .....

Name: OSCAR CONRAD KISSANGA

Title: SECRETARY OF TNCC BOARD OF DIRECTORS

Signature: .....

ANNEX A

NOTICE OF ELECTION

TANZANIA NATIONAL CHAMBER OF COMMERCE

NOTICE IS HEREBY GIVEN that an election of the leadership of the Chamber at the level stated below will be held in accordance with the Tanzania National Chamber of Commerce (Membership and Elections) Regulations, 2025.

Level of election (National / Regional / District / Branch):

.....

Chamber / area: .....

Date of election: .....

Venue: .....

Positions to be contested:

.....

Closing date for nominations (not later than 15 days before the election):

.....

Issued by (CEO / Regional Manager / District Manager):

.....

Date of this notice (not less than 45 days before the election):

.....

ANNEX B

LEADERSHIP APPLICATION (NOMINATION) FORM

TANZANIA NATIONAL CHAMBER OF COMMERCE

To be completed by an aspiring candidate and submitted to the Returning Officer within thirty days of the notice of election, and not later than fifteen days before the election day.

Part 1 – Candidate details

Full name of candidate:

.....

Name of business / entity:

.....

Membership number: .....

Category of membership:

.....

Position contested: .....

Level (National / Regional / District / Branch):

.....

Region / District / Branch:

.....

Telephone and e-mail:

.....

National ID / Passport number:

.....

Part 2 – Documents submitted (tick as applicable)

Document	Attached	N/A
Certificate of incorporation / business-name extract		
TIN and VAT certificate		
Valid business licence		
Permit(s) relevant to the business		
Company MEMARTS		
Audited Financial Statements for the Two (2) Most Recent Completed Financial Years		
Two passport-size photographs		
Physical address / sketch map of premises		
Land occupancy / lease document (if farming)		
Copy of National ID / Passport		
Evidence of subscription paid (2 years, no arrears)		
Non-refundable application fee receipt		

Part 3 – Declaration

I declare that the information provided above is true and correct; that I am a paid-up member of the Chamber and not in arrears; that I meet the qualifications set out in regulation 12; that I am not disqualified under regulation 32; and that I undertake to abide by these Regulations, including the campaign restrictions in regulation 16.

Signature of candidate:

.....

Date: .....

For official use by the Returning Officer

Date and time received:

……

Nomination valid / invalid (reasons):

……

ANNEX C

NOTICE OF OBJECTION (NOMINATION STAGE)

TANZANIA NATIONAL CHAMBER OF COMMERCE

To be lodged with the Returning Officer within three days of the publication of the list of nominated candidates, under regulation 15.

Name of objector: .....

Membership number of objector:

.....

Name of candidate objected to:

.....

Position contested by that candidate:

.....

Grounds of objection (regulation 15(a))

.....

.....

.....

.....

Supporting evidence attached

.....

Signature of objector: .....

Date: .....

ANNEX D

ELECTION COMMITTEE DECISION AND REVIEW FORM

TANZANIA NATIONAL CHAMBER OF COMMERCE

Part 1 – Decision on objection or complaint

Matter (objection/complaint reference):

.....

Parties: .....

Date considered: .....

Decision and brief reasons

.....

.....

.....

Signed (Chairperson, Election Committee):

.....

Date: .....

Part 2 – Review under regulation 20 (final and conclusive)

A person aggrieved by the decision above may apply in writing for review by the Election Committee within the time specified in regulation 20. The Election Committee's decision on review is final and conclusive and is not subject to any further appeal.

Date review applied for:

.....

Grounds of review (summary):

.....

Date of review hearing:

……

Review outcome (confirmed / varied / set aside) and brief reasons

……

……

……

Signed (Chairperson, Election Committee):

……

Date: ……

ANNEX E

BALLOT PAPER (SPECIMEN)

TANZANIA NATIONAL CHAMBER OF COMMERCE

The design of the ballot is determined by the Election Committee under Regulation 23. Each ballot shall identify the elective position, the candidates, and the election year, and shall provide space for the voter to mark one choice.

Elective position: .....

Level and area: .....

Year of election: .....

Mark (X)	Candidate	Candidate no.
	.....	1
	.....	2
	.....	3
	.....	4

Instructions to the voter: mark only one candidate. Fold the ballot and place it in the ballot box. A ballot marked for more than one candidate, or bearing any identifying mark, is invalid.

ANNEX F

CERTIFICATE OF VICTORY (HATI YA USHINDI)

TANZANIA NATIONAL CHAMBER OF COMMERCE

Issued by the Election Committee under regulation 24

This is to certify that:

Name: .....

Of (business / entity and membership number):

.....

having contested the election held on the date stated below, was duly and validly elected to the position of:

Position: .....

Level and area (National / Regional / District / Branch):

.....

Date of election: .....

in accordance with the Tanzania National Chamber of Commerce (Membership and Elections) Regulations, 2025. This Certificate of Victory is issued as evidence of that election.

.....

Chairperson, Election Committee

Date: ..... (Seal of the Chamber)

ANNEX G

OATH OF OFFICE AND CERTIFICATE OF OATH-SWEARING

TANZANIA NATIONAL CHAMBER OF COMMERCE

Part 1 – Oath of Office

I, ..., having been duly elected to the office of ..... of the Tanzania National Chamber of Commerce, do solemnly swear (or affirm) that I will faithfully and diligently discharge the duties of that office; that I will uphold the Memorandum and Articles of Association and the Regulations of the Chamber; that I will act at all times in the best interests of the Chamber and its members; and that I will observe the Leadership Code of Ethics. (So help me God.)

Signature of office-bearer:

.....

Date: .....

Part 2 – Certificate of Oath-Swearing

This is to certify that the person named above took and subscribed the Oath of Office before me at the oath-swearing ceremony of the Chamber, and has assumed office in accordance with regulation 29 of the Regulations.

.....

Chairperson, Election Committee (or person designated by the Board)

Date: ..... (Seal of the Chamber)

ANNEX H

LEADERSHIP CODE OF ETHICS (DECLARATION)

TANZANIA NATIONAL CHAMBER OF COMMERCE

I, ..., an elected leader of the Tanzania National Chamber of Commerce, undertake to observe the TNCC Leadership Code of Ethics for Elected Leaders, and in particular to act with integrity and in the best interests of the Chamber; to avoid conflicts of interest; to be accountable to the members; to uphold the Regulations and the decisions of the organs of the Chamber; and to conduct myself as a good ambassador of the Chamber.

Signature: .....

Position and level: .....

Date: .....

.