



OUR TOBACCO OUR ECONOMY

TOBACCO TRANSPORTERS' ASSOCIATION LICENSE APPLICATION FORM

Official Use Only

Application No. _____

Date of Submission _____

Applications are to be hand-delivered to the TC Division Office where the applicant is to operate

Section 1 Applicant Details and Establishment

Applicant should make sure

A. Name of Applicant _____

B. Business Address of Applicant

C. Physical Address _____

D. Phone No. _____

E. Email _____

F. Location of Offices _____

G. Division to Operate in _____

H. Legal Status and Governance Structure _____

Please attach the following;

- i. Certificate of registration (for new applicants)*
- ii. Association's Constitution*
- iii. Minutes of the Association's most recent Annual General Meeting.*

I. Creditor Number _____

J. Do you have enough tarpaulins to cover tobacco in the course of transportation? Yes No

K. Please attach a police Clearance Certificate

Section 2 Financial Standing

- A. You must enclose documents evidencing your financial capacity to operate the business i.e. copies of bank statements
- B. You must enclose documents evidencing your capacity for financial management i.e. copies of annual audited accounts.
- C. You must enclose documents evidencing Goods in Transit cover for maximum vehicle load of all listed vehicles.
- D. Please attach your tax compliance evidence details **(Only for new applicants)**

Section 3 Details of Directors/Trustees

Name _____ ID No. _____ Address _____ _____ Phone _____ E-mail _____ Position in firm _____	Name _____ ID No. _____ Address _____ _____ Phone _____ E-mail _____ Position in firm _____
Name _____ ID No. _____ Address _____ _____ Phone _____ E-mail _____ Position in firm _____	Name _____ ID No. _____ Address _____ _____ Phone _____ E-mail _____ Position in firm _____

Section 4 Membership and Vehicles to be Used under the license

IMPORTANT NOTICE:

ALL VEHICLES ENTERED BELOW MUST HAVE CURRENT CERTIFICATE OF FITNESS AND VALID INSURANCE OTHERWISE THEY CANNOT BE AUTHORIZED ON THE LICENSE.

A. MEMBER AND VEHICLE DETAILS (vehicles should be of not less than 1000kg)

NO.	OWNER	MAKE	VEHICLE REG. NO.	TONNAGE	COLOUR
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

For Associations with more than 30 members and/or more than 30 vehicles, please continue on a separate page to be signed and dated by the applicant

B. For each vehicle, please attach SIGNED copies (evidence) of:

- Blue book
- Insurance
- Certificate of fitness

C. For each member, please attach the following;

- Signed membership form with consent to deduction of service charge clearly indicated.
- Reachable phone number of every member.

Section 5 Fees

All Transporters shall pay fees in accordance to Government gazette notice (s).

Section 6 Conditions of application

1. The Commission may reject any application where it considers that any of the requirements to obtain a license are not met, where any false declaration is made, or if the application is not satisfactory or is abandoned.
2. The Commission may undertake such additional checks or seek any additional information before granting a license, including additional checks with enforcement authorities within Malawi
3. The Commission may share details about operators and relevant persons with enforcement authorities in Malawi, and on request with other Government Departments and their agencies.
4. This form with the appropriate proof of identity documents, police clearance certificate, documents to demonstrate financial standing, evidence of tax compliance, documents of proof of insurance cover, together constitute the application.
5. The application is valid only within the specified application period prescribed by the Commission.

Section 7 Declarations and Signatures

1. I hereby declare that all of the information in this application is true and accurate and all statements or information provided about any person made in this application are made with their agreement.
2. I agree to abide by the conditions of this application and with any terms and conditions on my license.

I confirm that the following are enclosed (*Please tick*)

- Documents evidencing legal status and governance structure i.e. Certificate of registration (for new applicants), Constitution and Minutes of Annual General Meeting.
- Police Clearance Certificate for each owner of all vehicles listed in Section 4A
- Documents evidencing financial capacity to transport tobacco
- Documents evidencing capacity for financial management
- Proof of Goods in Transit cover for maximum capacity load for all vehicles listed in 4A
- Copies of vehicle certification and fitness outlined in 4B for all vehicles listed in 4A

Signed _____ Name _____

Date _____ Position _____