



THE UNITED REPUBLIC OF TANZANIA

MINISTRY INVESTMENT INDUSTRY AND TRADE

BUSINESS REGISTRATIONS AND LICENSING AGENCY



SYSTEM USER MANUAL

For

BENEFICIAL OWNERSHIP PORTAL

**Prepared By
BUSINESS REGISTRATION AND LICENSING AGENCY**

(BRELA)

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1 Introduction

Business Registration and Licensing Agency (BRELA) is a Government institution with the functions of business administration and regulation of the laws; namely Companies Registration, Business Names Registration, Trade and Service Marks Registration, granting of Patents and issuing of Industrial License. It was established under the Government Executive Agencies Act No. 30 of 1997 and formally launched on 3rd December 1999.

The Parliament of the United Republic of Tanzania through the Finance Act, 2020, passed an amendment to the Companies Act, Chapter 212 with the aim of facilitating access to information for the last beneficial owners in companies whose information is important for tax purposes as well as controlling money laundering and terrorist financing.

As a result of the amendment, BRELA in collaboration with experts from the Attorney General's Office and the Ministry of Industry and Trade drafted Regulations under the Companies Act, which will facilitate access to final beneficial owner information including the preparation of Final Beneficial Owner Registry.

Following the drafting of the Regulations BRELA had the opportunity to engage with various stakeholders from public institutions and the Private Sector received their views on the regulations before they were submitted to the Attorney General and finally signed by the Minister in charge.

Stakeholder comments were collected and analyzed in detail by the task force and eventually drafted a second draft of the regulations which was submitted to the Attorney General and finally to the Minister in charge who approved the regulations and caused the regulations to be published on government gazette on 14th May, 2021 via notice number 391 and 386.

1.1 Purpose

The purpose of this document is to provide instructions and procedures for BO Portal users to understand how the system works and enable the user to navigate and use the system efficiently.

1.2 About the system

The BO Portal is used to capture all information regarding beneficial (substantial) ownership in the companies. The information will be stored permanently in electronic format in BO Database.

1.3 System requirements

The minimum requirements needed to access this system is: -

- i. A web browser
- ii. A reliable internet connection
- iii. A BO Portal account

1.4 Audience

This manual is intended for system users (External users) to help them understand the interface and its features and how to navigate through.

1.5 Features

The BO Portal has been designed to accommodate the following features:

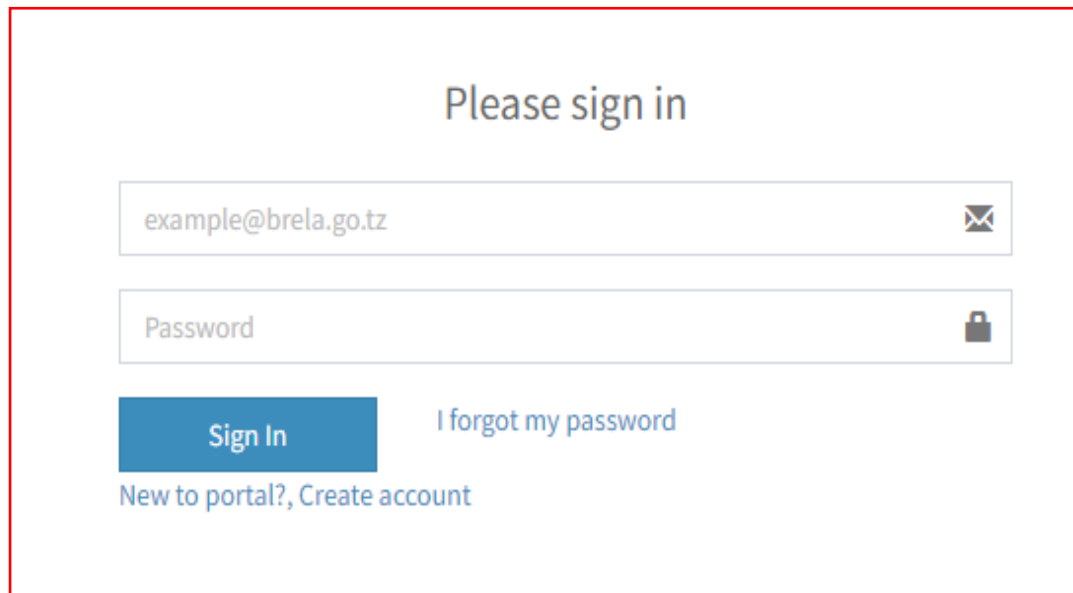
- User account creation
- User login and logout
- User change password
- Add BO information
- View BO information
- Pending BO submission
- Supplemented BO
- Change of particulars
- Pending changes
- Supplemented changes
- Cessation of BO
- Pending cessation
- Supplemented cessation

2 Sign in And Sign Out

The system is accessible through the URL:

<https://bo.brela.go.tz/>

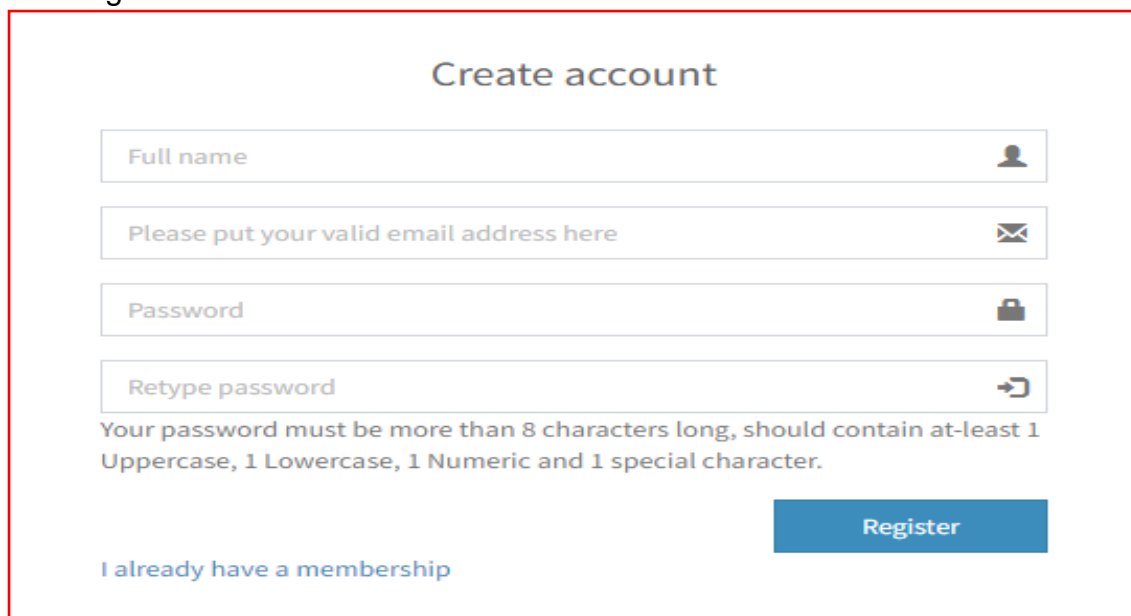
- If you are already registered in the portal, sign in using your username and password



The screenshot shows a login form titled "Please sign in". It features two input fields: the first for an email address, containing "example@brela.go.tz", and the second for a password. Below the fields are a blue "Sign In" button, a link "I forgot my password", and a link "New to portal?, Create account".

- If you are new to the portal, click create account
- Fill the required details then click Register

See figure 2.2 below



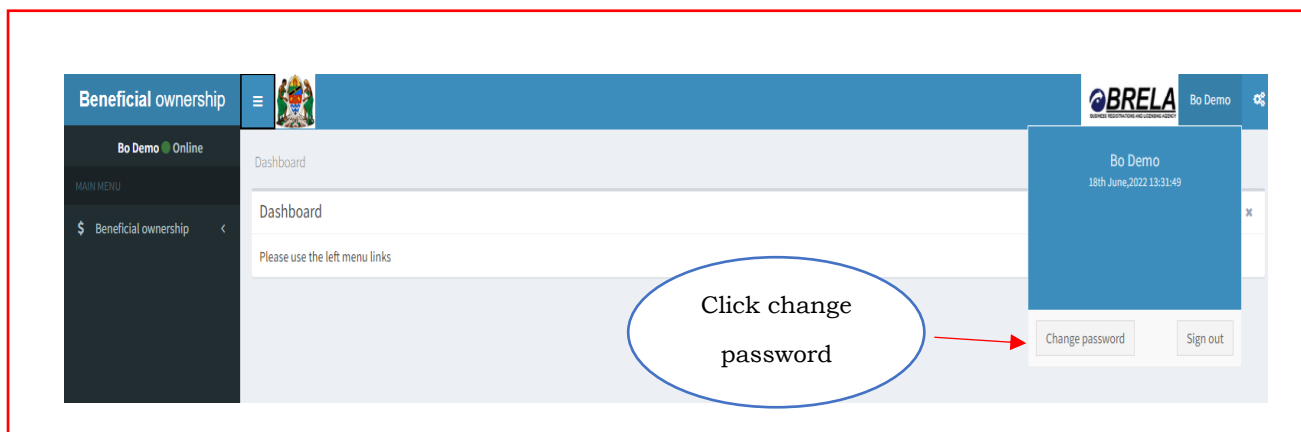
The screenshot shows a registration form titled "Create account". It includes four input fields: "Full name", "Please put your valid email address here", "Password", and "Retype password". Below the fields is a password requirement note: "Your password must be more than 8 characters long, should contain at-least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character." At the bottom right is a blue "Register" button, and at the bottom left is a link "I already have a membership".

- To logout from the system, click logout at the top right corner

Password Reset

To reset your password, click Change password at the top right corner

See figure 3.1 below



3 Main Menu

4.1 Add BO information

To Add BO information after sign in, follow these steps: -

1. Click Add BO information menu
2. Enter incorporation number then click search

See figure 4.1 below

The screenshot shows the 'Add BO information' form in the BRELA system. The form is titled 'Add BO information' and is part of the 'Beneficial ownership' section. The 'Preview entity data' section contains the following information:

- Company number:** 3855
- Incorporation date:** 2020-01-04
- Incorporation name:** SAFARIS (TANZANIA) LIMITED
- Entity type:** Private company Limited by shares

The 'Beneficial ownership submission type' section has a radio button for 'BO Registration' which is selected. A 'Save and continue' button is located at the bottom of the form. Red arrows point to the 'Add BO information' menu item, the 'Company number' field, the 'Search' button, the 'BO Registration' radio button, and the 'Save and continue' button.

- 3 Select BO registration then click save and continue.

Continue to fill all the required details, request control for payment then submit the application for processing.

3.1 View BO information

This menu enable applicant to view the status of submitted application

See figure 4.2 below

The screenshot displays the 'Beneficial ownership' dashboard. The top navigation bar includes the BRELA logo and the user name 'marcel luboneka'. A sidebar menu on the left lists various actions, with 'Beneficial ownership' expanded. The main content area shows a 'BO list' with search filters for 'Company number' and 'Company name'. Below the filters is a table with the following data:

SN	Company number	Company name	Incorporation date	Created date	Submitted date	Status	Action
1	989f	Vibrations Company Limited	03-05-2013	31-05-2022 10:31:34	02-06-2022 12:35:37	Approved	Change, Cessation, View
2	1352	bamu (t) Limited	10-05-2017	04-06-2022 13:52:20	08-06-2022 13:34:57	Approved	Change, Cessation, View
3	995	Group Limited	23-05-2013	09-06-2022 12:13:41	09-06-2022 13:23:02	Processing	View

3.2 Pending BO Submission.

Applicant is able to see the application that is not submitted to BRELA for processing. To view the pending application, click Pending BO submission menu.

See figure 4.3 below

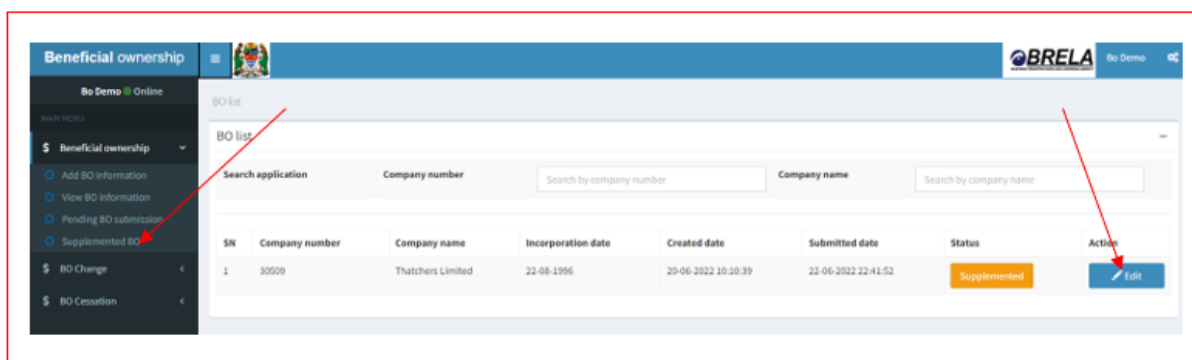
The screenshot displays the 'Beneficial ownership' dashboard in a demo mode. The top navigation bar includes the BRELA logo and the user name 'Bo Demo'. The sidebar menu on the left lists various actions, with 'Pending BO submission' highlighted. The main content area shows a 'BO list' with search filters for 'Company number' and 'Company name'. Below the filters is a table with the following data:

SN	Company number	Company name	Incorporation date	Created date	Submitted date	Status	Action
1	38597	Kobo Safaris (tanzania) Limited	04-01-2020	18-06-2022 14:36:48		Pending	Continue, Delete app

3.3 Supplemented BO

Applicant is able to view an application that is returned for correction, to view a supplemented application click Supplemented BO

See figure 4.4 below



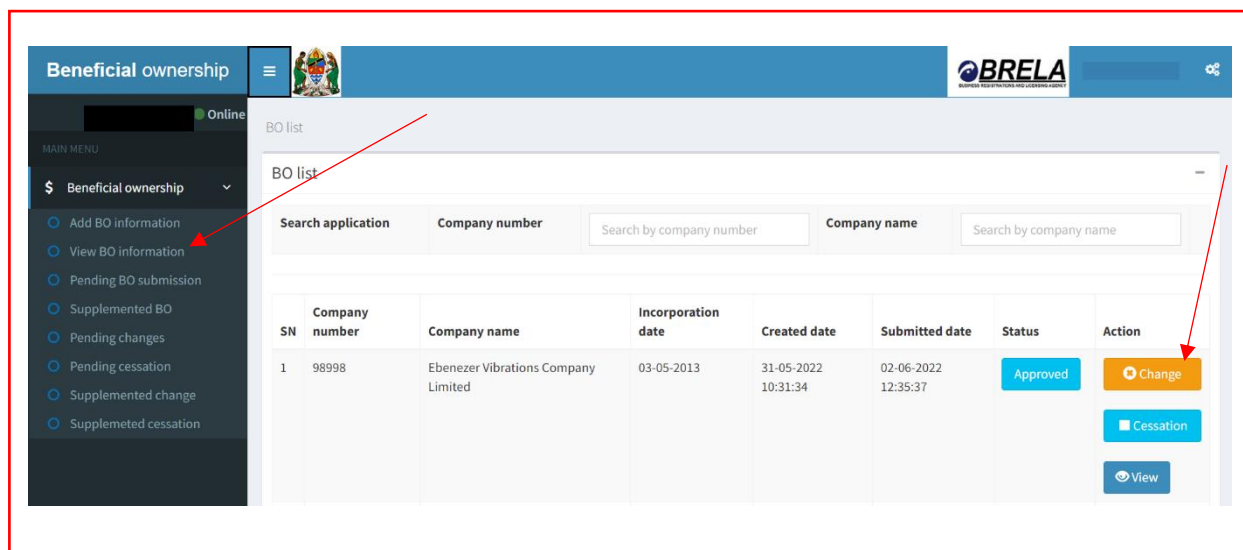
To continue with the application, click Edit

3.4 Change of particulars

Applicant is able to make changes to the previous approved BO application either by adding or removing BO owner or change BO information

To make change, click View BO information, then click change

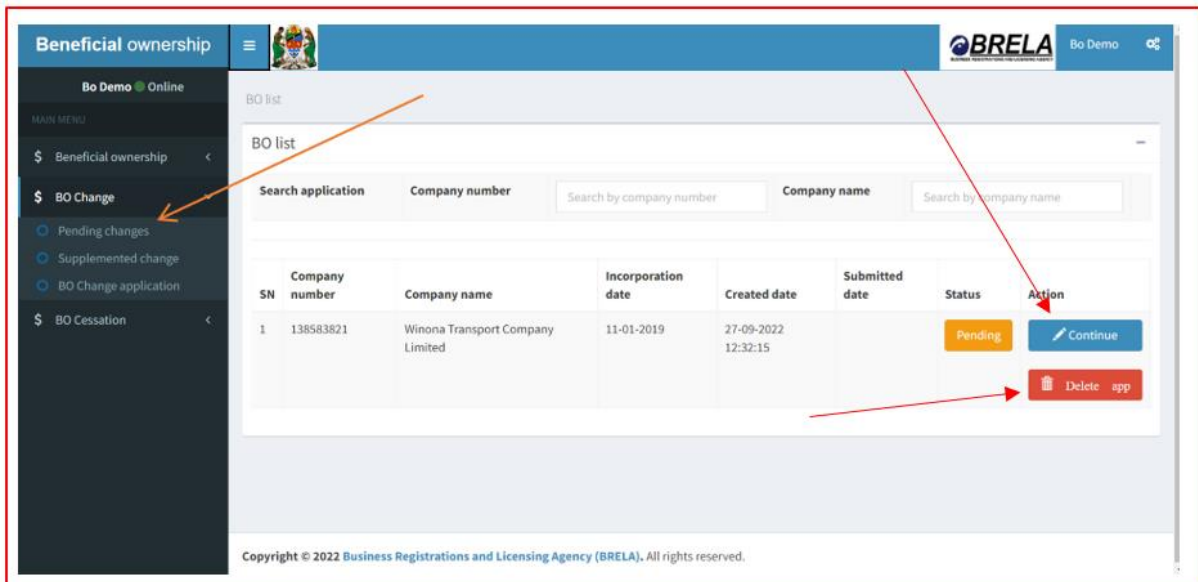
See figure 4.5 below



3.5 Pending changes

To see application for a change that is has not been submitted for processing click BO Change, then click pending changes, then click continue to proceed of Delete to delete the application.

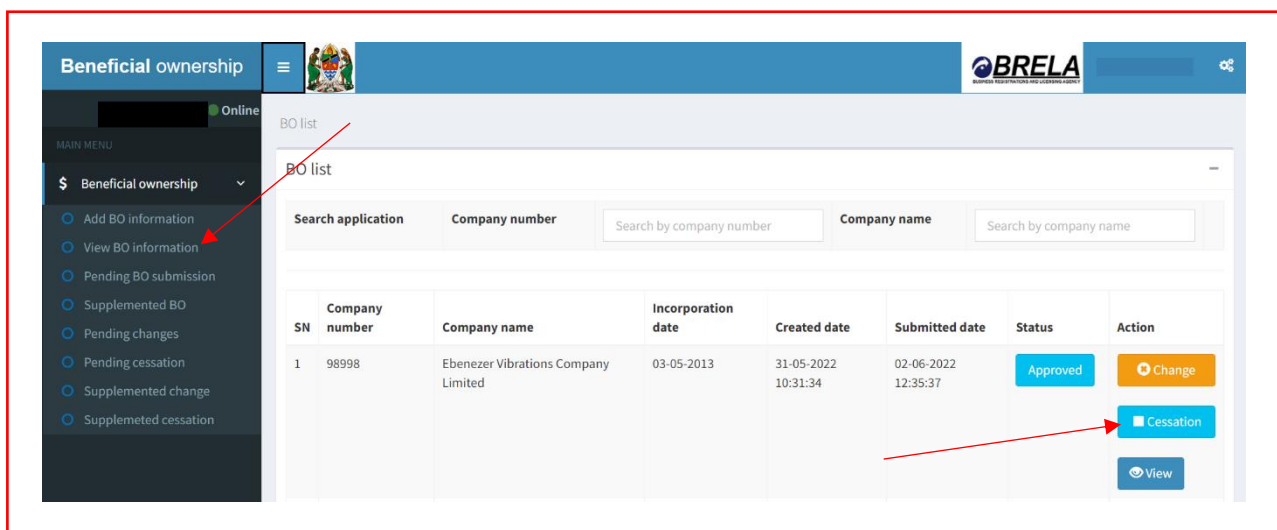
See figure 4.6 below



3.6 BO cessation

To remove a beneficial owner as a part of a company, click View BO information, for a previous approved application that you wish to remove BO owner, click cessation.

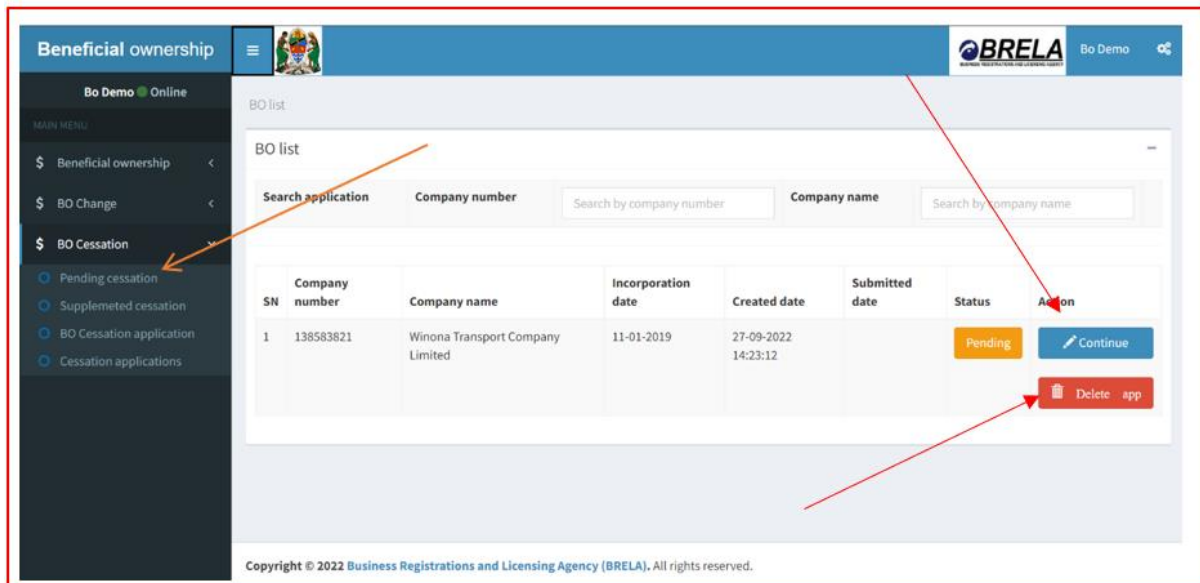
See figure 4.7 below



3.7 Pending cessation

To see a cessation application that has not been submitted, click pending cessation, then click continue to proceed or Delete to delete the application.

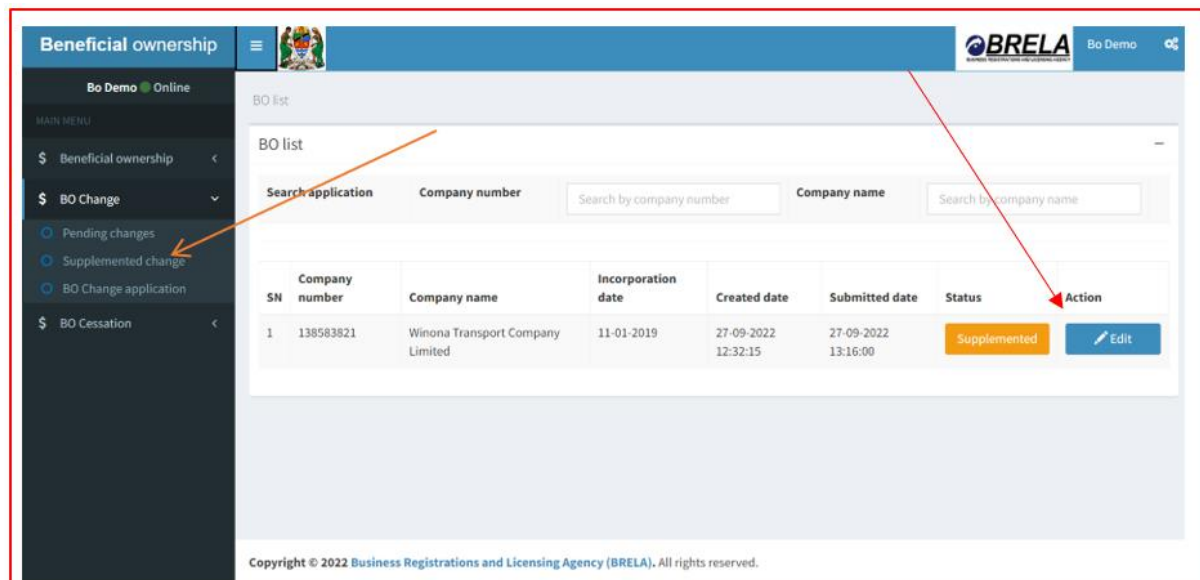
See figure 4.6 below



3.8 Supplemented change

Applicant is able to view an application of change that is returned for correction, to view a supplemented application click Supplemented Change, then click Edit to make correction

See figure 4.7 below



3.9 Supplemented cessation

Applicant is able to view an application of cessation that is returned for correction, to view a supplemented application click Supplemented cessation, then click Edit to make correction

See figure 4.8 below

The screenshot displays the BRELA Beneficial Ownership (BO) list interface. The sidebar on the left contains the following navigation options:

- Beneficial ownership
- BO Change
- BO Cessation
 - Pending cessation
 - Supplemented cessation
 - BO Cessation application
 - Cessation applications

The main content area shows a table of BO applications. The table has the following columns: SN, Company number, Company name, Incorporation date, Created date, Submitted date, Status, and Action. The first row of data is:

SN	Company number	Company name	Incorporation date	Created date	Submitted date	Status	Action
1	138583821	Winona Transport Company Limited	11-01-2019	27-09-2022 14:23:12	27-09-2022 14:40:01	Supplemented	Edit

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