



ZANZIBAR MARITIME AUTHORITY

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ZANZIBAR - TANZANIA

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WEBSITE: www.zma.go.tz
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Circular No. FSI/06/2026

To: Agents

Subject: Appointment of Tanzania Zanzibar International Register of Shipping (TZIRS) Agents – Designation, Oversight & Financial Requirements.

Purpose: To set a uniform process for appointments of Agents, including eligibility, documentation, review workflow, conflict of interest rules, financial deposit requirements, and ongoing obligations.

Scope and Applicability: This Circular applies to all new and renewal applications, and to current appointees requesting expanded scope or territory.

Date: 22 June 2026

1. Legal basis and oversight

Pursuant to the Maritime Transport Act No. 5 of 2006 and the Zanzibar Maritime Authority Act No. 3 of 2009, the Zanzibar Maritime Authority (ZMA), as the competent maritime administration of Zanzibar, and the Tanzania International Zanzibar Register of Shipping (TZIRS), acting as Deputy Registrar under delegated authority, are responsible for the administration of vessel registration, maritime safety and security and the implementation and enforcement of applicable international conventions and national legislation.. Appointments are processed under the Administration's delegation framework.

The Administration operates in alignment with the applicable international maritime conventions to which the United Republic of Tanzania is a party, including but not limited to the International Convention for the Safety of Life at Sea (SOLAS), the International Convention for the Prevention of Pollution from Ships (MARPOL), the International Convention on Standards of Training,



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Certification and Watchkeeping for Seafarers (STCW), and the Maritime Labour Convention (MLC, 2006), as well as the IMO Instruments Implementation Code (III Code).

2. Continuous compliance obligation

The Zanzibar Maritime Authority and TZIRS require that appointees under the Tanzania Zanzibar Flag must always comply with the Administration policies, circulars, and QMS controls. Non-compliance may result in suspension or withdrawal.

The Administration applies a zero-tolerance approach to sanctions breaches and high-risk activities. Agents are required to ensure full compliance with applicable international sanctions regimes, including but not limited to those issued by the United Nations, the European Union, and the United States Office of Foreign Assets Control (OFAC).

3. Minimum Eligibility & Documentation

- a) Company letter requesting the appointment along with the individual nominee as Agent.
- b) Certificate of incorporation of the Company, office location and organizational chart.
- c) CVs of key staff.
- d) Affiliations and two company business references.
- e) Individual nominee passport bio page, CV with education evidence and photo.
- f) Two personal references supporting character and qualifications of the individual nominee.
- g) One-year marketing plan. The plan should include regional strategy, resources and expected registrations from start.
- h) Professional Indemnity Insurance (PI Insurance) or Errors & Omissions (E&O) Insurance.
- i) Experience in similar registries. Other registries appointment information to be disclosed.

Applications and enquires should be submitted to registration@zma.go.tz; info@tzirs.tz.

Following review of the submitted documentation and due diligence assessment, TZIRS, acting under delegated authority from the Zanzibar Maritime Authority, shall issue a reasoned decision



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approving or rejecting the application. TZIRS reserves the right to request additional information or impose conditions prior to approval.

4. Post-Appointment Obligations

All approved Agents under the Administration's delegation framework shall operate strictly within the delegated scope, territory and instructions as set out in the agreement, maintain accurate records, KPI reporting, QMS controls and ensure secure handling of data and fees.

5. Conflict of Interest

Appointed Agents must not:

- a) Where the Agent maintains any direct or indirect relationship with a Recognized Organization formally delegated by TZIRS, the Agent shall ensure a strict and demonstrable separation of responsibilities between its commercial activities and any technical or certification-related functions of the Recognized Organization.
- b) Marketing, brokering, or facilitation of RO or flag state inspection services while holding the appointment.

Any potential or perceived conflict must be disclosed in writing within 5 business days. The Administration may impose conditions, suspend, or revoke the appointment.

- c) The Agent shall not directly nor indirectly perform flag state inspections on behalf TZIRS for the vessels that they are agents to. The agent shall not directly or indirectly employ or subcontract Flag State Inspectors.
- d) Under no circumstances shall the Agent participate in, influence, or interfere with the technical decision-making processes of the Recognized Organization and Flag State Inspectors, including but not limited to statutory surveys, audits, inspections, certification, flag state inspection or any determination affecting compliance with applicable international conventions. The role of the Agent shall be strictly limited to commercial and administrative representation, without involvement in technical evaluations or outcomes.



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6. Revolving Deposit and Review

All appointed Agents will be subject to a Revolving Deposit Requirement:

- a) A total of USD 5,000.00 must be deposited in the Administration accounts.
- b) The deposit is drawn down against services.
- c) When the balance falls below USD 1,000.00, the Agent must top up to USD 5,000.00 within 5 business days.

This is a recurring obligation for the duration of the appointment and shall be applied exclusively toward the payment of fees for specific services, including but not limited to:

- Processing of seafarers' documents and endorsements;
- Issuance of exemption certificates, Dispensation, Authorization letters, others;
- Updates to Continuous Synopsis Records (CSR);
- Vessel deletions and related administrative actions.

Deposits, which are non-interest bearing and reconciled or refunded upon termination after all dues are settled, shall not be applied toward fees related to new vessel registrations. New registrations shall be subject to separate quotation, invoicing, and payment.

Appointments are subject to an annual performance review (business generation, compliance and technical quality).

7. Non-Compliance

Failure to meet the eligibility criteria, maintain continuous compliance, disclose conflicts, maintain the required deposit, or uphold financial obligations, or adhere to the Administration policies and procedures may result in immediate suspension or revocation and notification to stakeholders as necessary.

Such measures shall be taken acting reasonably, proportionately, and in accordance with applicable regulations and Administration policies, and may be communicated to relevant stakeholders where required.



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8. Entry into force

This Circular enters into force on **22 June 2026**.

For additional enquiries on this circular, please contact to:

Director General and the Registrar of Ships
Zanzibar Maritime Authority
P.O.BOX 401
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DIRECTOR GENERAL & REGISTRAR OF SHIPS

