



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF LABOUR AND EMPLOYMENT  
OCCUPATIONAL SAFETY AND HEALTH AUTHORITY**



FOR OFFICIAL USE ONLY			
Appl. Form verified by.		Registration no.	
Registration fee to be paid		File	
Certificate prepared by		S.B register	
Certificate approved by		C. Index	

Section 16 of the OHS Act 2003 requires that, before any person occupies or uses as workplace or premises which were not occupied or used by him at the commencement of this Act he shall apply for the registration of such premises by sending to the Chief Inspector a written notice containing the particulars set out in the First Schedule to the Act. This form may be used for the purpose. When completed, it should be sent to the Chief Inspector. When necessary the completed application form may be submitted to the Chief Inspector through OSHA Zonal office or Area labour office.

**APPLICATION FOR REGISTRATION OF A WORKPLACE**

I HEREBY APPLY for the registration of the premises of which particulars are given below, which premises I occupy/intend to occupy as a workplace.

1. Name of the occupier, or intending occupier.....
2. Address and location of the workplace  
 P.O Box..... Cell..... Tel.....  
 Region..... Email..... Fax.....  
 District..... Plot number.....  
 Street/village..... Block number.....
3. Nature of the work carried on, or proposed to be carried on, in the workplace.  
 .....
4. Are the following items used or intended to be used? Please tick (✓) where appropriate:

ITEM	YES	NO	If YES how many
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	
Steam Boilers	<input type="checkbox"/>	<input type="checkbox"/>	
Steam receiver	<input type="checkbox"/>	<input type="checkbox"/>	
Air receiver	<input type="checkbox"/>	<input type="checkbox"/>	
Iron Press	<input type="checkbox"/>	<input type="checkbox"/>	
Hoist and passenger lift	<input type="checkbox"/>	<input type="checkbox"/>	
Chain blocks	<input type="checkbox"/>	<input type="checkbox"/>	
Cranes	<input type="checkbox"/>	<input type="checkbox"/>	
Forklifts	<input type="checkbox"/>	<input type="checkbox"/>	
Other lifting (its name) equipment .....			

5. i. Total number of persons employed or intended to be employed in the workplace

	Number of employees
Men	
Women	
Under 18	
<b>TOTAL</b>	

ii. Owner of the workplace?

Private

Public

iii. Shift work: Number of shifts

Number of employees per shift

6. Have the premises previously been used as a workplace? YES  NO

If YES state the name of the previous occupier.....

7. Capital investment of the whole business undertaking.....

### 8. DECLARATION

I.....(Name of Authorized person) declared that, to the best of my knowledge, all the facts stated in this application for registration of a workplace are true and correct.

Date.....

.....  
**Signature of intending occupier and official stamp**

**NOTE:** - It is an offence for any person to occupy or use the workplace or any premises which were not so occupied or used by him at the commencement of the Act without their having been issued to him a certificate of registration in respect of such premises. Where the Chief Inspector refuses to issue a certificate of registration, he must if so required by the applicant, state in writing the grounds of such refusal; appeal against the Chief Inspector's refusal to register is provided for under section 19 of the Act.