



OFISI YA RAIS TAWALA ZA MIKOZA NA SERIKALI ZA MITAA



Mfumo wa Wajasiriamali Wadogo
Tanzania

Mwongozo kwa Mtumiaji

TOLEO LA PILI- USAJILI (WATUMIAJI WA NJE)

Maelezo ya nyaraka

Jina la nyaraka	Muongozo kwa watumiaji <i>Mfumo wa Wajasiriamali Wadogo (Watumiaji wa nje)</i>
Aina ya nyaraka	Muongozo kwa watumiaji

Kudhibiti matoleo ya nyaraka

Toleo	Tarehe	Maelezo ya ubadilishwaji
1.0	12 April 2020	Mfumo toleo la kwanza
2.0	02 February 2021	Maboresho ya mfumo

Yaliyomo

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UTANGULIZI

Mfumo wa usajili wa wafanyabiashara wadogo umegawanyika katika sehemu mbili:

- i. Mfanya biashara mdogo unaweza ukaenda kwenye mtandao wa www.tamisemi.go.tz na kujisajili mwenyewe
- ii. Ukatumia simu janja ya mkononi kupakua App inayoitwa machinga na kuweza kujisajili mwenyewe

Baada ya kujisajili utapokea kwenye simu yako ujumbe mfupi wenyewe namba ya malipo kwa ajili ya kulipia kupitia mfumo wa malipo wa serikali. Baada ya malipo utapokea ujumbe mfupi kwenye simu yako inayosema uende ukachukue kitambulisho chako.

Kwa wale wafanyabiashara wadogo ambao hawatakuwa na uwezo wa kujisajili wenyewe wataweza kusaidiwa na maafisa wa TAMISEMI ili waweze kusajiliwa.

Kuna njia tatu za kujisajili ambazo ni kwa kutumia kitambulisho cha Taifa au Leseni ya udereva na kama hauna hivyo vyote unaweza kujisajili kwa kujaza form kwenye mtandao na kujipiga picha kupitia simu janja ya mkononi.

JINSI YA KUJISAJILI

1. KUPITIA MTANDAO WA TAMISEMI

- I. Nenda kwenye mtandao fungua kivinjari (browser) andika www.tamisemi.go.tz, peruzi kwenye tovuti kutafuta usajili wa wamachinga, bofya hapo.
Utafunguka ukurasa kwa ajili ya usajili, bofya "Omba kitambulisho kipyä"

The screenshot shows the TAMISEMI website with a dark header and a blue navigation bar containing a house icon and the word 'Mwanzo'. The main content area has a light gray background and features a title 'MFUMO WA VITAMBULISHO KWA WAFANYABIASHARA WADOGO TANZANIA' with a small downward arrow icon. Below the title are four numbered steps:

- 1 Taarifa za msingi**
Unaweza kupata kitambulisho kwa kutumia taarifa mbalimbali kama "namba ya kitambulisho cha taifa (NIDA), namba ya Leseni ya udereva au kupandisha picha".
- 2 kujaza fomu**
Fomu hii inakapatikwa kwa **kubofya kitufe cha kijani kilichoandikwa (Omba Kitambulisho Kipyä)** ili kupata fomu ya kujaza pamoja na kusibitisha taarifa zako. Baada ya kujaza taarifa na kusibitisha utawasilisha maombi.
- 3 Kufanya Malipo**
Baada ya kuwasilisha maombi utapata ujumbe wenye namba ya malipo pamoja na kiasi cha kulpia ambacho ni **shiling elfu ishirini (20,000) Tu**. Baada ya malipo utapata ujumbe unaonyeshwa malipo yako.
- 4 Kupokea kitambulisho**
Utapata kitambulisho kulingana na utaratibu utakaopangwa na halimashauri husika

At the bottom left, there is a section titled 'Hatua Mbalimbali' with three buttons: 'Omba Kitambulisho kipyä' (highlighted with a blue oval), 'Taarifa ya Maombi yako', and 'Taarifa ya Malipo yako'.

II. Kama una kitambulisho cha taifa weka namba ya kitambulisho kisha bofya "tafuta"

The screenshot shows the TAMISEMI app interface. On the left, a sidebar has 'Mwanzo' selected. The main area is titled 'MFUMO WA VITAMBULISHO KWA WAFANYABIASHARA WADOGO TANZANIA'. A search dialog is open, containing the text 'Weka naamba ya kitambulisho cha taifa kutoka NIDA au namba ya leseni ya udereva ili Kuendelea'. Below this is a yellow-highlighted input field with the placeholder 'Weka namba ya NIDA au ya lesseni ya udereva' and a blue button labeled 'Tafuta' with a magnifying glass icon. Other buttons in the dialog include 'Sina Namba ya Kitambulisho' and 'Sitisha'.

III. Taarifa zako binafsi zitatokea, jaza taarifa za biashara kwa usahihi kisha bofya "wasilisha maombi"

The screenshot shows the TAMISEMI app interface. On the left, a sidebar has 'Taarifa za Kulipia' selected. The main area is titled 'MFUMO WA VITAMBULISHO KWA WAFANYABIASHARA WADOGO TANZANIA'. It displays two forms side-by-side: 'Taarifa Binafsi' and 'Taarifa Za Biashara'. The 'Taarifa Binafsi' form includes fields for 'Picha' (with a placeholder image), 'Namba ya Kitambulisho' (1983082114101000223), 'Jinsia' (MME), and 'Jina Kamili' (MAXMILLIAN CHRANT T). The 'Taarifa Za Biashara' form includes fields for 'Tarehe ya kuzaliwa' (mm/dd/yyyy), 'Mauzo Kwa Siku' (Mfano:10000), 'Aina ya Biashara' (Chagua Aina Ya Biash...), 'Wilaya' (placeholder), 'Namba Ya Simu' (Msho: 0712xxxxxx), 'Muda wa Makadirio' (Chagua muda wa maka), 'Mkoa' (Tafadhari Chagua Mkao), 'Eneo La Biashara' (placeholder), and a large red button labeled 'Wasilisha Maombi'. A red 'Sitisha' button is also present.

IV. Kama hauna kitambulisho cha taifa au leseni ya udereva bofya "Omba kitambulisho kipyा" kisha bofya "Sina namba ya kitambulisho"

The screenshot shows the TAMISEMI website with a search dialog overlaid. The dialog has a blue header bar with the text "Weka namba ya kitambulisho cha taifa au leseni ya udereva ilii Kuendelea". Below this, there is a search input field containing "Weka namba ya NIDA au ya lesseni ya udereva" and a "Tafuta" button. A red box highlights the "Sina Namba ya Kitambulisho" button at the bottom of the dialog. The background page displays sections 1 and 2 of the "MFUMO WA VITAMBULISHO KWA WAFANYABIASHARA WADOGO TANZANIA" guide.

V. Jaza taarifa zako kwenye fomu, weka picha yako kwa kubofya browse kisha bofya "wasilisha maombi"

The screenshot shows the TAMISEMI website with a search dialog overlaid. The dialog has a blue header bar with the text "Fomu ya Maombi ya Kitambulisho". Below this, there are several input fields: "Pandisha Picha" (with a "Browse..." button), "Picha" (radio button selected), "Namba ya Simu" (containing "Mifano: 0712900000"), "Jina la Mwanzo" (containing "Weka Jina la Mwanzo"), "Jina la Katu" (containing "Weka Jina la Katu"), "Jina la Mwisho" (containing "Weka Jina la Mwisho"), "Jinsia" (dropdown menu with "Chagua Jinsia"), "Tarehe ya kuzaliwa" (date input field), "Kiasi cha Makadirio" (dropdown menu with "Weka mawazo ya siku"), "Muda wa Makadirio" (dropdown menu with "Chagua muda wa makadirio"), "Aina ya Biashara" (dropdown menu with "Chagua Aina Ya Biashara"), "Mkoa" (dropdown menu with "Tafadhari Chagua Mkoa"), "Wilaya" (dropdown menu with a yellow placeholder), "Eneo La Biashara" (dropdown menu with a yellow placeholder), and a "Wasilisha Maombi" button at the bottom. A red box highlights the "Wasilisha Maombi" button. The background page displays sections 1 and 2 of the "MFUMO WA VITAMBULISHO KWA WAFANYABIASHARA WADOGO TANZANIA" guide.

Muhimu:

Baada ya kuwasilisha maombi utatumwa namba ya kumbukumbu ambayo inabidi uitunze kwa sababu utatumia kujua taarifa za maombi na malipo yako. Pia baada ya kuwasilisha maombi utatumwa ujumbe mfupi wenyewe bili yako na namba ya malipo kwa ajili ya kufanya malipo kupitia mfumo wa malipo wa serilaki

VI. Kujua taarifa za maombi au malipo yako bofya “Taarifa ya maombi yako” au “Taarifa ya malipo yako”

The screenshot shows a section of the TAMISEMI website titled "MFUMO WA VITAMBULISHO KWA WAFANYABIASHARA WADOGO TANZANIA". The main content area is divided into two columns. The left column is titled "Hutua Ya Kupata Kitambulisho" and contains two sections: "Taarifa za msingi" (with text about NIDA) and "Kujaza fomu" (with text about Omba Kitambulisho kipy). The right column is also titled "Hutua Ya Kupata Kitambulisho" and contains three sections: "Kufanya Malipo" (with text about a shilling 15,000 fine), "Kupokea kitambulisho" (with text about reporting), and "Hutua Mbalimbali" (with a diagram showing three boxes: "Omba Kitambulisho kipy", "Taarifa ya Maombi yako", and "Taarifa ya Malipo yako"). A blue outline highlights the "Taarifa ya Maombi yako" box.

TAMISEMI

Mwanzo

Hutua Ya Kupata Kitambulisho

1 Taarifa za msingi

Unaweza kupata kitambulisho kwa kutumia taarifa mbalimbali kama "namba ya kitambulisho cha taifa (NIDA), namba ya Leseni ya udereva au kupandisha picha"

2 kujaza fomu

Fomu hii inakapatika kwa **kubofya kitufe cha kijani** kilichoandikwa (**Omba Kitambulisho Kipy**) ili kupata fomu ya kujaza pamoja na kusibitisha taarifa zako. Baada ya kujaza taarifa na kusibitisha utawasilisha maombi.

Hutua Ya Kupata Kitambulisho

3 Kufanya Malipo

Baada ya kuwasilisha maombi utapata ujumbe wenyewe namba ya malipo pamoja na kiasi cha kulipia ambacho ni **shiling elfu ishirini (20,000) Tu**. Baada ya malipo utapata ujumbe unaonyesha malipo yako.

4 Kupokea kitambulisho

Utapata kitambulisho kulingana na utaratibu utakaopangwa na halimashauri husika

Hutua Mbalimbali

Omba Kitambulisho kipy Taarifa ya Maombi yako Taarifa ya Malipo yako

VII. Weka namba ya kumbukumbu kisha bofya “Tafuta”

The screenshot shows a mobile application interface for TAMISEMI. At the top, there is a header with the TAMISEMI logo and the text "MFUMO WA VITAMBULISHO KWA WAFANYABIASHARA WADOGO TANZANIA". Below the header, there is a blue navigation bar with a house icon and the text "Mwanzo". The main content area contains a section titled "(Muhimu)" with the text: "Kupata taarifa za kulipia ingiza namba ya maombi uliopewa wakati unawasilisha maombi ya kuomba kitambulisho". Below this, there is a text input field containing "564549" and a teal button labeled "Tafuta" which is highlighted with a blue rounded rectangle.

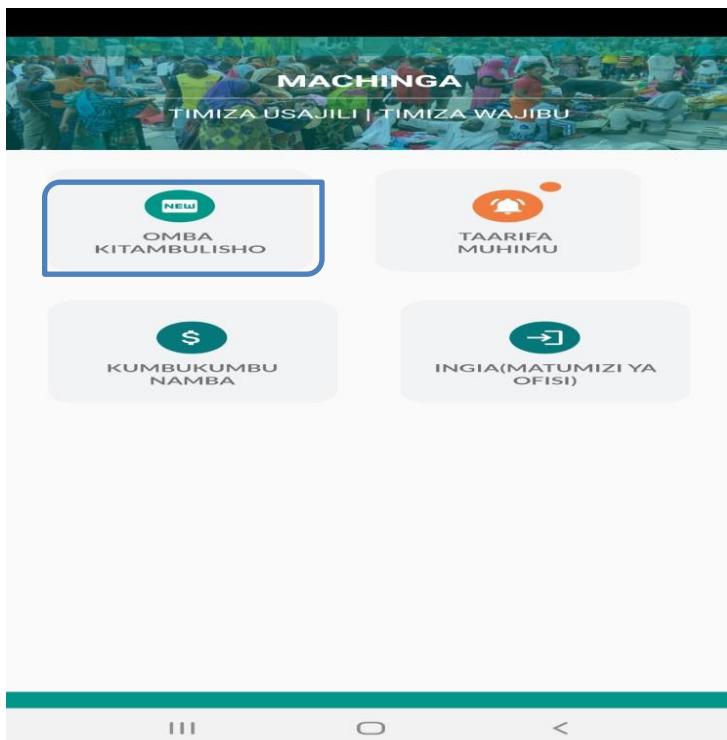
The screenshot shows a detailed view of a search result within the TAMISEMI application. On the left, there is a sidebar with the TAMISEMI logo and a "Mwanzo" button. The main content area is divided into two sections. The left section contains a "Jinsi ya kupata taarifa za Kufanya malipo" section with a "(Muhimu)" note about getting information during a survey. It also includes a text input field with "564544" and a teal "Tafuta" button. The right section contains a "Taarifa za malipo" section with a note from "Ndugu HAMIDU MAJALLAH ATHUMANI" about sending a message to a surveyor. It shows the date "20/01/2021", the surveyor's name "Maombi yako ya Kitambulisho cha wafanyabiashara na watoa huduma wadogo yalipokelewa tarehe", and a table with contact details:

Namba za Malipo	991840221827
Kiasi cha Malipo	20000

Below the table, there is a note: "Lipia mapema ili upate kitambulisho chako." and "Asante."

2. KUTUMIA SIMU JANJA YA MKONONI (MOBILE APP)

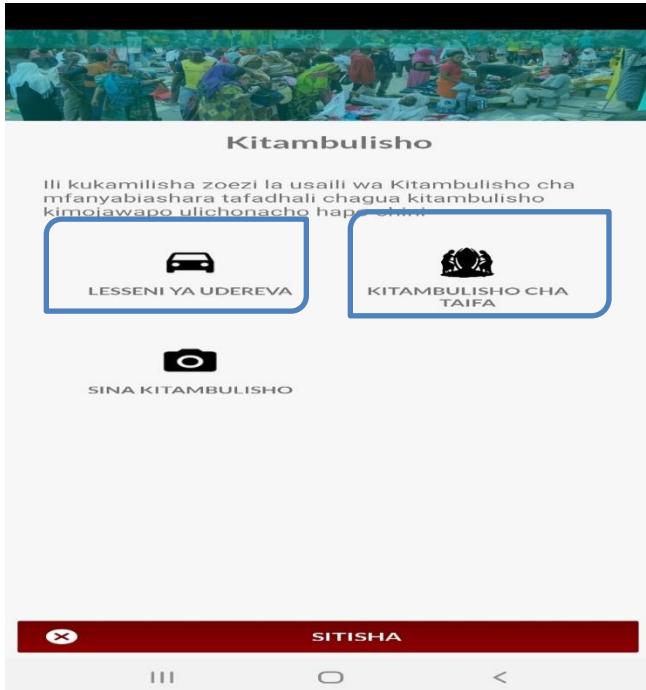
- Kwa watumiaji wa simu aina ya "Adroid", nenda kwenye sehemu ya kuhifadhi mifumo mbalimbali ya simu "Appstore" pakua mfumo "application" unaitwa machinga, ikishamaliza kupakuwa na kuwepo kwenye simu yako, ifungue kisha bofya "Omba kitambulisho"



- Weka namba yako ya simu kisha bofya "endelea"



- iii. Kama una kitambulisho cha taifa Au leseni ya udereva bofya “Kitambulisho cha taifa” au “leseni ya udereva”



- iv. Weka namba ya kitambulisho cha taifa kisha bofya “Endelea”



Kitambulisho cha taifa

Tafadhalii weka namba ya kitambulisho cha taifa
hapo chini kuendelea na usajili wa mfanyakia shara.

Namba ya NIDA

SITISHA ENDELEA

III O <

- v. Taarifa zako binafsi zitatokea, kisha bofya "Endelea"



Taarifa za Awali

Jina la kwanza

 VI

Jina la katii

 EDGAR

Jina la Ukoo

 K

Tarehe ya Kuzaliwa :: Siku/Mwezi/Mwaka

 1984-08-24

Jinsia

 MKE

SITISHA ENDELEA

III O <

- vi. Chagua "mkoa uliopo", "wilaya uliyopo" na "eneo la biashara" kisha bofya "endelea"



Eneo la Biashara

Mkoa uliopo
DODOMA

Wilaya uliyopo
BAHI

Eneo la Biashara / Huduma
ILINDI

SITISHA ENDELEA

- vii. Chagua "aina ya biashara", "muda wa makadirio" na "mauzo" kisha bofya "endelea"



Taarifa za Biashara

Aina ya biashara
VIATU NA MABEGI

Muda wa Makadirio
MWAKA

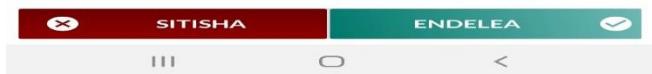
Mauzo Kwa Siku
4000000

SITISHA ENDELEA

viii. Taarifa zako zote zitajitokeza kisha bofya "Endelea"



Jina: Vi [REDACTED]
Jinsia: Kike
Aina ya biashara: Viatu na Mabegi
Usajili: USAJILI BINAFSI
Mkoa: DODOMA
Wilaya: BAHI
Eneo la biashara: Ilindi
Mauzo siku: 4000000.0
Kitambulisho No.: 19840824571080000317
Namba ya simu: 0788268777



Muhimu:

Baada ya kuwasilisha maombi utatumwa namba ya kumbukumbu ambayo inabidi uitunze kwa sababu utaitumia kujua taarifa za maombi na malipo yako. Pia baada ya kuwasilisha maombi utatumwa ujumbe mfupi wenyewe bili yako na namba ya malipo kwa ajili ya kufanya malipo kupitia mfumo wa malipo wa serilaki



NAMBA YA KUMBUKUMBU

Ombi lako la usajili kwa ajili ya kupata kitambulisho cha mfanyabiashara liimeshapokelea. Tafadhalli nakili na kuweka mahali salama namba ya uthibitisho hapo chini.

564555



Kama hauna kitambulisho cha taifa au leseni ya udereva, bofya "sina kitambulisho"



Kitambulisho

Ili kukamilisha zoezi la usaili wa Kitambulisho cha mfanyabiashara tafadhalii chagua kitambulisho kimojawapo ulichonacho hapo chini



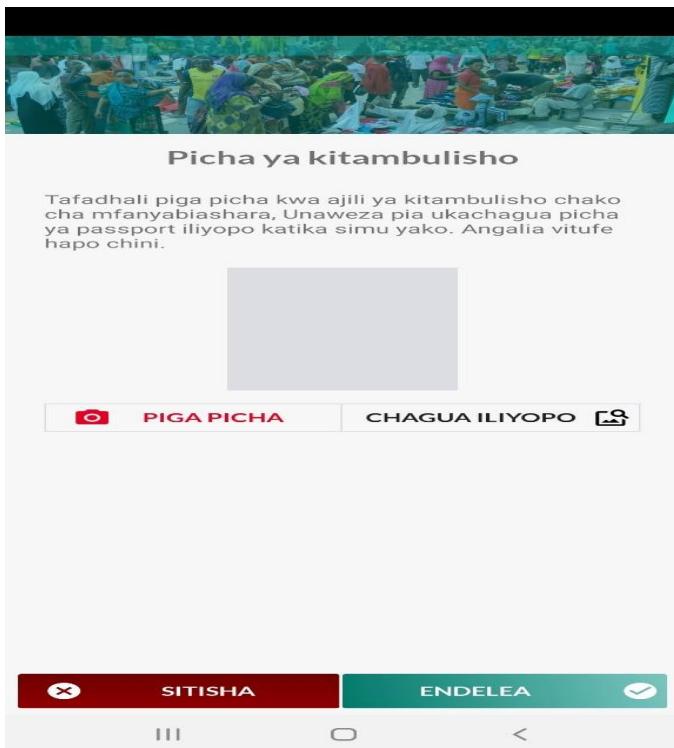
LESSENI YA UDEREVA



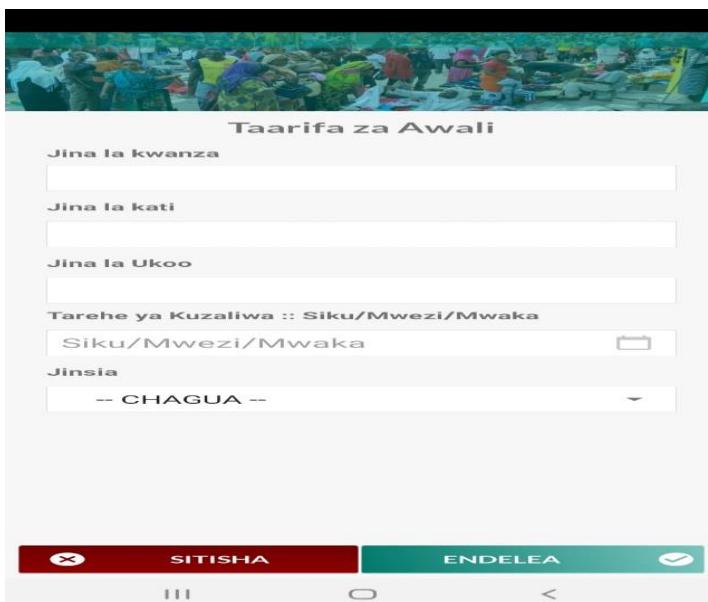
KITAMBULISHO CHA TAIFA



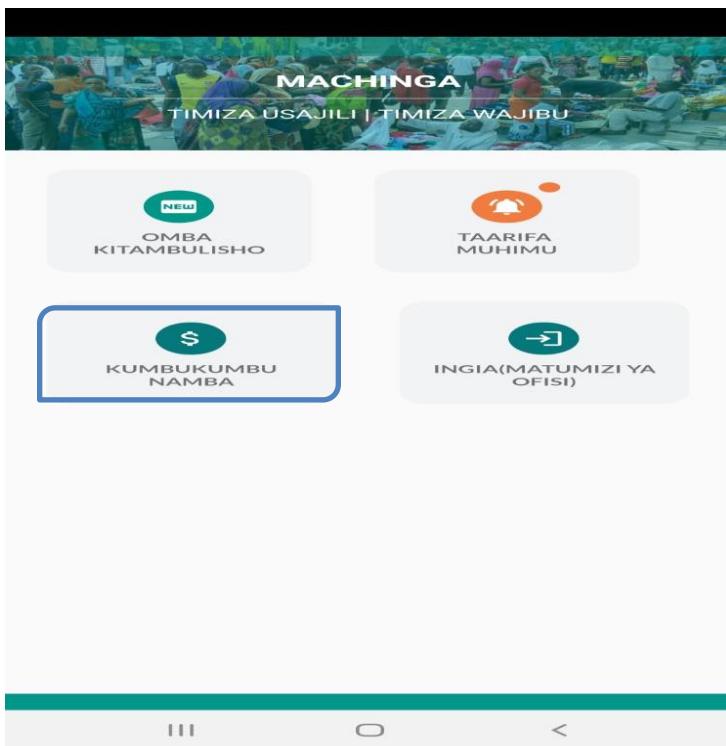
- i. Bofya "endelea" , jipige picha yako vizuri kisha bofya"endelea"



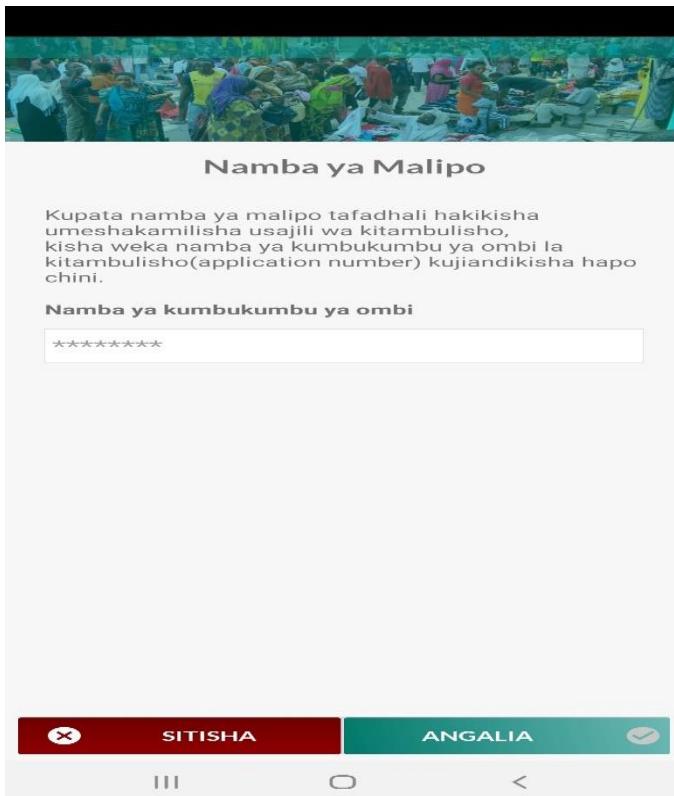
- ii. Jaza taarifa zako kwenye form kisha bofya endelea. Endelea na taratibu kama zile zilizoelezewa hapo juu



iii. Kuangalia taarifa za maombi yako bofya "kumbukumbu namba"



iv. Weka Namba ya kumbukumbu ya maombi kisha bofya "Angalia"



v. Taarifa zako za maombi zitajitokeza



Taarifa za malipo

Ndugu **JULIUS JAPHET CHACHESHI**

Maombi yako yalitumwa tarehe

29/01/2021

Maombi yako bado hayajalipiwa

Taarifa za malipo

Namba ya Ombi	564556
Namba ya Malipo	991840221928
Kiasi cha malipo	20000.0

Lipia mapema ili upate kitambulisho chako. Ahsante

RUDI MWANZO

III

O

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MWISHO