



**MINISTRY OF WORKS AND TRANSPORT**  
**MARITIME EDUCATION AND TRAINING**  
**FUND (METFUND)**



**PROCEDURES FOR ALLOCATION, DISBURSEMENT AND**  
**REPAYMENT OF FUNDS (PADR)**

*Maritime Education and Training Fund  
Plot 1/1, 19 Sokoine Drive  
P.O. Box 11377  
Dar es Salaam, Tanzania*

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## Document Control

MARITIME EDUCATION AND TRAINING FUND  
(METFUND)



### PROCEDURES FOR ALLOCATION, DISBURSEMENT AND REPAYMENT OF FUNDS (PADR)

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Secretary of the Board of Trustees			
Chairman of the Board of Trustees			

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**1.0 List of Abbreviations**

- BoT - Board of Trustees of METFUND
- GePG - Government Electronic Payment Gateway
- GPA - Grade Points Average
- METFUND - Maritime Education and Training Fund
- NOC - No Objection Certificate
- PADR - Procedures for Allocation, Disbursement and Repayment
- TASAC - Tanzania Shipping Agencies Corporation
- TCU - Tanzania Commission for Universities
- VRF - Value Retention Fee



## 2.0 Interpretation of Terms

“application window” means a period open for applicants to submit their loans/grants applications;

“beneficiary” means a person who has been granted a loan/grant under this Fund document and as stipulated in the regulation 6 of the Merchant Shipping (Maritime Education and Training Fund) Regulations, 2011;

“board” means the Board of Trustees of the METFUND;

“citizen” means Tanzanian citizen;

“court” means District, the Resident Magistrates Court or the High Court of Tanzania;

“creditor” means the Maritime Education and Training Fund

“debtor” means student or institution borrowing from the Fund

“foreign institution” means any post-secondary institution owned and operated overseas and not a Domestic Institution;

“fund” means loan or grant;

“Fund” means METFUND;

“grace period” means time granted before loan repayment;

“higher education” - means the education provided at the level of Degrees and, or Advanced Diplomas;

“in-country” means within the United Republic of Tanzania;

“liabilities” - means debts, charges and obligations of every description, whether present or future, actual or contingent and payable;

“loan” - means the METFUND institution/Students’ Loan granted under this Fund document;

“multiple sponsorship” means a situation whereby a beneficiary enjoy or benefit fund more than one source;

“other cost” means expenses other than tuition fees;

“penalty” means charges for overdue or delay of repaying loans;

“professionals” means a member of a profession practicing in maritime industry as per STCW requirements;

“regulations” means Merchant Shipping (Maritime Education and Training Fund) Regulations 2011;

“repeating student” means a student who for any reason is compelled to repeat the previous academic year or semester;

“student” means any person admitted to a Certificate of Competency, Sea time Training, Higher Education institution as a candidate for a degree;

“value Retention Fee” mean fee charged yearly on outstanding loan balance aimed at maintain the value of the loan offered to beneficiaries;



### 3.0 Introduction

The Maritime Education and Training Fund (METFUND) hereinafter refers to as a Fund, is established under section 170 of the Merchant Shipping Act No. 21 of 2003 (CAP. 165 of the Revised Laws of Tanzania), and announced by Government Notice No. 184 published on 18/05/2012. The government of the United Republic of Tanzania by establishing the Maritime Education and Training Fund focused on financing maritime education and training for Tanzanians to enhance professionalism in the maritime industry.

This booklet provides procedures to guide you through the process of applying for a loan and/or grant from the Fund.

### 4.0 Priority Areas for Support from the Fund

To ensure the effectiveness and impact of the Maritime Education and Training Fund, the Fund has identified priority areas for support. These are;

- i) Training of Tanzanians in Marine navigation, pilotage, marine engineering and engineering disciplines, shipping agency, maritime law, offshore engineering, offshore oil & gas technology, maritime economics, cargo handling, cargo clearing and freight forwarding, maritime safety and security and marine environment professions;
- ii) Short courses programmes for Tanzanians seafarers aimed at promoting compliance with national and international standards in order to improve shipping and port performance and to enhance maritime safety and security and protection of marine environment;
- iii) Acquisition of approved seagoing service relevant to the issue of a certificate of competency or other qualifications;
- iv) Acquiring training facilities and learning resources for the Tanzanian Training Institutions;
- v) Short courses related to capacity building of the office responsible for registration and licensing of ships.

### 5.0 Eligibility criteria for acquiring support from the Fund

The Fund has set eligibility criteria for loans and grants to smoothen evaluation exercise for all applications.

#### 5.1 Students' Loans

To qualify for consideration for the fund, the applicant;

- (a) Must be a Tanzanian registered/admitted by the Maritime Training Institution;
- (b) Must be taking courses stated under Regulation 6 (a) and (b) of the Merchant Shipping (Maritime Education and Training Fund) Regulations, 2011;

- (c) Should not exceed 30 years of age at the time of application for undergraduate courses;
- (d) Should not exceed 50 years of age at the time of application of master degrees and PhD;
- (e) Should not exceed 55 years for professional courses and short courses;
- (f) Must have admitted to an accredited high learning Institution/other relevant training institution;
- (g) For continuing student, applicant must have results/progress report to show that he/she has passed examinations;
- (h) Must not have multiple sponsorship;
- (i) Who wants to study abroad must produce "No Objection Certificate" (NOC) from the TCU/TASAC;
- (j) Must not have any other outstanding study loans.

## 5.2 Students' Grants

To qualify for consideration for the fund, a student must be a Tanzanian registered/admitted by a Maritime Training Institution, and qualify for eligibility criteria hereunder stipulated. However, this will also be subject to availability of funds;

- (a) Support to **female** students in offshore professional training;
- (b) Research falling within offshore professional training;
- (c) Best performers with distinctive GPA.

## 5.3 Maritime Education Institutions/Organizations' loans

To qualify for consideration for the Fund's support, the applying educational institutions should have the following qualifications:

- (a) Must demonstrate, in writing, the relevance/use of Funds to implement projects in line with the objective of the Fund as stipulated in METFUND Regulations 2011;
- (b) Must have contributed to the Fund and have no outstanding fees to the Fund;
- (c) Must be registered in Tanzania by relevant authorities and has Tax Identification Number (TIN) with Tax clearance certificate;
- (d) Must be accredited by relevant and authorised institution;
- (e) Must possess an unqualified Audit report provided by Controller and Auditor General;
- (f) Must possess either immovable asset that covers 150% of the amount of loan or guarantee of 100% of the amount of loan;
- (g) Must have clear cash flow records.

## 5.4 Maritime Education Institutions/Organizations' grants

To qualify for consideration for the Fund's support, the applying educational institutions should have the following qualifications:



- (a) Must demonstrate, in writing, the relevance use of Funds to implement projects in line with the objective of the Fund as stipulated in METFUND Regulations 2011;
- (b) Must be registered in Tanzania by relevant authorities and has Tax Identification Number (TIN) with Tax clearance certificate;
- (c) Must possess an unqualified report provided by Controller and Auditor General;
- (d) Must have contributed to the Fund and have no outstanding contribution fees.

### 5.5 Areas Qualifying for Loans/Grants.

The Fund provides support to educational institutions/organization and individuals in the form of grants and loans as shown in tables 1.

**Table 1: Areas Qualifying for Loans/Grants.**

SN	Areas of Support	Loans	Grants
<b>A</b>	<b>Teaching and learning materials and equipment</b>		
1	Books and other teaching and learning materials	x	v
2	Laboratory / Workshop equipment	x	v
3	Classroom and lecture room fixtures and fittings	x	v
<b>B</b>	<b>Training of Students/Academic Staff in specialized skills</b>		
1	Sea Service Training	v	x
2	Sub-sea Technology	v	x
3	Marine navigation/Nautical science	v	x
4	Pilotage	v	x
5	Marine Engineering	v	x
6	Maritime Law	v	x
7	Maritime Economics	v	x
8	Clearing and Forwarding	v	x
9	Maritime Safety and Security	v	x
10	Marine Environment	v	x
11	Offshore oil and gas technology	v	x
12	Naval Architecture and Ship Building	v	x
13	Ship Broking	v	x
<b>C</b>	<b>Curriculum Development and Review</b>		
1	Review of existing curricula	v	v
2	Development of new curricula	v	v
<b>D</b>	<b>Application and exploitation of Information and Communication Technology</b>		
1	Offshore simulators/Maritime simulators	v	v
2	Laboratory/Workshop	v	v
<b>E</b>	<b>Support to promote gender equity in the Maritime Sector</b>		
1	Support to female students in offshore professional training	x	v
2	Research falling within offshore professional training	x	v

SN	Areas of Support	Loans	Grants
	<b>V = Applicable , X = Not applicable</b>		

## 6.0 Application Processes

- i) All applicants for financial support have to fill in the Fund's Loan/Grant Application Form No. F.1 (**Annex I**) and attach a Project Proposal (*for institutions*) basing on the format provided in the Template Forms. An institution applying for more than one projects should fill in separate forms for each project;
- ii) The filled Students' Loan Application Form shall be forwarded directly to the Fund Manager through Maritime Education and Training Fund, P.O. Box 11377, Dar es Salaam and by Fund's e-mail: [metfund.appllications@dmi.ac.tz](mailto:metfund.appllications@dmi.ac.tz)
- iii) Applications from Maritime Education Institution shall be forwarded directly to the Fund Manager, Maritime Education and Training Fund, P.O. Box 11377, Dar es Salaam and by Fund's e-mail: [metfund.appllications@dmi.ac.tz](mailto:metfund.appllications@dmi.ac.tz);

## 7.0 Application Timeframe and Fees

In each financial year, applications will be received according to the admissions of respective institutions. The application must be submitted together with a proof of payment of a non-refundable application fee charged for each application as shown in Table 2 below;

This will be case by case, preferably on quarterly basis to accommodate short courses programmes.

The Fund shall regularly announce prospective specific courses due in advance to allow students to apply.

**Table 2: Application Fees**

Descriptions/Details	Fee (TZS)
Student Grant/Loan Application Form	30,000/=
Institution Grant/Loan Application Form	100,000/=

Application fees should be made to the Fund through bank account, in the name of the Fund and submit the original bank deposit slip together with the Application Form. No. F.2 (**Annex II**) Application forms are available at Fund's office and/or Fund's website: [www.dmi.ac.tz](http://www.dmi.ac.tz)

## 8.0 Evaluation, Notification and contract Signing

- i) The Fund evaluates each application using a set of predetermined Assessment Criteria (**Annex III**) and forwards its recommendations to the Board for approval;
- ii) Notification of the award of grants and/or loans is made through official letters to beneficiaries or Fund website and on the notice boards of the maritime institute.
- iii) There shall be a contract agreement between the Fund and loans/grants beneficiaries which will stipulate key issues to amounting a valid contract.

## 9.0 Disbursement of Funds

Disbursement schedule shall include the date, payee name, amount debited/credited, mode of payment, purpose of payment (grant/loan)

- (i) Undergraduate courses (in-country)
  - (a) Tuition fee – as per institution's fee structure
  - (b) Stipend –TZS 10,000 per day
  - (c) Health Insurance – TZS 50,400
- (ii) Short courses (in-country)
  - (a) Tuition fee – as per institutions' fee structure
  - (b) Stipend –TZS 10,000 per day
  - (c) Health Insurance – TZS 50,400
- (iii) Professionals (in-country)
  - (a) Tuition fee – as per institutions' fee structure
  - (b) Stipend – TZS 20,000 per day
  - (c) Health Insurance – TZS 50,400
- (iv) Master Degree & PhD (in-country)
  - (a) Tuition fee and research – as per institutions' fee structure
  - (b) Stipend – TZS 20,000 per day
  - (c) Health Insurance – TZS 50,400
- (v) Short Courses (foreign)
  - (a) Tuition fee – as per institutions' fee structure
  - (b) Stipend – US\$ 25 per day
  - (c) Air Ticket – Market Rate
  - (d) Visa – Market Rate
  - (e) Health Insurance – US\$ 200
- (vi) Professionals ((foreign)
  - (a) Tuition fee – as per institutions' fee structure

- (b) Stipend – US\$ 25 per day
- (c) Air Ticket – Market Rate
- (d) Visa – Market Rate
- (e) Health Insurance – US\$ 200

- (vii) Master Degree & PhD ((foreign)
  - (a) Tuition fee – as per institutions' fee structure
  - (b) Stipend – US\$ 25 per day
  - (c) Air Ticket – Market Rate
  - (d) Visa – Market Rate
  - (e) Health Insurance – US\$ 200

- (viii) Approved Seagoing services
  - In- country TZS 500,000/-per month.
  - Foreign US\$220 per month
  - Air Ticketing-Market Rate
  - Visa –Market Rate
  - Health Insurance US\$200

## 9.1 Students

- i) The Fund will disburse loans/grants related to tuition fees to approved students through their respective training institutions;
- ii) The Fund will disburse loans/grants related to other costs to approved students through their respective training institutions which will transfer to individuals account after students' verification and acknowledgement;
- iii) Students studying in foreign institution shall have their tuition fee and other cost payable through Tanzania Embassy in respective countries or any other acceptable arrangement;
- iv) The Fund will communicate with applicants regarding the budget set aside for particular financial year.

## 9.2 Institutions

- i) With exceptional of loans, disbursement of grants as approved by the Fund shall be effected directly to the suppliers, contractors or consultants upon compliance to the Public Procurement Act No. 7 of 2011 as amended by Public Procurement (Amendment) No. 5 of 2016 and its regulations 2013;
- ii) Proven delivery of goods or services and presentation of certified relevant documents. The documents include: -
  - a) Tax Invoice;
  - b) Delivery Note;
  - c) Goods Receiving Note;

- d) Contract Agreement between beneficiary and supplier/contractor;
  - e) Certificate of completion of works;
- iii) Part payments may be effected in accordance with the contract terms entered between the institution and the suppliers and upon presentation of certified relevant documents;
  - iv) Advance payment requests may be honoured provided that the institution submits a bank guarantee for the supplier.

### **10.0 Monitoring and Evaluation of Fund**

- i) The Fund **shall** establish a mechanism for monitoring and evaluating the utilization of resources on Fund Assisted Educational and Training Projects;
- ii) Special focus is placed on quality assurance, physical verification, effective use of the support as well as record and book keeping;
- iii) The Fund will ensure that all loans disbursed have insurance cover with relevant insurance companies. The cost of insurance will be borne by the applicant;
- iv) There shall be a contract agreement between the Fund and loan beneficiary which will stipulate key issues to amounting a valid contract.

### **11.0 Loan Repayment Processes**

The recipient of the Fund shall enter into a contract with the Fund to repay the money spent on training or training facilities as the case may be. Prior to commencement of repayment, beneficiaries will fill a Loan Repayment Enquiry Form No. F.3(**Annex IV**). The following are repayment procedures for beneficiaries;

All payments are payable to the Fund through established government payment and control systems.

#### **11.1 Terms and Conditions of Loan Repayment**

- i) Loans are repaid following the expiry of the stipulated grace period;
- ii) However, a beneficiary is at liberty to start repaying the loan within the grace period;
- iii) The outstanding loans shall comprise principal loan and Value Retention Fee;
- iv) The Fund may acquire deduction code from the relevant authority to facilitate repayment of loans direct from their personal emolument;

## 11.2 Liability and Obligations of Students

- i) To inform METFUND in writing regarding his/her whereabouts and the status of his/her occupation upon successful completion of studies or earlier termination of studies for whatsoever reasons;
- ii) To pay his/her debt to the Fund;
- iii) To repay loans at the rate of 10% of beneficiary's basic salary for formal sector or a minimum of TZS 100,000 for informal sector per month;
- iv) To repay Value Retention Fee of a loan at 5% compounded per annum of the unpaid amount;
- v) To ensure that monthly deductions from his salary are effected accordingly; for loan beneficiaries who are employed on contractual or permanent terms;
- vi) For those engaged in self-employment/informal sector, in any trade, occupation or profession shall communicate and arrange with METFUND about the amount and period during which remittance of money shall be made to METFUND.

## 11.3 Liability and Obligations for Institutions/Organizations

- i) An institution/organization benefiting from METFUND shall begin to repay its loan following the expiry of one-year grace period basing on the agreement entered with the Fund. However, an institution/organization is at liberty to start repaying the loan within the grace period;
- ii) To repay Value Retention Fee of a loan at 5% compounded per annum of the unpaid amount.

## 11.4 Consequences to Non-Compliant Loan Beneficiaries

- i) Liable to punishment/penalty and other disciplinary measures as per relevant laws,
- ii) Beneficiaries found with cheating/forgery information shall be barred from further loan considerations and shall repay the loan amount issued.

## 11.5 Obligation of Employers

All employers have the following legal obligations:

- i) To notify METFUND of the employment of the graduate within twenty-eight (28) days from the date on which such graduate is employed;

- ii) To inform METFUND in writing about the status, rank, salary and the changes, if any, in the name, address, occupation and/or status, rank and salary of the employee who is a higher education graduate;
- iii) To ensure that monthly deductions from salaries of loan beneficiary is remitted to METFUND in a prescribed format within fifteen (15) days after the end of each month.

### 11.6 Completion of Loan Repayment

Upon completion of loan repayment, kindly seek clearance certificate from the Fund. **Please note that only the Fund can confirm your loan repayment status.** METFUND shall confirm loan repayment completion by issuing certificate of clearance.

### 11.7 General Enquiry

For enquiries on loan repayment, kindly e-mail: [metfund.applications@dmi.ac.tz](mailto:metfund.applications@dmi.ac.tz)



**Procedures for Allocation, Disbursement and Repayment of Funds (PADR)**





## Form No. F.1 - Institution Loan/Grant Application Form

**MARITIME EDUCATION AND TRAINING FUND  
(METFUND)****GENERAL INSTRUCTIONS**

Please read the following instructions carefully before completing this form.

- 1) The application must be submitted together with a proof of payment of non-refundable processing fees amounting to **TZS 100,000** charged for each project, payable to the Fund.
- 2) The areas qualifying for support are indicated in the Procedure for Application, Allocation and Disbursement of Funds available in the Fund's website: [www.mETFUND.go.tz](http://www.mETFUND.go.tz). Please read the instructions carefully and choose the areas of support needed accordingly.
- 3) Parts A, C and D must be completed by all applicants. Details on the specific project(s) of support are indicated on part B. Please complete **only** the project(s) applicable to your request.
- 4) The application form can be downloaded from our website: [www.mETFUND.go.tz](http://www.mETFUND.go.tz), the Maritime Institute's website and TASAC website.
- 5) The Fund is not obliged to approve the applications submitted. All applications shall be considered according to the applicable procedures, criteria and availability of Funds.

**PART A****1.0 Institution's/Organization's Particulars**

- 1.1 Name of Institution/Organization: .....
- Year of Establishment: .....
- Registration number: .....
- Registration authority: .....
- Website:.....
- Year of Registration: .....
- Accreditation status .....
- Year of accreditation: .....
- TIN number: .....
- 1.2 Postal Address: .....
- Tel: ..... Tel 2: .....
- Fax: .....
- E-mail: .....
- Physical Address: Street: ..... Ward: .....
- District: ..... Region/City.....
- 1.3 Name of institution's/Organization's contact person: .....
- Title: .....
- Tel. No.: ..... Fax: .....
- Mobile: ..... E-mail: .....
- 1.4 Type of ownership:  Government owned  Private  
 owned  Others  (Please state).....
- .....
- 1.5 Name of owner(s) of Institution/Organization
- 1: .....
- 2: .....
- 3: .....

**PART B**

**Project Details:**

**Project I – Acquisition of Training Facilities and Learning Resources**

1. Outline the objectives of the support needed:

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.....  
.....  
.....

Facilities requirements

**(Attach detailed project proposal)**

**Project Details:**

**Project II – Promotion of Business, Economic and Trade Opportunities and Local Entrepreneurship**

2. Outline the objectives of the support needed:

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.....

Requirements **(Attach detailed project proposal)**

3. Business plan/Feasibility study

4. Provision of quarterly progress report (for ongoing) projects

5. Availability of Audited Accounts for the past three years  YES (if yes attach copy, if No provide reasons)  NO

**Project Details:**

**Project III – Short Course Programmes for Tanzanians Seafarers**

6. Outline the objectives of the support needed: .....  
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7. Requirements **(Attach detailed project proposal)**

**Project Details:**

**Project IV – Training of Tanzanians in Maritime-related Areas.....**

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Outline the objectives of the support needed: .....  
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Description of the project and budget **(Attach detailed project proposal)**



**PART D****Project(s) Financial Requirements***(This is a summary of the financial requirement for a specific project from Part B)*

S/n	Project	Financial Requirements in TZS /US\$			Total (TZS /US\$)
		Requested Amount (TZS/US\$)	Own Contributio n (TZS /US\$)	Other sources (if any)*	
1.					
2.					
3.					
4.					

\* State other sources (if any)

.....

.....

**Application Submission**

Application forms for an institution must be signed by the Head of the Institution or Chairperson of the Board of the said institution. The form should be forwarded to the Fund Manager, Maritime Education and Training Fund, P.O. Box 11377, Dar es Salaam. E-mail: [metfund.applications@dmi.ac.tz](mailto:metfund.applications@dmi.ac.tz)

**Certification by the Management of the institution/organization**

I hereby certify that all information provided in this form is correct and true to the best of my knowledge and belief. I have/have not applied for financial support for a similar project in other Institution.

I pledge to abide by the rules and regulations governing the finances disbursed towards the improvement of quality/access/equity of maritime education in my institution/organization as shall be given to me by Fund.

.....

**Applicant** **Designation**

.....

**Signature, Official Stamp and Date**

**PART E****TERMS AND CONDITIONS**

1. I hereby declare that the above particulars and information availed above is true to the best of my knowledge and the same shall form the basis of any arrangement for a facility and any other products the Fund might develop from time to time if any granted to me;
2. The Board retains the right to evaluate all loan applications and determine the number of beneficiaries (This application does not guarantee that the loan shall be approved);
3. The loan shall be repaid in equal monthly instalment as per schedule provided by the Fund;
4. As prescribed by the Regulations, I undertake to make repayments in a manner that shall be approved by the Fund.
5. If a loan beneficiary defaults in repayment when the loan is due, the whole amount shall become due and payable and the loan beneficiary shall be bound to pay all other charges that may arise as a result of the default including but not limited to the advocates, court fees and penalties.
6. The signature of the Applicant shall certify the reading, understanding and being in agreement with the terms and conditions herein.
7. No loan shall be disbursed unless the loan agreement form is signed and approved by the Board.
8. This loan will have a grace period of one year from the date of acquisition but you are at liberty to repay within grace period.
9. If any institution's loan is extended, the institution must agree to be bound by the rules, terms and conditions of the Fund and agrees to sign all such documents as may be required to secure a loan from the Fund. The Institution has to acknowledge the liability for all costs that shall be incurred by the Fund to recover its Funds from the institution. The costs may include administration fees, documents verification and legal expenses that the Fund may incur while pursuing the loan recovery. The Institution further, acknowledge that the commitments made in this application shall continue to bind the institution from now onwards until the entire loan is fully paid. The institution accepts full responsibility and shall fully indemnify the Fund.
10. The Loan shall be repaid with Value Retention Fee (and penalty if any) as may be determined by the Fund from time to time.

**PART F  
CERTIFICATION BY ADVOCATE/MAGISTRATE**

Signed by ..... (Full name of applicant) who  
is known to me personally or has been identified to me by  
..... who is known to me personally

this ..... day of .....20....

Full name of Advocate/Magistrate: .....

Signature: .....

Title: .....

Date: .....

Stamp: .....





**PART G**

**FOR OFFICIAL USE ONLY:**

**APPRAISING LOANS OFFICER'S RECOMMENDATION**

Loan in TZS or its equivalent: .....

Loan disbursement Phase(s): .....

.....

Proposed Repayment Method: .....

.....

I have verified the authenticity of the applicant's documents.

Comments: .....

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.....

Loan Officer's Name .....

Signature: .....

Date:

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**PART H**  
**FUND MANAGER'S RECOMMENDATION**

Recommendation for Approval/Decline/Differed

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Reason(s) for declining/Differing of Application.

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.....

.....

Amount Approved in TZS:

.....

Approved Loan Period:

.....

Conditions:

.....

.....

.....

**Fund Manager**

Name: .....

Signature: .....

Date: ..... TANZANIA

METFUND

**PART I**  
**BoT CHAIRPERSON'S AUTHORIZATION**

Decision for Approval/Decline/Differed

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Reason(s) for declining/Differing of Application.

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.....

.....

Amount Approved in TZS: .....

Approved Loan Period: .....

Conditions:

.....

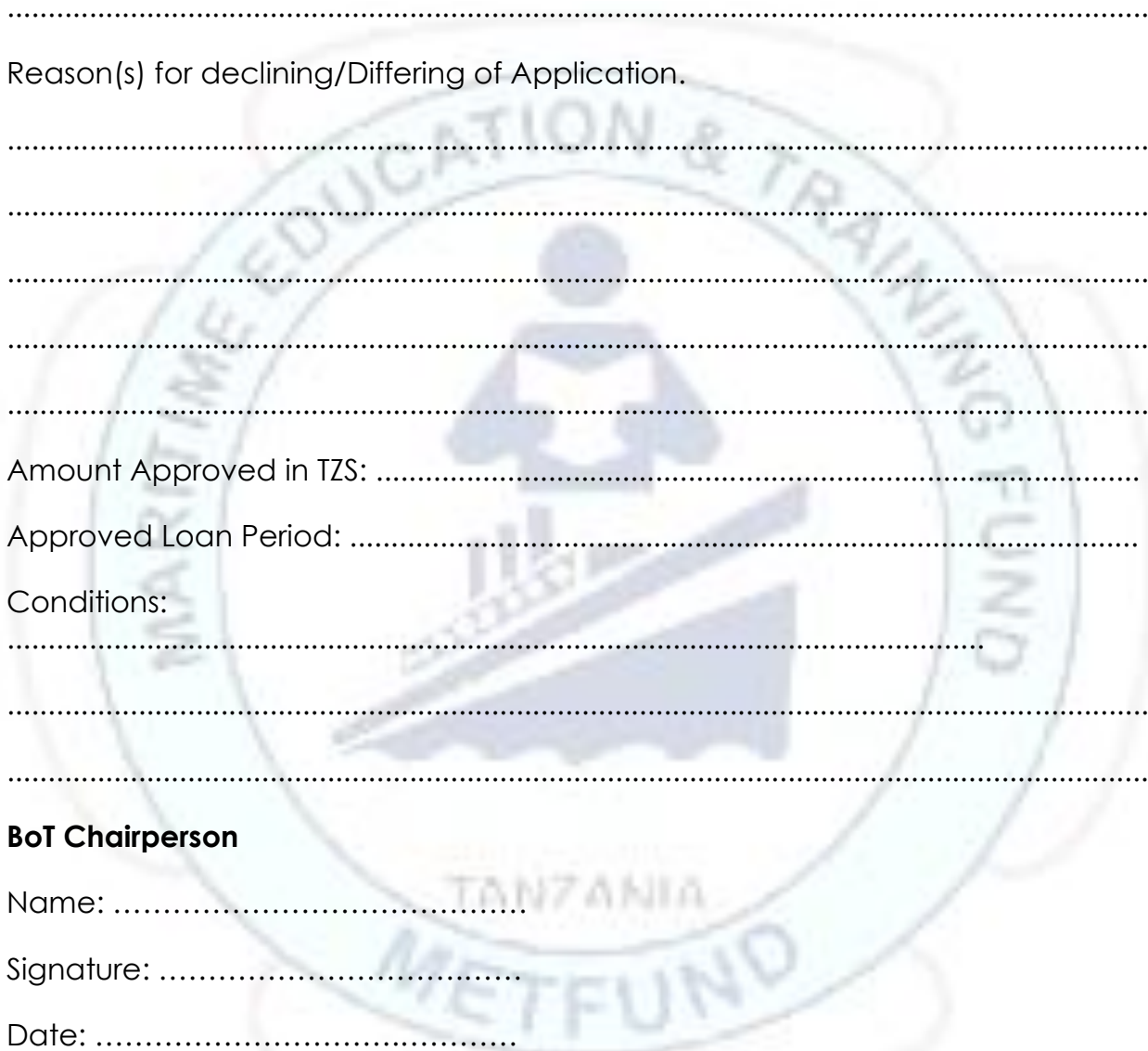
.....

**BoT Chairperson**

Name: .....

Signature: .....

Date: .....



Form No. F.2 - Student's Application Form

TO BE COMPLETED BY ALL STUDENTS APPLYING FOR STUDENT'S LOAN

MARITIME EDUCATION AND TRAINING FUND(METFUND)



STUDENT'S LOAN APPLICATION FORM

Provide 1  
passport  
Size photo

GENERAL INSTRUCTIONS

Please read the following instructions carefully before completing this form.

- 1) The application must be submitted together with a proof of payment of **non-refundable** processing fees amounting to TZS **30,000** charged for each student payable to the Fund;
- 2) The areas qualifying for support are indicated in the Procedure for Application, Allocation and Disbursement of Funds available in the Fund's website: <http://www.dmi.ac.tz>/Please read the instructions carefully and choose the areas of support needed accordingly;
- 3) Academic certificates attached will be subject to vetting by responsible authorities prior to processing of the applications;
- 4) All attachments must be certified by Advocate or Magistrate.

**A. PERSONAL DETAILS OF THE APPLICANT (Complete all sections in capital letters)**

Surname:  Middle Name:  First Name:

Other Names:

Gender:  Nationality:

National ID No/Passport/Driving Licence:

Identification (Please provide as many as you can) School ID, Passport, Voter's Card, Driving License.

Registration No. (For continuing students):

Year of Study:  Current Address:  P. O. Box:

District:  Region:

Permanent Address:  P. O. Box:  E-mail:

District:  Region:

Tel. No 1:  Tel. No 2:

Marital Status: Single  Married  Separated  Divorced  Widowed

Others (Specify)..... (Attach document)

Do you have any disability? Yes:  No:  (If Yes please specify).

.....

**B. APPLICANT'S EDUCATION BACKGROUND INFORMATION**

Level of Education	Institution/Schools	Index/Registration number	Year of completion	GPA/Award
University/ Institution/ College				
(1)				
(2)				
(3)				
(4)				
A level schools				
(1)				
(2)				
O level schools				
(1)				
(2)				
Primary schools				
(1)				
(2)				

**C. DETAILS OF INSTITUTION TO WHICH YOU ARE ADMITTED (attach copy of admission letter)**

Institution Name:	<input type="text"/>
Faculty/School/Department:	<input type="text"/>
Year of admission:	<input type="text"/>
Registration Number (for continuing students):	<input type="text"/>
Current Academic Year of Study:	<input type="text"/>
Category of Institution: In country: <input type="checkbox"/> Foreign: <input type="checkbox"/> (Please tick appropriate choice)	<input type="text"/>
Course Admitted for:	<input type="text"/>
Course Duration:	<input type="text"/>

**D. LOAN AMOUNT REQUIRED FOR ONE ACADEMIC YEAR (please specify currency applied for.)**

a. Tuition fees for one academic year:

b. Stipend:

c. Air Ticket:

d. Visa:

e. Health Insurance:

f. Approved Seagoing services:

g. Aids and other appliances for the disabled (please specify)

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**TOTAL LOAN AMOUNT** (Summation of a - g):

Amount in words:

Number of years to be financed:

**E. DETAILS OF PARENT/GUARDIAN AND THEIR PERMANENT ADDRESS (if deceased please provide a death certificate or an affidavit)**

**(a) Father**

Surname;  First name;

Other names; Occupation;

Date of birth;  Telephone;

Address;  Monthly income;

Current Street/Village;  Other incomes;

District;  Deceased/Alive;

Region;

Who paid your fees during: A-Level Education;

O-Level Education;

National ID No;



**(b) Mother**

Surname:  First name:

Other names:  Occupation:

Date of birth:  Telephone:

Address:  Monthly income:

Current Street/Village:  Other incomes:

District:  Deceased/Alive:

Region:

Who paid your fees during: A-Level Education;

O-Level Education;

National ID:

**(c) Guardian**

Surname:  First name:

Other names:  Occupation:

Date of birth:  Telephone:

Address:  Monthly income:

Current Street/Village:  Other incomes:

District:

Region:

Who paid your fees during: A-Level Education;

O-Level Education;

National ID:

Relationship with Guardian.....

**(d) Employer**

Name: .....

Address.....

Telephone No 1: .....

Telephone No 2: .....

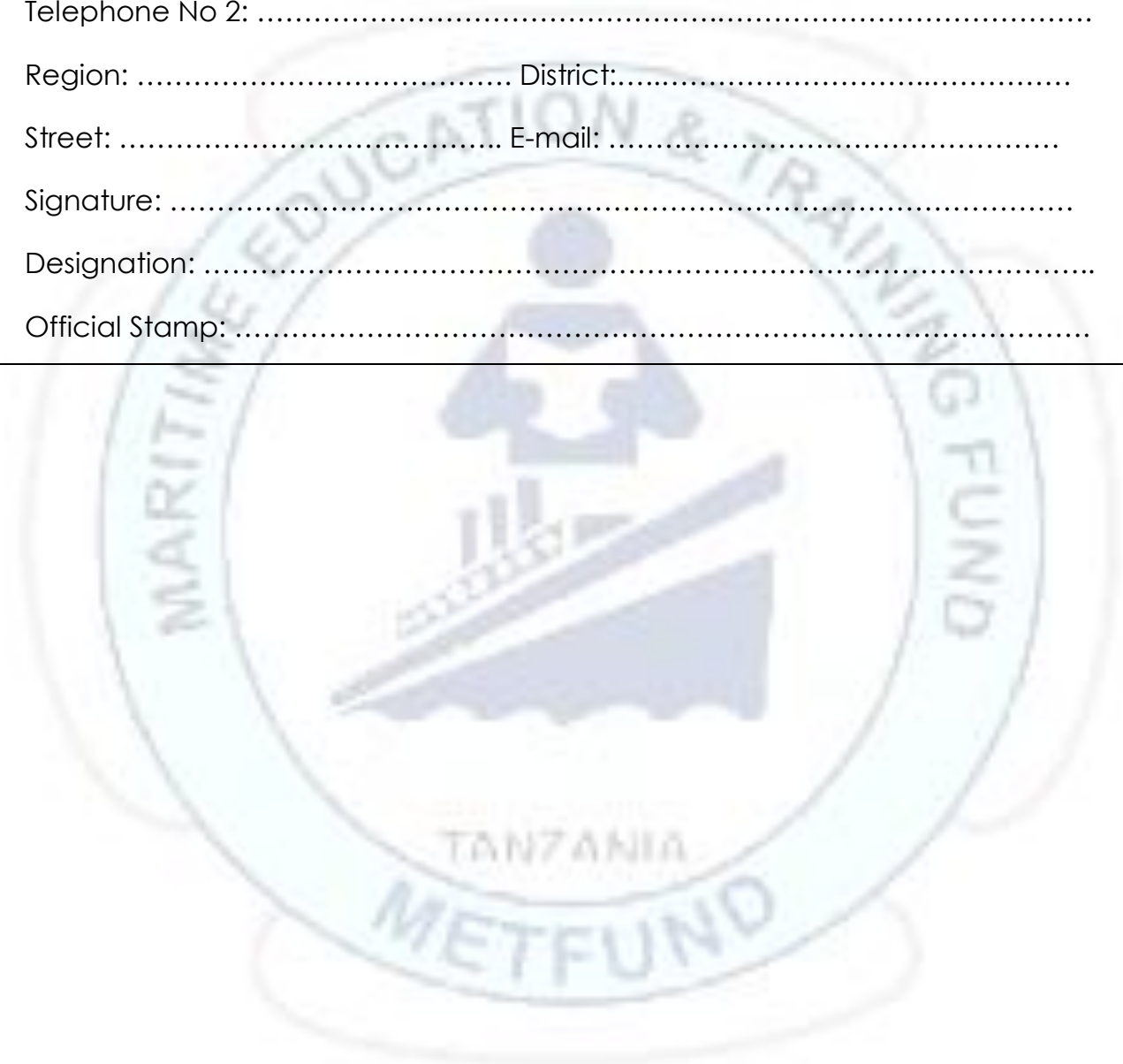
Region: ..... District:.....

Street: ..... E-mail: .....

Signature: .....

Designation: .....

Official Stamp: .....



**F. FAMILY SOCIAL ECONOMIC INDICATORS (Tick appropriate place)**

- 1 Total number of children from biological father
- 2. Total number of children from biological mother
- 3. Are your parents staying together; Yes  No
- 4. If no, who do you live with? a) Father  b) Mother  c) Others
- 5. Type of family residence a) Rented  b) Owned  c) Employer's   
 d) Other (please specify) .....

6. Specify the number of dependants to your parent (s) other than your biological siblings

7. Details of family dependants (if any of the dependants is disabled, please indicate/specify the type of disability) where a family is on Fund sponsorship, please provide details and if the space provided is not adequate, please attach additional information on a separate sheet of paper.

Name	Institution (current/last)	Level of study/class
Annual fees		
i.....	.....	.....
ii.....	.....	.....
iii.....	.....	.....
iv.....	.....	.....
v.....	.....	.....

8. Please give reasons why you must be supported by the Fund to finance your studies

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9. Provide the historical background of how your education has been Funded

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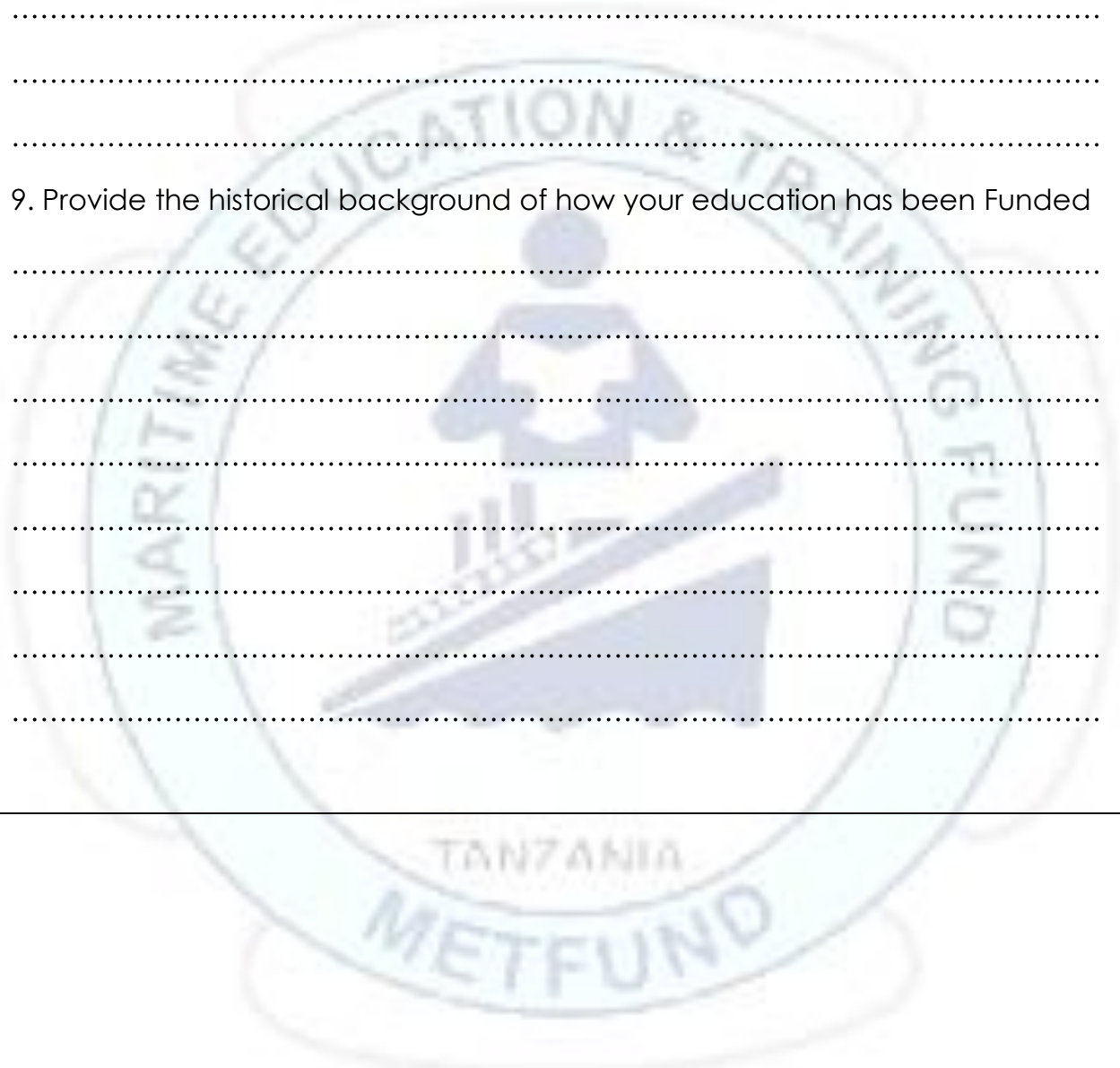
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**G. PARENT (FATHER/MOTHER)/GUARDIAN/EMPLOYER/SELF DECLARATION**

I declare that I have read this form or this form has been read to me and I hereby confirm that the information given herein is true to the best of my knowledge.

Name: .....

Telephone No.: .....

Mobile No.: .....

National Id: .....

Residential Physical Address: .....

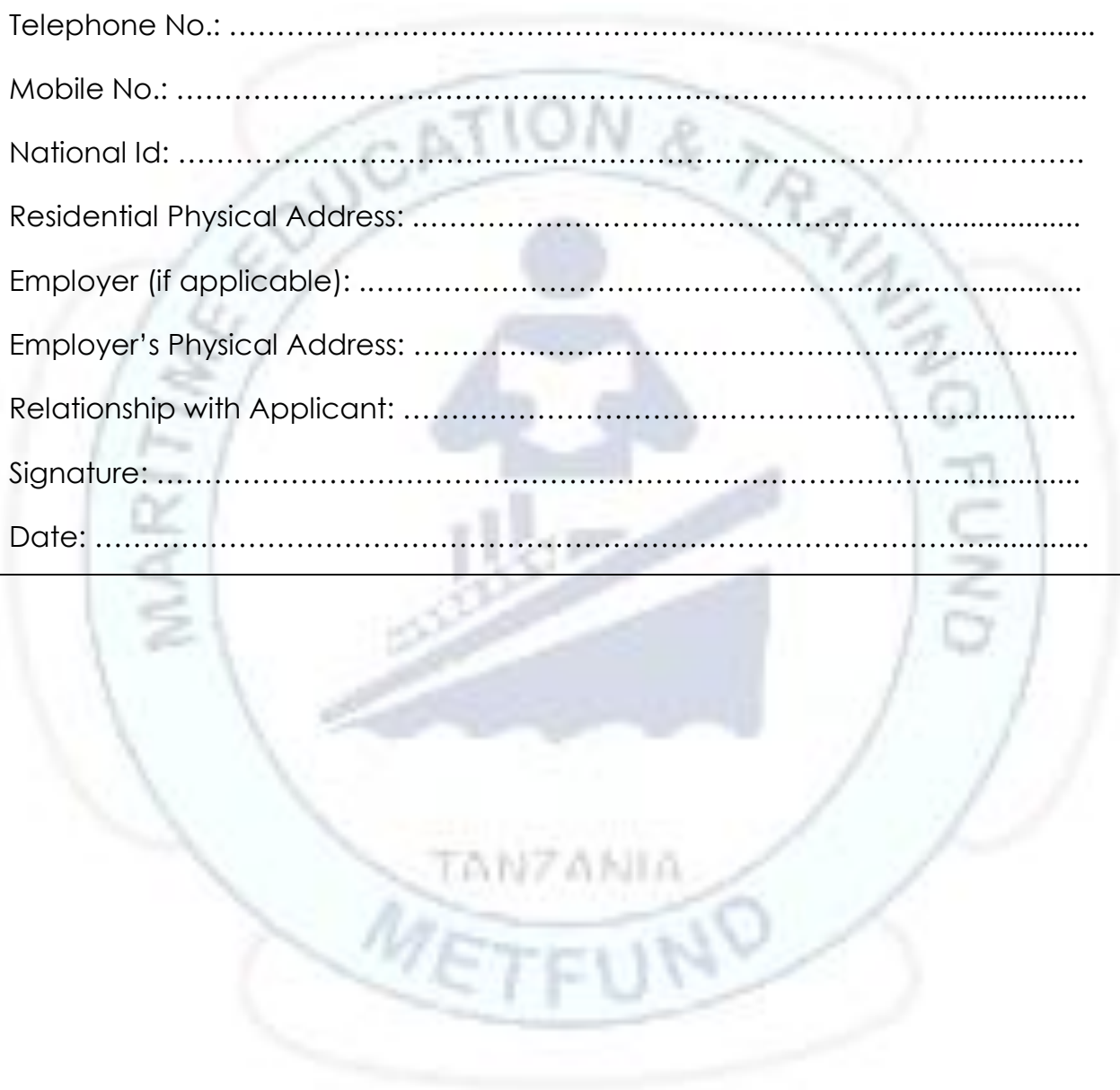
Employer (if applicable): .....

Employer's Physical Address: .....

Relationship with Applicant: .....

Signature: .....

Date: .....



**H. GUARANTOR'S RESIDENTIAL CONTACTS DETAILS (CURRENT ADDRESS)**

(Guarantor must be parent/guardian/employer/next of kin)

Name:	<input type="text"/>	<b>Provide1</b> Passport Size Photo	
Street:	<input type="text"/>		
Current Village/Ward:	<input type="text"/>		
District:	<input type="text"/>		
Region:	<input type="text"/>	P. O. Box:	<input type="text"/>
Telephone No1:	<input type="text"/>	Telephone No2:	<input type="text"/>
E-mail:	<input type="text"/>		
Occupation:	<input type="text"/>		
Name of Employer:	<input type="text"/>		
Address:	<input type="text"/>		
National ID No.:	<input type="text"/>		

**Declaration:** I ....., declare that the information given above is correct to the best of my knowledge and I solemnly recommend the applicant.

Signature: ..... Date: .....

**I. LOCAL GOVERNMENT RECOMMENDATION**

*(Must be filled, signed and stamped by Local Government Official)*

Name:	<input type="text"/>	<div style="border: 1px solid black; padding: 10px; text-align: center;">Local Government Stamp</div>	
Street:	<input type="text"/>		
Current Village/Ward:	<input type="text"/>		
District:	<input type="text"/>		
Region:	<input type="text"/>	P. O. Box:	<input type="text"/>
Telephone No:	<input type="text"/>	E-mail:	<input type="text"/>
National Id No:	<input type="text"/>		

**Declaration:** I ....., declare that the information given above is correct to the best of my knowledge and I solemnly agree to guarantee the applicant.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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**J. TERMS AND CONDITIONS**

1. I hereby declare that the above particulars and information are true to the best of my own knowledge and belief the same shall form the basis of any arrangement for a facility (Student's Loan, and any other products the Fund might develop from time to time) if any granted to me.
2. The Loan shall be repaid with Value Retention Fee and penalty as may be determined by the Fund from time to time.
3. The Board retains the right to evaluate all loan applications and determine the number of beneficiaries. (This application does not guarantee that the loan shall be approved)
4. If the loan beneficiary discontinues from studies for whichever reason before full disbursement is made, the Board shall not disburse the remaining allocation and shall recall the loan so far advanced in full together with the Value Retention Fee thereon.
5. The loan applicant may repay the loan earlier before the lapse of grace period, in lump sum or as per schedule determined by the Fund.
6. As prescribed by the Fund, I undertake to make repayments in a manner that shall be approved by the Fund.
7. If a loan beneficiary defaults in repayment when the loan is due, the whole amount shall become due and payable and the loan beneficiary shall be bound to pay all other charges that may arise as a result of the default including but not limited to the advocates and court fees and penalties.
8. The signature of the Applicant shall certify the reading, understanding and agreeing with the terms and conditions herein.
9. No loan shall be disbursed unless the Loan Application Form is signed and approved by the Board.
10. This loan will have a grace period of 1 year from the date of completion of studies but you are at liberty to repay within the grace period.
11. If any Student's Loan is extended to me, I agree to be bound by the rules, terms and conditions of the Fund, and I agree to sign all such documents as may be required to secure a loan from the Fund. I acknowledge liability for all costs that shall be incurred by the Fund to recover its Funds from me. The costs may include administration fees, documents verification and legal expenses that the Fund may incur while pursuing the loan recovery. I further acknowledge that the commitments I have made in this application shall



continue to bind me from now onwards until the entire loan is fully paid and I accept full responsibility and shall fully indemnify the Fund.

12. I undertake to notify the Fund or its successors or assignees in the title of any change which materially changes any representation first above mentioned.

13. There shall be a contract agreement between the Fund and loan beneficiary which will stipulate key issues to amounting a valid contract.

14. The Fund will ensure that all loans disbursed have insurance cover with relevant insurance companies. The cost of insurance will be borne by the applicant.



**K. CERTIFICATION BY ADVOCATE/MAGISTRATE**

Signed by ..... (Full name of applicant) who  
is known to me personally or has been identified to me by  
..... who is known to me personally

this ..... day of .....20....

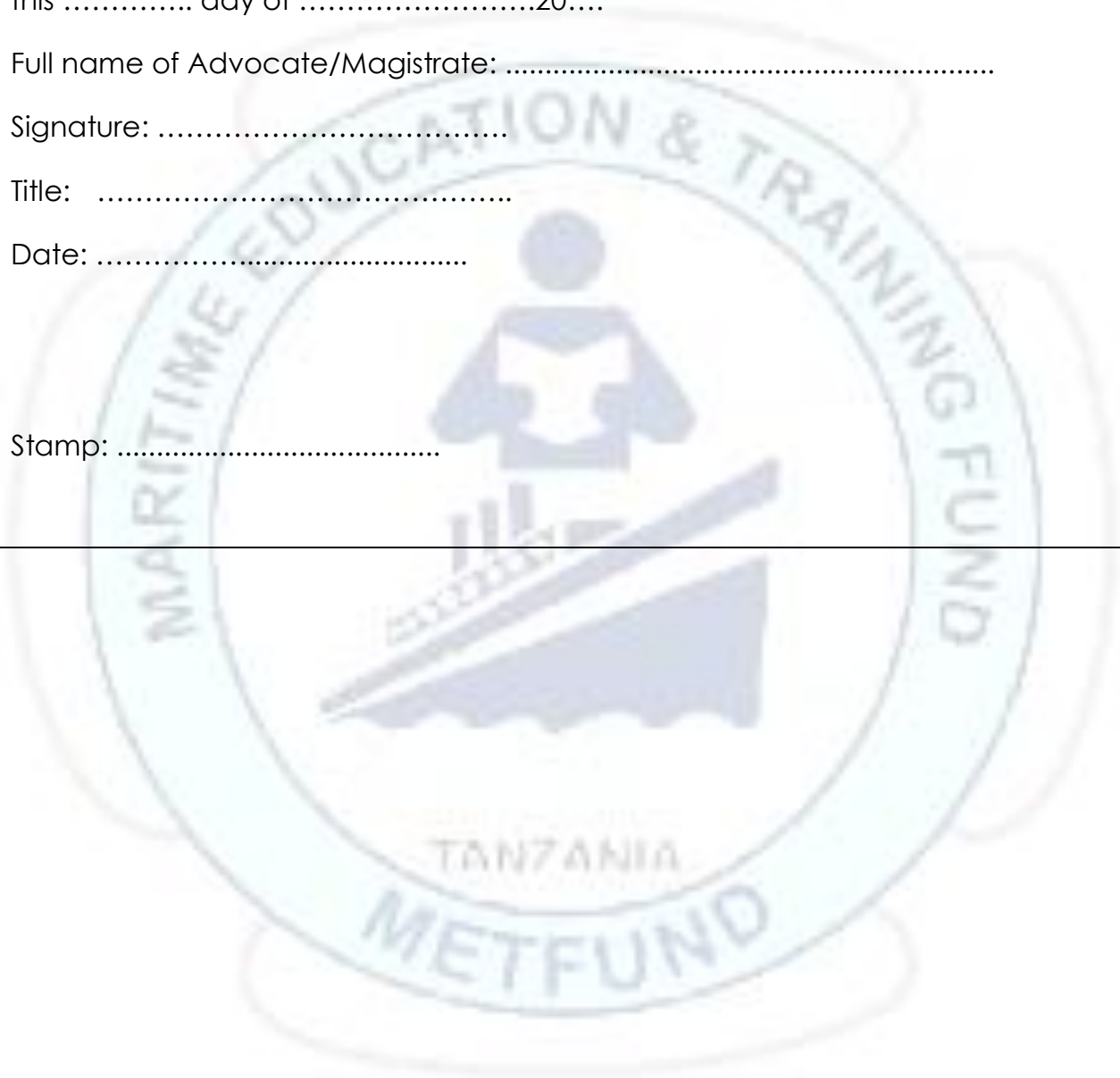
Full name of Advocate/Magistrate: .....

Signature: .....

Title: .....

Date: .....

Stamp: .....



**L. FOR OFFICIAL USE ONLY APPRAISING LOANS OFFICER'S RECOMMENDATION**

Loan in TZS or its equivalent: .....

Loan disbursement Phase(s): .....

.....

Proposed Repayment Method: .....

.....

I have verified the authenticity of the student's admission letter and all other relevant documents.

Comments:

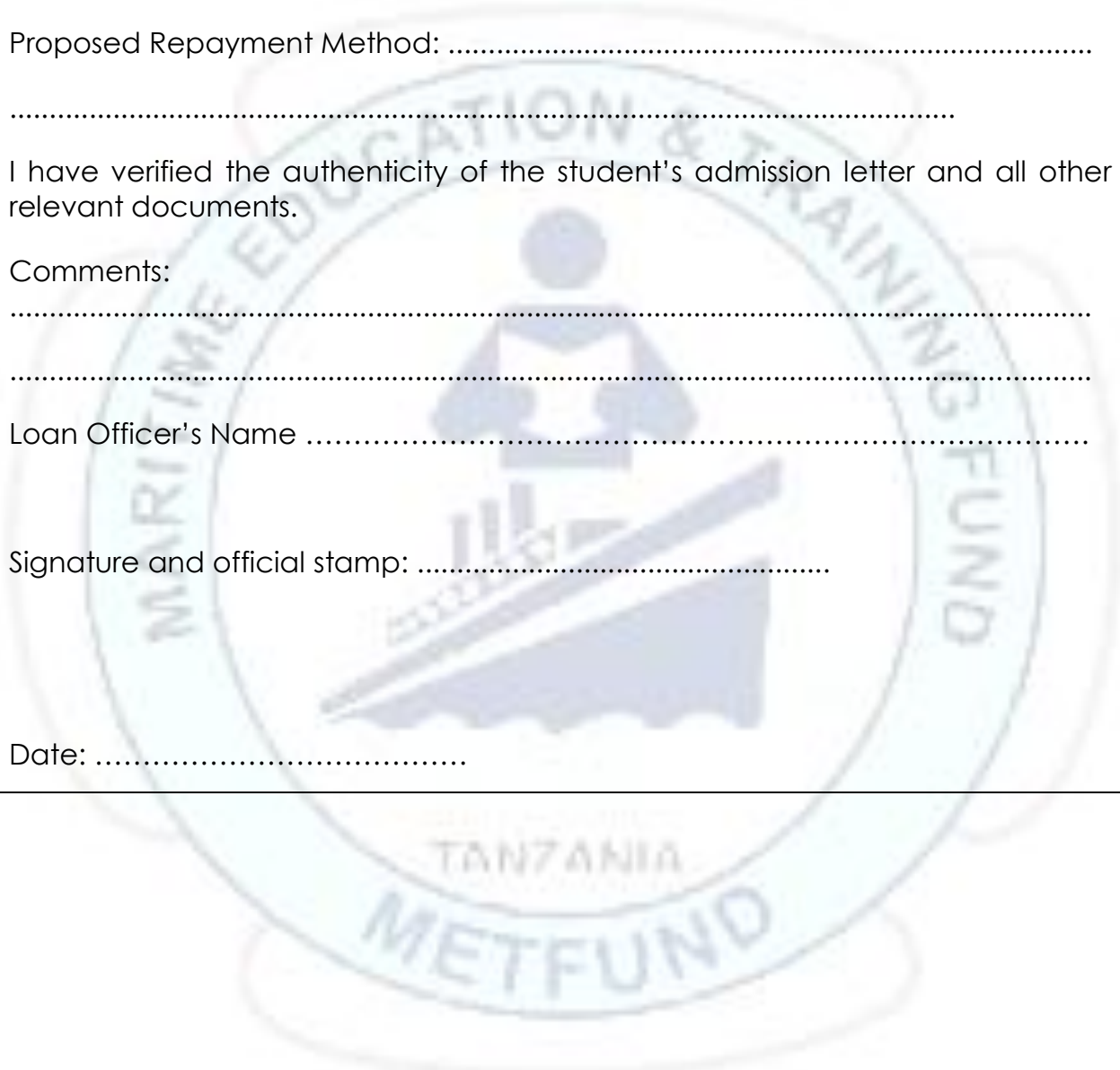
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Loan Officer's Name .....

Signature and official stamp: .....

Date: .....



**M. FUND MANAGER'S RECOMMENDATION**

Recommendation for Approval/Decline/Differed

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Reason(s) for Declining/Differing of Application

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Amount requested in TZS: .....

Amount approved in TZS: .....

Approved loan period: .....

Conditions: .....

.....

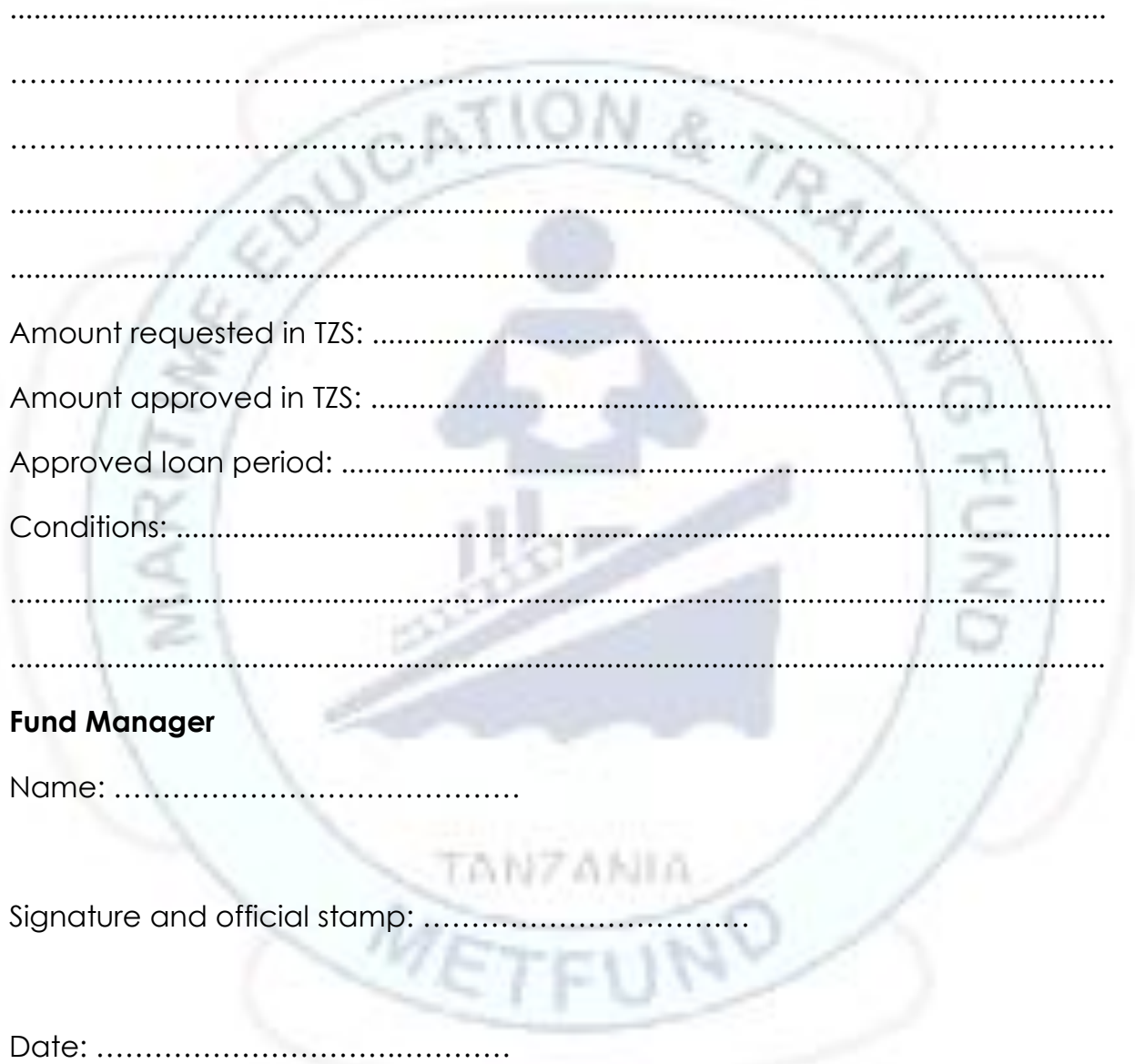
.....

**Fund Manager**

Name: .....

Signature and official stamp: .....

Date: .....



**A. BoT CHAIRPERSON'S AUTHORIZATION**

Decision for Approval/Decline/Differed

Reason(s) for Declining/Differing of Application

.....

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Amount Approved in TZS: .....

Approved Loan Period: .....

Conditions: .....

.....

.....

**BoT Chairperson**

Name: .....

Signature and official stamp: .....

Date: .....

**ASSESSMENT CRITERIA A****CHECK LIST FOR STUDENTS**

- i) Must be Tanzania citizen
- ii) Has paid application fee
- iii) Personal details
- iv) Age
- v) Details of institution to which you are admitted (attach copy of admission letter)
- vi) Area qualifying for support
- vii) Attachments
  - i. Birth certificate
  - ii. NIDA ID Number
  - iii. Local Government Recommendation
  - iv. Guarantor's Declaration
  - v. Legal Certification
  - vi. Admission letter
  - vii. Form Four Certificate
  - viii. Other academic certificates
- viii) Education Background
- ix) Amount Requested
- x) Parent's Details
- xi) Family Social Indicator
- xii) Applicant recent 2 passport size photo
- xiii) Guarantor's recent 2 passport size photo

**ASSESSMENT CRITERIA B****CHECK LIST FOR INSTITUTIONS**

- i) Application fee (attach receipt)
- ii) Institution's/Organization's Particulars
- iii) Contact person (Power of Attorney)
- iv) Physical address
- v) Contact details
- vi) Business plan/Feasibility study
- vii) Relevance of envisaged projects in maritime as per METFUND Regulations 2011.
  - a. Nature of the project whether is falling under maritime sector
  - b. Whether the output will cover the professional gap improvement in the sector
- viii) Expected results (SMART)
- ix) Tax clearance certificate with TRA /TIN number.
- x) Provision of quarterly progress report (for ongoing) projects.
- xi) Audited financial report for the past three years
- xii) Active contributor to the Fund (Attach clearance form)  
Must have no financial liability to the Fund (attach clearance form)

**Form No. F.3 - Loan Repayment Enquiry Form**

**LOAN REPAYMENT ENQUIRY FORM FOR LOAN BENEFICIARY**

**MARITIME EDUCATION AND TRAINING FUND (METFUND)**



**PART I: NATURE OF ENQUIRY** (Choose appropriately)

- (i) Want to start repaying loan
- (ii) Request for a statement
- (iii) Refund due to
  - (a) Over deductions
  - (b) Erroneous deductions (Not a beneficiary)
  - (c) Rebilling when I have finished
- (iv) Any other, please specify: .....

**PART II: PERSONAL DETAILS OF HIGHER LEARNING INSTITUTION GRADUATE**

Current names in full.....

Names as used at the University/Institution

Surname.....First name.....Second name.....

Other names .....

Form IV index no. ....

Physical address: Region .....District.....

Street..... Block.....

Current address..... Postal.....

Telephone/mobile no ..... E-mail.....

Registration number .....



Higher learning institution attended.....  
Course..... Degree/Diploma.....  
Year of entry..... Year of completion.....

**PLEASE INDICATE WHERE APPLICABLE**

- Changed Higher Institution
- Differed Studies
- Repeated year (s) during my study
- Discontinued from study

**PART III: EMPLOYMENT DETAILS**

Current Employer.....  
Region ..... District.....  
Street..... Check/pf no.....  
Address..... Telephone/Mobile No.....  
Fax..... E-mail.....

**PART IV: CHANGE OF EMPLOYER (S)**

Repayment period  
Name of employer    Check/PF No    From    To  
(i) .....  
(ii) .....  
(iii) .....

**PART V: LOAN REPAYMENT STATUS** (Choose appropriately)

Completed Repayment

Repaid for some time and stopped

(Date started paying.....Date stopped.....)

Currently repaying

Loan amount .....

Repaid amount .....

Outstanding .....

Comments .....

.....

**Declaration:** I declare that the information given above is correct to the best of my knowledge and belief.

Signature ..... Date.....

**PART VII: FOR OFFICE USE ONLY** (*clearance form to be issued*)

I declare that .....(applicant's name) has completed/not completed loan repayment.

Loan amount .....

Repaid amount .....

Outstanding .....

Comments .....

.....

Name .....

Position .....

Signature and Date .....

Official  
stamp

**Form No. F.4 - Donation Form**

**MARITIME EDUCATION AND TRAINING FUND (METFUND)**



Name/Organization.....

Postal Address.....

Physical Address.....

Telephone.....

Mobile.....

Email..... Website.....

Country.....

I, the undersigned, do hereby pledge to contribute to the Maritime Education and Training Fund amount of ..... in (Cash/cheque/Goods)

To be utilized in (specific/general programs) .....

.....Administered/facilitated by the Fund.

My contribution will be available for collection on ...../...../.....

Position: ..... (For Organizations)

Signature: ..... Date: ...../...../.....

Issued by: .....

NB: Please mail this a completely filled form via e-mail to <info@metfund.ac.tz