

GOVERNMENT NOTICE N. 240 published on 9/7/2004

THE VETERINARY ACT, 2003  
(No 16 OF 2003)

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RULES  
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*Made under section 15 and 38*

**THE VETERINARY ACT (REGISTRATION OF  
VETERINARIANS AND VETERINARY PRACTICE FACILITIES)  
RULES, 2004**

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**THE VETERINARY ACT (REGISTRATION OF VETERINARIANS AND VETERINARY PRACTICE  
FACILITIES) RULES, 2004**

**PART I  
PRELIMINARY**

- Citation                      1. These Rules may be cited as the Veterinary Surgeons (Registration of Veterinarians and veterinary practice facilities) Rules, 2004.
- Application                    2. These Rules shall apply to all Veterinarians who wish to practice in Tanzania Mainland.
- Interpretation                3. In these Rules unless otherwise requires:-  
“Council” means a Council Veterinary of Tanzania established under the Veterinary Act;  
“certificate of registration” includes certificate of registration of veterinarian and certificate of registration of veterinary practice facility;  
“examiner” means a person or institution appointed by the Council to conduct examinations under rule 16;  
“Foreign Trained Veterinarian” means a Tanzanian veterinarian who acquired veterinary qualification from recognized institution outside the United Republic; or  
“Foreign Veterinarian” means a veterinarian who is not a citizen of the United Republic;  
“holder” means a holder of certificate of registration issued under these Rules;  
“Inspector” means a veterinary ethics and practice inspector designated as such under these rules;  
“Locally trained Veterinarian” means a Tanzanian veterinarian who acquired veterinary qualification in the recognized institutions within the United Republic;  
“Ordinance” means the Veterinary Surgeons Ordinance;  
“Registrar” means the Registrar of the Council appointed under the Act;

“Veterinary practice facility” is any established premise, structure or ambulatory vehicle where any animal is attended as defined under veterinary practice.

“Veterinary practice” means directly or indirectly the diagnoses, prognoses, treatment, administering to, prescribing for, operations on, manipulations of appliances or any apparatus or appliance for any disease, pain, deformity, defect, injury, wound or physical or mental condition of any animal or for the prevention of, or to test for the presence of any disease of any animal and includes acts related to statutory or compliance functions.

## **PART II**

### **PROCEDURE FOR REGISTRATION OF VETERINARIAN**

Requirement to register

**4.-(1)** Any person being a veterinarian shall, before engaging himself in veterinary practice in Tanzania, be required to obtain registration under these Rules.

(2) Subject to section 15 of the Act, no person shall be allowed to practice as a veterinarian in Tanzania Mainland unless he is registered as such under these Rules.

Application forms

**5.-(1)** Application under these Rules shall be made in prescribed forms to be obtained from the Registrar, and the application fee shall be:

- (a) in case of foreign veterinarian upon payment of one hundred US Dollars or equivalent in Tanzanian Shillings; and
- (b) in case of foreign trained veterinarian and locally trained veterinarian upon payment of ten thousand shillings.

(2) Any payment made under sub-rule (1) shall not be refundable.

Application for registration

**6.-(1)** A Veterinarian who wishes to obtain registration under these Rules shall submit a formal application to the Registrar.

(2) An application made under sub-rule (1) shall be in the form prescribed in the first schedule to these Rules and shall contain.

- (a) personal particulars of the applicant;
- (b) academic qualifications;
- (c) institutions attended;
- (d) names and addresses of two referees;
- (e) any other information as may be required.

Certificates and other documents

**7.-(1)** An applicant under these Rules shall, in addition to application forms be required to attach certified copies of certificates and such other documents as may be required.

(2) The Registrar may, if he is not satisfied with copies of certificates submitted by an applicant, require the applicant to submit original certificates for perusal.

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference of matter to the Council      | <p><b>8.</b> The Registrar shall, after scrutinizing the application forms, relevant certificates and other documents as submitted by the applicant under these Rules,</p> <ul style="list-style-type: none"> <li>(a) make recommendations in respect of the applicant; and</li> <li>(b) prepare and present to the Council a brief report containing: <ul style="list-style-type: none"> <li>(i) personal particulars and other information of the applicant;</li> <li>(ii) recommendations made under paragraph (a).</li> </ul> </li> </ul>                                                              |
| Registration fee                        | <p><b>9.-(1)</b> An applicant shall upon registration, be required to pay -</p> <ul style="list-style-type: none"> <li>(a) in case of foreign veterinarian a registration fee of two hundred US Dollar; and</li> <li>(b) in case of foreign trained veterinarian and locally trained veterinarian a registration fee of twenty thousand Shillings.</li> </ul>                                                                                                                                                                                                                                              |
| Retention fee                           | <p><b>10.-(1)</b> A Veterinarian granted a certificate of registration under these Rules shall be required to pay annually a retention fee -</p> <ul style="list-style-type: none"> <li>(a) in case of foreign veterinarian one hundred US Dollar or equivalent in Tanzanian Shillings;</li> <li>(b) in case of foreign trained veterinarian and locally trained veterinarian ten thousand shillings.</li> </ul> <p>(2) Where a veterinarian fails to pay a retention fee without a good cause, the Council may instruct the Registrar to remove the name of such veterinarian from the register book.</p> |
| Publication of registered veterinarians | <p><b>11.</b> The Registrar shall after registration of veterinarians cause to be published annually in the Gazette the names, addresses and academic qualification of all registered veterinarians under these Rules.</p>                                                                                                                                                                                                                                                                                                                                                                                 |

### PART III REGISTRATION OF FOREIGN VETERINARIANS AND FOREIGN TRAINED VETERINARIANS

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requirement for foreign Veterinarians | <p><b>12.</b> The applicant who is a foreign veterinarian shall, in addition to application form, be required to submit -</p> <ul style="list-style-type: none"> <li>(a) copies of original certificates in respect of his academic qualification;</li> <li>(b) copies of degree transcript;</li> <li>(c) a copy of certificate of registration issued by a professional regulatory body from the country of origin;</li> <li>(d) copies of work and resident permit;</li> <li>(e) name and address of referee from institution from which he acquired academic qualification as a veterinarian and from a professional regulatory body of the country of origin; and</li> <li>(f) any other documents as may be necessary.</li> </ul> |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Requirement for foreign trained veterinarian

**13.-(1)** An applicant who is a foreign trained veterinarian shall, in addition to his application form be required to submit to the Registrar -

- (a) a copy of original certificates in respect of his academic qualification;
- (b) a copy of degree transcripts;
- (c) a copy of certificate of registration if any, issued by a professional regulatory body from the country in which the veterinarian is registered;
- (d) letters of referees from the Institution attended and from a professional regulatory body under paragraphs (c); if any; and
- (e) any other documents as may be required.

Application forms to be scrutinized

**14.** The Registrar shall after receiving the application forms and attached documents from the applicant under rules 12 and 13, scrutinize the documents to ensure availability and authenticity of all documents and information.

#### **PART IV EXAMINATIONS AND GRANT OF REGISTRATION**

Determination by the Council

**15.-(1)** In determining the matter presented before it by the Registrar in respect of foreign veterinarian and foreign trained veterinarian, the Council may, if it is satisfied with particulars of the applicant, order that certain Veterinary examination to the applicant be conducted prior to registration.

(2) The Council may where it is not satisfied with the particulars and other information of the applicant -

- (a) instruct the Registrar to require more information or document as may be required from the applicant, or
- (b) refuse an application and instruct the Registrar to notify the applicant accordingly stating the reasons for the decision of the Council.

Examination to the applicant

**16.-(1)** The Council shall, where the examination is to be conducted to the applicant under sub-rule (1) of rule 15 appoint the examiner and instruct the Registrar-

- (a) to schedule and facilitate the conduct of examinations; and
- (b) to notify both the applicant and the examiner accordingly.

(2) The applicant shall upon payment of examination fee as may be determined by the Council, be required to sit for examination and pass the examination to the satisfaction of the Council.

(3) The examiner shall, immediately after the examination correct the paper and submit the results to the Registrar.

Results to be submitted to the

**17.-(1)** The Registrar shall after receiving the examination results from the examiner refer the matter to the Council for determination.

## Council

(2) Where the applicant has passed the examination to the satisfaction of the Council, then the Council shall, instruct the Registrar -

- (a) to register the applicant upon payment of such registration fee as may be prescribed;
- (b) to issue certificate of registration to the applicant.

## Certificates of registration

**18.** The Certificate of registration issued to the applicant under rule 17 shall be in the form prescribed in the Second Schedule to these Rule and shall contain:

- (a) names and address of the holder;
- (b) qualification or title of the holder;
- (c) such terms and conditions as may be preferred by the Council to be observed by the holder of certificate.

## Validity of certificate of registration

**19.** The certificate of registration issued under this Part shall be valid as long as the annual retention fee is paid, and shall be subject to renewal after 5 years to such other period upon application by the holder.

## Failure to satisfy the Council

**20.-(1)** Where the examination results of the applicant are not satisfactory to the Council, the Council shall instruct the Registrar to notify the applicant accordingly.

(2) Unsuccessful applicant may apply for a second opportunity to sit for examinations upon payment of examination fee as may be prescribed:

Provided that an applicant shall not be allowed to sit for examination for more than two times.

## Exemption from Examination

**21.** Notwithstanding the provisions of this Part the Council shall have power to exempt certain category of applicants or individual applicant from sitting for examination prior to registration.

### PART V

## REGISTRATION OF LOCALLY TRAINED VETERINARIANS

## Requirement for locally trained veterinarian

**22.** An applicant who is a locally trained veterinarian shall, in addition to the application form be required to submit:

- (a) copies of certificates in respect of his academic qualification;
- (b) a copy of degree transcript; and
- (c) any other documents as may be required.

## Certificate of registration for locally trained veterinarian

**23.-(1)** The Council shall,

(a) where it is satisfied with particulars and other information of the applicant under Rule 22 instruct the Registrar -

- (i) to register the applicant; and
- (ii) to issue a certificate of registration upon payment of registration fee as may be prescribed; or

(b) where it is not satisfied with the particulars of the applicant,

refuse an application and instruct the Registrar to enquire for more information from the applicant before his registration.

(2) A Certificate of registration issued to the applicant under this rule may contain such terms and conditions as may be determined by the Council to be observed by the holder.

## **PART VI PROCEDURE FOR REGISTRATION OF VETERINARY PRACTICE FACILITIES**

Requirement to register the facility

**24.**-(1) A veterinarian shall before operating a veterinary practice facility be required to register the facility under these Rules.

No person shall operate a facility without obtaining registration of the facility under these Rules.

Without prejudice to sub-rule (1) and (2), a foreign Veterinarian shall before operating a veterinary practice facility be required to indicate in writing a local partner who shall be working with him.

For the purpose of sub-rule (3) "a local partner" means any registered Veterinarian who is not a foreign veterinarian.

Types of Veterinary facilities

**25.**-(1) The Veterinary practice facilities shall be in various categories and types as indicated in the Third Schedule to these Rules.

(2) The Council may, where necessary prescribe any other type or category of Veterinary facility which is not prescribed in the Schedule

Procedure for application

**26.**-(1) A person who wishes to register a veterinary practice facility shall obtain an application form from the Registrar upon payment of such application fee as may be prescribed.

(2) An application form under sub-rule (1) shall be in the form prescribed in the Fourth Schedule to these Rules, and shall contain:

- (a) personal particulars of the applicant;
- (b) name and address of the owner of the facility;
- (c) type or category of facility;
- (d) name address and location of the facility.
- (e) type of animal health service to be provided;
- (f) number of personnel involved and their qualifications;
- (g) such other information as may be required.

(3) Besides the application form under sub-rule (1), the applicant shall be required to submit to the Registrar a copy of his certificate of registration obtained under these Rules.

Inspection team

**27.** The Registrar shall after receiving an application for registration of facility under rule 26 appoint the Inspection team of not less than two and not more than three members to inspect the veterinary practice facility.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inspection fee                     | <p><b>28.</b>-(1) An applicant for registration of facility shall, before the inspection of the facility be required to pay to the Registrar such inspection fee as may be prescribed.</p> <p>(2) Where the applicant has not paid the inspection fee as prescribed no inspection of the facility shall be effected.</p>                                                                                                                                                                    |
| Duties of inspection team          | <p><b>29.</b>-(1) The Inspection team appointed under sub-rule (1) shall after inspection of the facility, prepare an inspection report to be submitted to the Registrar.</p> <p>(2) The Inspection report under this rule shall be made in the form prescribed in the Fifth Schedule to these Rules and shall contain -</p> <ol style="list-style-type: none"> <li>findings of inspection team; and</li> <li>recommendations of the inspection team in respect of the facility.</li> </ol> |
| Reference of matter to the Council | <p><b>30.</b>-(1) The Registrar shall after receiving the report from the inspection team prepare and submit a brief report before the Council.</p> <p>(2) A brief report prepared by the Registrar under sub-rule (1) shall contain:</p> <ol style="list-style-type: none"> <li>particulars of the applicant and of the facility in question;</li> <li>the recommendation of the inspection team in respect of the facility and</li> <li>recommendations made by the Registrar.</li> </ol> |

## PART VII PROCEDURE BEFORE THE COUNCIL

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Determination by Council    | <p><b>31.</b> The Council may in determining the matter presented before it by the Registrar:-</p> <ol style="list-style-type: none"> <li>decide that the facility in question be registered; or</li> <li>order that more information or details in respect of the facility be obtain from the applicant ;</li> <li>refuse the application for registration of the facility and instruct the Registrar to notify the applicant accordingly stating the reasons for the decision of the Council.</li> </ol>                                                                                                    |
| Certificate of registration | <p><b>32.</b>-(1) Where the Council grants registration in respect of the facility under rule 31, it shall instruct the Registrar -</p> <ol style="list-style-type: none"> <li>to register the facility in question; and</li> <li>issue a certificate of registration in respect of the facility.</li> </ol> <p>(2) The Certificate of registration to be issued under this rule shall be in the form prescribed in the Fifth Schedule to these Rules and shall contain:</p> <ol style="list-style-type: none"> <li>the name, address and location of the facility;</li> <li>type of the facility;</li> </ol> |

- (c) such terms and conditions to be observed by the applicant.

Registration fee  
for facilities

**33.** The applicant whose registration of facility is granted under rule 32 shall upon registration be required to pay such registration fee in respect of the facility as may be prescribed.

Validity of  
certificate of  
registration

**34.** The Certificate of registration of the facility issued under these Rules shall be valid as long as the annual retention fee is paid and shall be subject to renewal after five years or to such other period upon application by the holder.

#### **PART VIII RENEWAL AND CANCELLATION OF CERTIFICATE OF REGISTRATION**

Renewal of  
Certificate of  
registration

**35.-(1)** A certificate holder may, after expiry of his certificate, apply for renewal of the certificate to the Registrar upon payment of non refundable prescribed fee.

(2) Application for renewal under sub-rule (1) shall be made in the form prescribed in the Sixth Schedule to these Rules and shall be accompanied by:

- (a) a copy of the expired certificate; or
- (b) any other documents as may be required.

(3) The Registrar shall, after receiving the application for renewal of certificate of registration from the applicant under this rule, prepare a brief report for submission to the Council for determination.

(4) Where the application is made for renewal of certificate of registration of the facility, the Registrar shall before referring the matter to the Council appoint the inspection team to inspect the facility in accordance with rule 27.

(5) The Council may, in determining the matter submitted to it by the Registrar under sub-rule (3),

- (a) grant the renewal of certificate of registration and instruct the Registrar to issue a new certificate to the applicant; or
- (b) refuse an application and instruct the Registrar to notify the applicant the reasons of the Council for its decision.

Cancellation of  
certificate of  
registration

**36.-(1)** The Council may, where the holder of certificate of registration fails to observe the terms and conditions imposed on him, cancel the certificate of registration any time before the date of expiry.

(2) Where the certificate of registration is cancelled by the Council under this Rule, the certificate holder shall with effect from the date of cancellation of his certificate -

- (a) stop to practice as a Veterinarian in Tanzania Mainland;
- (b) close the veterinary facility if any.

Procedure for

**37.-(1)** The Council shall before cancellation of the Certificate of

cancellation registration under rule 36 instruct the Registrar to write a notice requiring the certificate holder to make representation to the Council within thirty days from the date of Notice as to why the issued certificate of registration should not be cancelled.

(2) Where the certificate holder fails to make representation within the period specified in the Notice, then the Council shall -

- (a) proceed to cancel the certificate of registration;
- (b) order the removal of the name of the Certificate holder or the facility in the register book;
- (c) require the certificate holder to stop veterinary practice in Tanzania Mainland.

(3) Where a certificate holder has submitted his representation to the Council as required under sub-rule (1), the Council shall consider the representation and determine the matter accordingly.

## **PART IX REVIEW AND APPEAL**

Right of appeal **38.** Any person who is aggrieved by the decision of the Council under these Rules shall have the right to appeal to the Minister.

Procedure for appeal **39.-(1)** An applicant -

- (a) whose application for registration or renewal of certificate of registration is not granted; or
  - (b) whose certificate of registration is cancelled,
- may within thirty days from the date of the decision of the Council appeal against the decision of the Council.

(2) An appeal under sub-rule (1) shall be filed to the Minister together with a copy of proceedings and decision of the Council.

(3) The Minister shall after receiving an appeal under sub-rule (2) consider the matter and may -

- (a) vary or affirm the decision of the Council;
- (b) require the Council to revise or review its decision;
- (c) require the Council to inquire for specific information from the applicant for further consideration and decision.

Appeal on review **40. (1)** Where an applicant is still not yet satisfied with the decision of the Council on review under sub-rule (3) of rule 39, he may appeal to the Minister against the decision of the Council.

(2) The applicant shall in filing an appeal to the Minister under sub-rule (1), enclose -

- (a) a copy of proceedings and original decision of the Council;
- (b) a copy of the decision of the Minister;
- (c) a copy of proceedings and decision of the Council after reviewing the matter.

Decision of the **41.** The Minister shall within thirty days from the date of receiving an

Minister to be final appeal from the applicant, consider and determine the matter and his decision shall be final.

## **PAT X MISCELLANEOUS RULES**

Inspection of documents **42.** Any person who wishes to inspect documents in respect of any registered veterinarian may upon payment of prescribed fee to the Registrar be allowed to inspect the documents.

Letters of recommendations **43.** (1) Any veterinarian who requires a letter of recommendation from the Council, shall apply to the Registrar stating the reasons for such recommendations.

(2) The Registrar shall, after receiving an application under sub-rule (1)

- (a) write a letter of recommendation in respect of the applicant; and
- (b) requires the applicant to pay such fee as may be prescribed.

License to operate veterinary business **44.** Notwithstanding the provision of these Rules a certificate holder shall before he commences the veterinary business be required to obtain business licenses from licensing authorities under other written laws.

Offences **45.**-(1) Any person who,  
(a) engage oneself in practice as veterinarian in Tanzania Mainland without registration, or  
(b) for the purpose of obtaining registration,  
(i) produce any false documents; or  
(ii) makes false statement to the Registrar,  
commits an offence and shall on conviction be liable to a fine not exceeding five hundred US Dollar or its equivalent in Tanzanian shillings, or to imprisonment for six months or to both such fine and imprisonment.

(2) Any person who operates a veterinary practice facility without obtaining registration of the facility under these Rules commits an offence and shall on conviction be liable to a fine not exceeding USD 1000 or its equivalent in Tanzania Shillings or to imprisonment for six months or to both such fine and imprisonment.

(3) Any person who contravenes a provision of these Rules commits an offence and shall on conviction be liable to a fine not exceeding USD 200 or its equivalent in Tanzanian Shillings or three months imprisonment or for both.

Revocation of G.N.No.433 of 1958 **46.** (1) The Veterinary Surgeons (Registration) Rules, 1958 are hereby revoked.

(2) Notwithstanding the revocation of the Rules under sub-rule (1), any

veterinarian who obtained registration under the revoked rules shall be deemed to have been registered under these Rules.

(3) The Council shall determine the manner in which registered veterinarians under the revoked Rules shall be re-registered.

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## SCHEDULES

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### FIRST SCHEDULE (Made under Rule 6(1))

#### APPLICATION FORM FOR REGISTRATION AS A VETERINARY SURGEON

Attach your  
signed, stamped  
passport  
photograph here

#### SECTION A: PERSONAL DATA

(All applicants are to complete this section)

|                                                   |           |              |
|---------------------------------------------------|-----------|--------------|
| Surname _____ Middle name _____ Other names _____ |           |              |
| Marital status _____                              |           |              |
| Place of Birth _____ Birth date _____)            |           |              |
| Male _____ - Female _____                         |           |              |
| Address _____<br>_____                            |           |              |
| -----                                             |           |              |
| Phone _____                                       | Fax _____ | E-mail _____ |
| Next of kin or nearest contact person             |           |              |
| Name _____                                        |           |              |
| Address _____<br>_____                            |           |              |
| -----                                             |           |              |
| Phone _____                                       | Fax _____ | E-mail _____ |
| <b>SECTION B: ACADEMIC QUALIFICATIONS</b>         |           |              |
|                                                   |           |              |

| Degree(s):                     | Institution | Date  |
|--------------------------------|-------------|-------|
| 1. _____                       | _____       | _____ |
| 2. _____                       | _____       | _____ |
| 3. _____                       | _____       | _____ |
| Names and address of Referees: |             |       |
| 1. _____                       |             |       |
| _____                          |             |       |
| 2. _____                       |             |       |
| _____                          |             |       |
| _____                          |             |       |

### SECTION C: APPLICANT SATUTORY DECLARATION

I..... do hereby declare on this ..... day of..... that I am the person who is applying for registration as a Veterinarian and I am holding the above qualification and that the information I have given is true and correct to the best of my knowledge and belief.

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

### CERTIFICATION: (To be certified by **advocate/magistrate/notary public**)

I certify that I have compared the photograph in the application form shown to me this ..... day of ..... by .....with his application before me and that in my opinion it is a true and faithful likeness and I am satisfied that the applicant before me is the person to whom the photograph and application relates.

Name: .....

Qualification .....

Signature.....

Address: .....  
.....

### SECTION D: FOR OFFICIAL USE ONLY

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Registered/ Not Registered

---

Reasons (If not registered).

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

Chairman  
Veterinary Council of Tanzania  
Date.....

Registrar  
Veterinary Council of Tanzania  
Date.....

\_\_\_\_\_  
SECOND SCHEDULE

\_\_\_\_\_  
(Made under Rule 18)

**CERTIFICATE OF REGISTRATION AS A VETERINARY SURGEON**

**Registration No.....**

**I hereby certify that .....**

**having satisfied the Tanzania Veterinary Council of his/ her entitlement to be  
registered as a *Veterinary Surgeon* is duly registered in the Register for *Veterinary  
Surgeons* on the ..... day of ..... of the year.....**

**(SEAL STAMP)**

.....

**Chairman**

Tanzania Veterinary Council.

.....

**Registrar**

Tanzania Veterinary Council

**NOTE:** THIS CERTIFICATE REMAINS EVIDENCE OF REGISTRATION ONLY AS LONG AS  
THE HOLDER PAYS ANNUAL RETENTION FEE.

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## THIRD SCHEDULE

(Made under Rule 25)

### CATEGORIES AND TYPES OF VETERINARY PRACTICE FACILITIES

#### A. VETERINARY PRACTICE CATEGORIES:

**1. VETERINARY HOSPITAL (MIXED PRACTICE)**

A veterinary hospital is an institution suitably located, constructed, organized, managed by Veterinarians or veterinary Specialists to supply scientifically, economically, efficiently all or part of requirements for the prevention, diagnosis and treatment of medical and surgical conditions.

**2. VETERINARY CLINIC**

A Veterinary clinic is an establishment whereby animal patients are admitted for examination, diagnosis, treatment and carrying out of medical and surgical procedures that require the use of general anaesthesia under the care of registered Veterinarian(s). A clinic can be:

- (i) Veterinary Clinic (Small animal practice)
- (ii) Veterinary Clinic (Large animal practice)
- (iii) Veterinary Clinic (Mixed Practice)

**3. VETERINARY CENTRE**

A Veterinary Center facility means an establishment where patient animals are admitted for examination, diagnosis and where minor treatments are carried out without the use of general analgesia and without housing.

**4. VETERINARY AMBULATORY SERVICE.**

A veterinary ambulatory or mobile service facility means a mobile veterinary clinical service provided by using a vehicle, which is equipped with appropriate apparatus, medicine, and adequate diagnostic equipment for the purpose of attending clinical case at farm or on house calls by a registered Veterinarian.

#### B. TYPES OF VETERINARY PRACTICE FACILITIES

**1. VETERINARY HOSPITAL (Mixed Practice)**

**1. (1) Structural Facilities**

The minimum structural facilities that will be required to be in place in a Veterinary hospital (Mixed Practice) shall include but not limited to the following:

- (a) Reception room.
- (b) Consultation room.
- (c) Dispensing room.
- (d) Examination cum Treatment room.
- (e) Diagnostic Laboratory.
- (f) Sterilization room.
- (g) Small animal theater.
- (h) X-ray room.
- (i) Feeding and storage facilities.
- (j) Power and water supply.
- (k) Kennels and/or cages for small animals.
- (l) Stalls for large animals.
- (m) Restraining facility – Crush.
- (n) Toilet facilities.

**(2) Personnel:**

The minimum personnel that will be required in a veterinary hospital (Mixed Practice) will include but not limited to the following:

- (a) Registered Veterinary Surgeons 3
- (b) Animal Health Diploma holders 3
- (c) Laboratory Technician 1
- (d) Other Appropriate Supporting Staff.

**(3) Equipments:**

- (a) Diagnostic equipment
  - (i) Microscope and its accessories
  - (ii) Appropriate diagnostic reagents and materials
- (b) Surgical/Medical equipment
  - (i) Anesthetic equipment and accessories
  - (ii) X-ray equipment and accessories.
  - (iii) Sterilizer (Electrical).
  - (iv) Examination table
  - (v) Operation Table.
  - (vi) Practicing Surgical Kits.
  - (vii) Postmortem Kit.
  - (viii) Obstetrical Kit.
  - (ix) Refrigerator.
  - (x) Cool Boxes.
  - (xi) Reliable Transport.

- (4) **Records and Books:**
- (a) Treatment/Disease Books.
  - (b) Prescription.
  - (c) Poisons Book(s).
  - (d) Financial Books
  - (e) Professional Reference Books.

- (5) **Medicine:**  
Part I & II Poisons

**2. VETERINARY CLINIC (Small Animal Practice)**

The minimum requirement for establishing a small animal veterinary clinic shall include structural facilities, adequate equipment and registered veterinary surgeon(s) but not limited to the following:

**2.1 Structural Facilities.**

- (a) Reception/Dispensing room
- (b) Consultation room.
- (c) Examination cum Treatment room.
- (d) Small animal theater.
- (e) Diagnostic Laboratory.
- (f) Animal Housing facilities – Kennels
- (g) Incinerator/waste disposal.
- (h) Toilet facility.

**2. Personnel**

The minimum personnel that will be required to man small animal veterinary clinic will include but not limited to the following:

- (a) Registered Veterinary Surgeon 1
- (b) Animal Health Assistants 2
- (c) Other Appropriate Supporting Staff.

**3. Equipment:**

The minimum equipment that will be required to assist in the surgical and/or treatment of patients in a small animal veterinary clinic shall include but not limited to the following:

- (a) **Diagnostic equipment**
  - (i) Microscope and its accessories.
  - (ii) Appropriate diagnostic reagents and materials.
- (b) **Surgical/Medical equipment**
  - (i) Sterilizer (Electrical).
  - (ii) Examination table.
  - (iii) Operation Table.
  - (iv) Practicing \Surgical Kits.
  - (v) Postmortem Kit.
  - (vi) Obstetrical Kit.

- (vii) Refrigerator

**4. Records and Books**

- (a) Patient registers
- (b) Treatment/Disease Books
- (c) Prescription forms/Books
- (d) Poisons Book(s)
- (e) Financial Books
- (f) Professional Reference Books.

**5. Medicine:**

- (a) Part I and II Poisons (Optional)
- (b) DDA Kit.

**3. VETERINARY CLINIC (Large Animal Practice)**

**3.1 Structural Facilities**

The minimum structural facilities to be in place in a large animal veterinary clinic will include but not limited to the following:

- (a) Reception/Dispensing room
- (b) Consultation room.
- (c) Diagnostic Laboratory.
- (d) Toilet facility.

**2. Personnel**

- (a) Registered Veterinary Surgeon 1
- (b) Animal Health Assistants 2
- (c) Other Appropriate Supporting Staff.

**3. Surgical/Medicine equipment:**

The minimum equipment that will be required to be in place in a large animal veterinary clinic will include but not limited to the following:

**(a) Diagnostic equipment**

- (i) Microscope and its accessories
- (ii) Appropriate diagnostic reagents and materials.

**(b) Surgical/Medical equipment**

- (i) Sterilizer (Electrical).
- (ii) Practicing \Surgical Kits.
- (iii) Postmortem Kit.
- (iv) Obstetrical Kit.
- (v) Refrigerator.
- (vi) Cool Boxes.
- (vii) Reliable Transport.

**4. Records and Books**

- (a) Treatment/Disease Books

- (b) Prescription forms/Books
- (c) Poisons Book(s)
- (d) Professional Reference Books

**5. Medicine:**

- (a) Part I and II Poisons (Optional)
- (b) DDA Kit.

**4. VETERINARY CLINIC (Mixed Practice)**

4.1 The minimum structural facilities that will be required in a veterinary clinic (Mixed Practice) will include but not limited to the following:

- (a) Reception/Dispensing room
- (b) Consultation room.
- (c) Examination cum Treatment room.
- (d) Small animal theater.
- (e) Diagnostic Laboratory.
- (f) Small Animal Housing Facilities - Kennels
- (g) Toilet facility.

**4.2 Personnel**

- (a) Registered Veterinary Surgeon 1
- (b) Animal Health Assistants 2
- (c) Other Appropriate Supporting Staff.

**4.3 Surgical/Medicine Equipment:**

The minimum equipment that will be required in place in veterinary clinic (Mixed Practice) will include but not limited to the following:

**(a) Diagnostic equipment**

- (i) Microscope and its accessories.
- (ii) Appropriate diagnostic reagents and materials

**(b) Surgical/Medical equipment**

- (i) Sterilizer (Electrical).
- (ii) Examination table
- (iii) Operational Table
- (iv) Practicing Surgical Kits.
- (v) Postmortem Kit.
- (vi) Obstetrical Kit.
- (vii) Refrigerator.
- (viii) Cool Boxes.
- (ix) Reliable Transport.

**4.4 Records and Books**

- (a) Treatment/Disease Books.
- (b) Prescription forms/Books.
- (c) Poisons Book(s).
- (d) Financial Books
- (e) Professional Reference Books.

#### **4.5 Medicine:**

- (a) Part I and II Poisons (Optional)
- (b) DDA Kit.

### **III. Veterinary Center Requirement**

The minimum requirement for establishing a veterinary center shall include structural facilities, adequate equipment and registered veterinary surgeon(s) but not limited to the following:

#### **(1) Structural Facilities.**

The minimum structural facilities to be included in a veterinary center will include but not limited to the following:

- Reception / Dispensing room
- Consultation room
- Diagnostic Laboratory.
- Incinerator/waste disposal
- Toilet facility.

#### **(2) Personnel**

The minimum personnel that will be required to man veterinary clinic will include but not limited to the following:

- Registered Veterinary Surgeon 1
- Animal Health Assistants 1
- Other Appropriate Supporting Staff.

#### **(3) Equipment:**

The minimum equipment that will be required in a veterinary center shall include but not limited to the following:

##### **i) Diagnostic equipment**

- Microscope
- Appropriate diagnostic reagents and materials

##### **ii) Surgical/Medical equipment**

- Steriliser
- Surgical Kits
- Post-mortem Kit
- Obstetrical Kit
- Refrigerator

**(4) Records and Books**

- **Patient registers**
- Treatment/Disease Books
- Prescription forms/Books
- Poisons Book(s)
- Financial Books
- Professional Reference Books

**(5) Medicine:**

- Part I and II Poisons (Optional)
- DDA Kit

**FOURTH SCHEDULE**

(Made under Rule 26)

**APPLICATION FORM FOR REGISTRATION OF VETERINARY PRACTICE FACILITY**

**TO:** The Registrar,  
Tanzania Veterinary Council  
P O Box 9152,  
**DAR ES SALAAM**

In accordance with the provision of section 22 of the Veterinary Surgeons Ordinance,  
I/We.....  
Of (Postal address).....  
wishing to carry out business of veterinary practice do hereby apply for registration of practice  
facility situated at.....

The business in so far as concerns the practice of veterinary surgery will be under the control of Dr.....a Veterinary Surgeon –Registration no.....in accordance with the Ordinance.

I enclose the following documents:

- (a) Certificate of registration as a Veterinary Surgeon
- (b) Certificate(s) of qualification for the Animal Health Assistants (Para veterinarians)
- (c) A legal contract between me (owner) and Dr.....(in-charge of the veterinary practice facility)
- (d) Receipt for application fee (Tshs 5,000/=) non-refundable.

**NB: Any change of Veterinary Surgeon under whose control the business is carried on, whether temporary or permanent must be notified to the Registrar immediately.**

Applicant's Signature..... Date.....

Certified by: **District Veterinary Officer for.....**

**Name.....**

**Signature..... Date.....**

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## FIFTH SCHEDULE

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(Made under Rule 29)

### VETERINARY PRACTICE FACILITY INSPECTION CHECKLIST

#### 1.0 General information

- 1.1 Name of facility.....
- 1.2 Address of facility.....
- 1.3 Postal Address.....Tel  
No.....Fax.....Email.....
- 1.4 Registration number of the facility.....
- 1.5 Type of practice.....

#### 2.0 Ownership of the facility

- 2.1 Type of ownership.....
- 2.2 Name of owner/owners.....
- 2.3 Percentages of shares if partnership.....

### 3.0 Supervision

3.1 Name of supervising Veterinary Surgeon.....  
registration No.....date of issue.....

3.2 Address of the supervisor.....Tel No.  
.....fax.....Email.....

### 4.0 Staffing

#### 4.1 Veterinary Surgeons

1. Name.....Reg No.....Date of issue.....
2. Name.....Reg No.....Date of issue.....
3. Name.....Reg No.....Date of issue.....
4. Name.....Reg No.....Date of issue.....
5. Name.....Reg No.....Date of issue.....

#### 4.2 Paraveterinarians

1. Name.....En No.....Date of issue.....
2. Name.....En No.....Date of issue.....
3. Name.....En No.....Date of issue.....
4. Name.....En No.....Date of issue.....
5. Name.....En No.....Date of issue.....

#### 4.3 Paraveterinary assistant

- 1 Name..... Enl No.....Date of issue.....
2. Name.....Enl No.....Date of issue.....
3. Name.....Enl No.....Date of issue.....
4. Name.....Enl No.....Date of issue.....

#### 4.4 Laboratory technician

- 1 Name..... Enl No.....Date of issue.....
2. Name.....Enl No.....Date of issue.....

#### 4.5 Supporting staff

##### 1. Animal handlers

.....

.....

##### 2. Others

.....

.....

## 5.0 Facilities

### 5.1 Structural facilities

- Reception room.....
- Consultation room.....
- Dispensing room.....
- Examination cum treatment room.....
- Diagnostic laboratory.....
- Sterilisation room.....
- Small animal theater.....
- X-ray room.....
- Feeding and storage facilities.....
- Power and water supply.....
- Kennels and/ or cages for larger animals...
- Stalls for large animals.....
- Restraining facility.....
- Toilet facilities.....

### 5.2. Equipment

- Microscope.....
- Anesthetic equipment.....
- X-ray.....
- Sterilizer.....
- Examination table.....
- Operating table.....
- Surgical kit.....
- Postmortem kit.....
- Obstetric kit.....
- Refrigerator.....
- Cool box.....
- Transport facility.....

### 5.3 Records and books

- Treatment records.....
- Clients records.....
- Prescription forms/book.....
- Stock records.....
- DDA box and record.....
- Financial record.....
- Reference books.....

### 5.4 Medicines and biologicals

- Stocks available .....adequate/not adequate

- Storage facilities..... available/not available
- Records.....available/not available

## 6.0 Recommendations

.....

.....

.....

.....

Name of inspector..... Signature.....

Name of owner/supervisor..... Signature.....

Date of inspection.....

NB This form must be filled in triplicate, one copy must given to the owner or supervisor of the facility, the other should remain with the inspector and the original be sent to the Registrar VCT

## SIXTH SCHEDULE

(Under Rule 29)

## CERTIFICATE OF REGISTRATION FOR A VETERINARY PRACTICE FACILITY

Reg. No. \_\_\_\_\_

A Certificate of registration is hereby issued to \_\_\_\_\_ having  
met the conditions set by the Council

Type of Facility \_\_\_\_\_

The premise is located at \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(SEAL STAMP)

.....

CHAIRMAN

Veterinary Council of Tanzania

Date .....

.....

REGISTRAR

Veterinary Council of Tanzania

SEVENTH SCHEDULE

(Made under Rule 35)

**APPLICATION FORM FOR RENEWAL OF CERTIFICATE OF REGISTRATION OF  
VETERINARY PRACTICE FACILITY**

**TO:** The Registrar,  
Veterinary Council of Tanzania  
P O Box 9152,  
**DAR ES SALAAM**

In accordance with the provision of Rule 35 of the Veterinary Act Rules, 2003),  
I/We.....

Of (Postal address).....

do hereby apply for renewal of certificate of registration of veterinary practice facility situated  
at.....

Previous Registration Certificate No .....

Reasons for cancellation of certificate of registration.....

The business in so far as concerns the practice of veterinary surgery will be under the control of  
Dr.....a Veterinarian - Registration no.....in  
accordance with the Ordinance.

I enclose the following documents:

- (e) Certificate of registration as a Veterinarian
- (f) Certificate(s) of qualification for the Animal Health Assistants (Para veterinarians)
- (g) A legal contract between me (owner) and Dr.....(in-charge of  
the veterinary practice facility)
- (h) Receipt for application fee (Tshs 5,000/=) non-refundable.

**NB: Any change of a Veterinarian under whose control the business is carried on,  
whether temporary or permanent must be notified to the Registrar immediately.**

**Signatures:**

Applicant: ..... Date.....

Certified by: **District Veterinary Officer for**.....

**Name**.....

**Signature**..... **Date**.....

Dar Es Salaam  
15<sup>th</sup> June, 2004

EDWARD N. LOWASSA (MP)  
*Minister for Water and Livestock Development.*