CASHEWNUT BOARD OF TANZANIA

THE CASHEWNUT BOARD ACT NO. 18 OF 2009

REGULATION 2010
THE CASHEWNUT REGULATIONS, 2010

ARRANGEMENT OF REGULATIONS

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THE CASHEWNUT INDUSTRY ACT
(CAP 203)

THE CASHEWNUT INDUSTRY REGULATIONS, 2010
(Made under Section 37)

PART I

PRELIMINARY PROVISIONS

1. These Regulations may be cited as the cashewnut Industry Regulations, 2010 and shall come into operation on the date of publication.

2. These Regulations shall apply to cashewnut grown, processed or imported into Mainland Tanzania and cashewnut products produced, imported into or exported from Mainland Tanzania.

3. In these Regulations, unless the context requires otherwise-

“Act” means the Cashewnut Industry Act;

“authorized officer” means an officer appointed by the Board or the Director to act on behalf of the Board or the Director;

“bag” means cashewnut or jute standard gunny bag with a full capacity of packaging 80 kilograms of cashewnut;

“buyer” means a person registered and licensed by the Board to buy cashewnut;

“buying centre” means a place designated by a local authority and approved by the Board to be a cashewnut buying centre;

“Board” means the cashewnut Board of Tanzania established under
section 3 of the Act;

"Director" means an officer in charge of the department in the Ministry responsible for crop development services;

"Director General" means the Chief Executive Officer of the Board appointed under section 9 of the Act;

"exporter" means a person registered and licenced by the Board to export Cashew nut, kernels and Cashew nut by-products;

"factory" means a plant or an industrial unit used for processing cashewnut;

"Minister" means the Minister responsible for Agriculture;

"Ministry" means the Minister responsible for Agriculture;

"pest" shall have a meaning as ascribed to it under the Plant Protection Act;

"primary processing" means separation of cashewnut from apple and drying of such cashewnut;

"seed" shall have the meaning as ascribed to it under the Seed Act;

"secondary processing" includes removing kernels from cashewnut shells, extracting cashewnut shell liquid and frying of the cashewnut kernels;

"shell out turn" means the recovery of kernels obtained from 80kgs of raw cashewnuts;

"warehouse" has the meaning ascribed to it under section 3 of the Warehouse Receipts Act;

"warehouse operator" has the meaning ascribed to it under section 3 of the Warehouse Receipts Act;

"warehouse receipt" means a receipt issued by a warehouse operator in respect of storage and handling of the cashewnut as per Warehouse Receipts Act.

PART II
REGISTRATION MATTERS

Registration by the Board

4.(1) The Board shall keep and maintain a register of all growers for the purposes of:
   (a) supervising cashewnut production;
   (b) monitoring contract of farming;
   (c) regulating quality of cashewnut;
   (d) establishing a basis for planning and making appropriate estimates of inputs, extension services and growers’
credit requirements; and
(c) dealing with any other relevant matter in the cashewnut Industry.

(2) The Board shall, upon registration of a grower, issue a registration number.
(3) The Board shall not charge registration fee to growers.

5.- (1) The Board shall, for the purpose of registration, enter in the register, particulars of a grower indicating where applicable-

(a) the full name and address of the grower and in case of a cooperative society or association, name and address of individual member of such society or association;
(b) the name and address of the owner of the land, if the grower is not the owner;
(c) the name of the village, ward and district authority in which the cashewnut farm is located;
(d) the area in hectares planted with cashewnuts on the date of registration;
(e) in case of a new grower, the area in hectares expected to be planted with cashewnuts on the date of registration;
(f) the number of cashewnut trees planted;
(g) the age of the trees;
(h) description of the location of the cashewnut farm or field in sufficient detail and where applicable, a general map of the area;
(i) where the person being registered has not yet planted cashewnut, the area that is proposed to be planted with cashewnut;
(j) the average weight in kilograms of cashewnut harvested per season, normally produced by the grower or the estimated maximum quantity the grower expects to produce; and
(k) any other information, which the Board may be deem necessary for the purpose of registration.

(2) The Board shall update the register of growers after every three years and as it may deem necessary.

6.- (1) The Board shall register a person as a grower if he meets the following qualifications.

(a) that he grows cashewnut at the time of registration or has definite intention to commence growing cashewnut
credit requirements; and
(c) dealing with any other relevant matter in the cashewnut Industry.

(2) The Board shall, upon registration of a grower, issue a registration number.

(3) The Board shall not charge registration fee to growers.

5.- (1) The Board shall, for the purpose of registration, enter in the register, particulars of a grower indicating where applicable-

(a) the full name and address of the grower and in case of a cooperative society or association, name and address of individual member of such society or association;
(b) the name and address of the owner of the land, if the grower is not the owner;
(c) the name of the village, ward and district authority in which the cashewnut farm is located;
(d) the area in hectares planted with cashewnuts on the date of registration;
(e) in case of a new grower, the area in hectares expected to be planted with cashewnuts on the date of registration;
(f) the number of cashewnut trees planted;
(g) the age of the trees;
(h) description of the location of the cashewnut farm or field in sufficient detail and where applicable, a general map of the area;
(i) where the person being registered has not yet planted cashewnut, the area that is proposed to be planted with cashewnut;
(j) the average weight in kilograms of cashewnut harvested per season, normally produced by the grower or the estimated maximum quantity the grower expects to produce; and
(k) any other information, which the Board may be deem necessary for the purpose of registration.

(2) The Board shall update the register of growers after every three years and as it may deem necessary.

6.- (1) The Board shall register a person as a grower if he meets the following qualifications.

(a) that he grows cashewnut at the time of registration or has definite intention to commence growing cashewnut
within a period of six months from the date of application of registration; and
(b) that he grows cashewnut in the area prescribed by the Director suitable for growing cashewnut.
(2) The registration Form for cashewnut growers shall be as specified in the First Schedule to these rules.

7.- (1) The Board may refuse to register any grower who fails to meet the requirements for registration under these Regulations.
(2) The Board shall issue a written notice to a grower denied registration.
(3) A grower aggrieved by the decision of the Board pursuant to sub regulation (1) may, within sixty days from the date of the receipt of the notice, appeal to the Minister.

8.- (1) The Board may, after being satisfied that a registered grower has failed to comply with the terms and conditions for registration, de-register the grower upon notice in writing.
(2) Notwithstanding the provision of Sub regulation (1), the Board may require the grower to rectify the defects within a specified time, failure of which shall warrant de-registration.
(3) A grower who has been de-registered under sub-regulation (1) shall cease to operate as a grower.
(4) A grower aggrieved by the decision of the Board pursuant to sub-regulation (1) may appeal to the Minister within sixty days from the date of receipt of the de-registration notice.
(5) A person de-registered under sub-regulation (1) may be re-registered upon such additional terms and conditions as the Board may specify.

9.- (1) The Board may appoint an agent to perform activities pertaining to the registration of growers on such terms and conditions as it may specify in writing.
(2) An agent appointed under sub-regulation (1) shall perform registration activities specified by the Board in conformity to the provisions of the Act and these Regulations.
10. A grower shall grow cashewnuts in accordance with the recommended practices of good cashewnut husbandry prescribed by the Board.

11.-(1) The grower shall adhere to crop specifications prescribed by the Director.

(2) The crop specification under Sub regulation (1) shall include the use of agro-chemicals such as fertilizers, herbicides, fungicides, nematicides and any other materials related to cashewnut production.

12. A grower shall grow varieties of cashewnut recommended by a cashewnut research institute and approved by the Director.

13.- (1) A grower may, upon approval by the Board, develop and maintain nurseries as source of planting materials or seedlings for cashewnut production.

(2) The Board shall inspect nurseries to ensure compliance with good cashewnut nursery husbandry.

(3) The Board shall develop guidelines for good cashewnut nursery husbandry.

14. Every owner or occupier of land under cashewnut production shall maintain a mechanism for the control of pests and diseases.

15.-(1) A grower shall properly maintain his land planted with cashewnut trees in accordance with good cashewnut husbandry practices prescribed by the Board.

(2) The Board may direct a grower who neglects or abandons cashewnut trees to comply with good cashewnut husbandry practices and improve his land planted with cashewnut trees.

(3) A grower shall not cut or destroy cashewnut trees without giving three months prior notice to the Board.
16.- (1) For the purpose of ensuring proper primary cashewnut processing, a grower shall—

(a) pick cashewnut apples on the ground after their natural fall;

(b) immediately separate nuts from the apples after the natural fall of the apples; and

(c) dry the nuts collected thoroughly in the sun for at least three days using clean drying sheets or materials.

(2) The Board may issue specific guidelines for proper cashewnut primary processing.

(3) A grower shall adhere to the guidelines of cashewnut primary processing issued by the Board.

17.- (1) Subject to the relevant laws on plant protection, the Director or any other authorized officer may by order under his hand and for purposes of preventing, controlling occurrence or spread of any pests or diseases of cashewnut within any area specified in that order—

(a) prohibit or regulate the planting of cashewnut seedling or any other crop specified in the order, which is known to harbor pests or disease;

(b) prohibit the removal from any cashewnut growing areas, cashewnut plants or any article, which in the opinion of the Director is likely to harbor pests or disease of cashewnut plants;

(c) require the uprooting and burning of all or any cashewnut plants or any plant specified in the order by a person processing or having control over that cashewnut plant; or

(d) prohibit any person from planting any cashewnut before the date specified in the order.

(2) Where a person fails to comply with an order issued under sub-regulation (1), the Director or an authorized officer, may, on giving further seven days notice in writing of his intention to do so, cause the removal or destruction to be effected and that person shall, without prejudice to any penalty which he may have suffered by reason of any failure be liable to pay all the costs incurred, which shall be recoverable as a debt due to the Government.
18.—(1) A person shall not—
   (a) plant cashewnut or import any planting materials
       without the prior approval of the Director; or
   (a) use planting materials or cashewnut plants which have
       not been certified by the Director or an authorized
       officer.
   (2) A person who contravenes the provisions of sub
       regulation (1) commits an offence and shall upon conviction be
       liable to a fine or imprisonment in accordance with the Plant
       Protection Act.

19. A grower shall, in order to conserve the environment—
   (a) use agrochemicals in an appropriate manner so as not to
       pose danger to environment;
   (b) not to burn cashewnut farm or field for the purpose of
       weeding; and
   (c) to use appropriate farming practices that shall ensure
       environmental protection.

PART IV
CONTRACT OF FARMING

20.—(1) Contract of farming may be entered into between a
   grower and a financier.

   (2) Any party entering into contract under sub-regulation
       (1), shall use a standard form contract provided for under the
       Second Schedule to these Regulation.

21.—(1) Without prejudice to section 14 of the Act, a contract
   of farming shall include—
   (a) a clearly specified product under consideration in terms
       of quality and quantity;
   (b) clearly established prices, payment obligations and
       other financial obligations;
   (c) a dispute settlement clause;
   (d) a signature clause;
   (e) a specified crop production estimates in hectares and
       volume, corresponding input requirements, and the
price thereof; and

(f) additional terms specified by the parties that shall be monitored and supervised by the Board;

(g) in the event a financier is desirous of entering into a contract with a grower with an outstanding debt to a different financier, the parties shall state in the contract, the method of repayment or offset of the debt.

22.-(1) The parties shall submit in quadruplet the contract farming agreement to the Board for registration within thirty days upon signing.

(2) The Board shall verify and register the contract farming agreement and return copies to the respective parties.

23. A contract farming agreement which is not approved and registered by the Board shall not be enforceable.

24. Where any dispute arises between the parties in respect of provisions of the contract farming agreement, it shall be settled as provided for in the dispute settlement clause of the agreement.

25. The contract farming model as provided in the Second Schedule to these Regulations may be reviewed in a stakeholders meeting.

PART V
GRADING OF CASHEWNUT

26.-(1) There shall be two types of raw cashewnut grades namely standard grade and under grade.

(2) The standard grade shall have the following quality characteristics-

(a) nuts shall have gray or light brownish shell without wrinkles;

(b) nuts shall be mature with audible cracking sound when dropped on a hard surface;

(c) moisture content shall not exceed 12%;

(d) nut count per one kilogram shall range from 180 to 200; and
(e) shell out-turn shall not be less than 48 lb per 80 kilogram per bag.

(3) The under grade shall have the following quality characteristics-
   (a) mature nuts with moisture content not exceeding 12%;
   (b) shell out-turn shall range from 44 to 47 lb per 80 kilogram per bag.
   (4) A grower shall grade cashewnut according to grades provided under this Regulation.

27.- (1) There shall be the following kernel grades according to internationally accepted grades as recognized by the Board-
   (a) white Wholes Kernels described as W160, W180, W210, W240, W320, W450 and W500;
   (b) scorched Whole Kernels described as SW160, SW180, SW210, SW240, SW320, SW450, SW500 and SSW;
   (c) dessert Whole kernels (DW); and
   (d) broken kernels: Fancy butts (FB), Fancy Splits (FS), Large White Pieces (LWP), Small White Pieces (SWP), Scorched Butts (SB), Scorched Splits (SS), Large Scorched Pieces (LSP), Small Scorched Pieces (SSP), Dessert Butts (DB), Dessert Splits (DS) and Dessert Pieces (DP) and Baby Butts (BB1 and BB2).

   (2) A processor shall grade Cashew kernels according to the grades provided under Sub regulation (1).

   (3) The Board may apply other grades of kernels as it may deems necessary.

28. Any dispute arising in respect of grading of cashewnuts and kernels shall be referred to the Board for its determination and decision.

PART VI
APPLICATION AND ISSUANCE OF LICENSES

29.- (1) The Board shall have the power to register and issue a license to a processor, buyer and exporter upon such terms and conditions as provided for in these Regulations.
(2) The Board shall issue to any qualified applicant, the following licenses-
   (a) buying license;
   (b) processing license, and
   (c) export license.

(3) All licenses issued by the Board shall be in the prescribed forms provided for in the Fourth, Fifth, Eighth and Nineth Schedules respectively.

30.- (1) A person who wishes to buy, process or export cashewnuts or cashewnut products shall apply to the Board for a license using an application form as prescribed in the Third, Fourth and Fifth Schedule to these Regulations;

   (2) For the purpose of application for a license, the applicant shall provide the following information to the Board-
   (a) name and address of the applicant;
   (b) evidence of registration by the Board; and
   (c) any other information as the Board may deem important for the purpose of licensing.

   (3) The Board shall, within fourteen days from the receipt of the application form, process application for a license.

31.- (1) A license issued by the Board under these Regulations shall be valid for a period of one year and may be renewed in accordance with relevant provisions of these Regulations.

   (2) Where an application for a license is made after the season has already started, the license issued by the Board pursuant to that application, shall be deemed to have been issued for the whole season.

32.- (1) The Board may refuse to issue a license to an applicant if-
   (a) the applicant fails to show evidence of capacity to carry out a business relating to the license;
   (b) in the opinion of the Board, the applicant is unable to comply with the provisions of the Act and these Regulations;
   (c) the applicant is indebted to the Board or grower; or
   (d) the applicant fails to observe Rules and Regulations related to licenses issued in previous seasons.

   (2) Where the Board refuses to issue a license, the Director General shall within fourteen days after the date of submission of the application inform the applicant accordingly.

   (3) An applicant who is not satisfied with the decision of the
(2) The Board shall issue to any qualified applicant, the following licenses-
   (a) buying license;
   (b) processing license, and
   (c) export license.
(3) All licenses issued by the Board shall be in the prescribed forms provided for in the Fourth, Fifth, Eighth and Ninth Schedules respectively.

30.- (1) A person who wishes to buy, process or export cashewnuts or cashewnut products shall apply to the Board for a license using an application form as prescribed in the Third, Fourth and Fifth Schedule to these Regulations;
   (2) For the purpose of application for a license, the applicant shall provide the following information to the Board-
      (a) name and address of the applicant;
      (b) evidence of registration by the Board; and
      (c) any other information as the Board may deem important for the purpose of licensing.
   (3) The Board shall, within fourteen days from the receipt of the application form, process application for a license.

31.- (1) A license issued by the Board under these Regulations shall be valid for a period of one year and may be renewed in accordance with relevant provisions of these Regulations.
   (2) Where an application for a license is made after the season has already started, the license issued by the Board pursuant to that application, shall be deemed to have been issued for the whole season.

32.- (1) The Board may refuse to issue a license to an applicant if-
   (a) the applicant fails to show evidence of capacity to carry out a business relating to the license;
   (b) in the opinion of the Board, the applicant is unable to comply with the provisions of the Act and these Regulations;
   (c) the applicant is indebted to the Board or grower; or
   (d) the applicant fails to observe Rules and Regulations related to licenses issued in previous seasons.
   (2) Where the Board refuses to issue a license, the Director General shall within fourteen days after the date of submission of the application inform the applicant accordingly.
   (3) An applicant who is not satisfied with the decision of the
Board made pursuant to sub-regulation (1), may appeal to the
Minister, within fourteen days after the date of such refusal.

33.- (1) Subject to section 17 of the Act, the Board may, for
specific reasons made known to the holder of a license, cancel or
suspend a license.

(2) A person whose license has been cancelled or suspended
by the Board, shall not transact in any business to which the license
relates during the period of such cancellation or suspension.

(3) A person who contravenes the provisions of this
Regulation commits an offence and shall, upon conviction be liable
to a fine of not less than five million shillings and not exceeding ten
million shillings or to imprisonment for a term not less than two
years and not exceeding five years or to both such fine and
imprisonment.

(4) A person convicted pursuant to sub-regulation (3), may
not be allowed to apply for any license for a period of not less than
two years.

(5) The Board shall, as soon as the license holder rectifies the
situation that necessitated the suspension of any license, lift the
suspension.

(6) Any person aggrieved by the decision of the Board in
respect of the revocation or suspension of a license under these
Regulations, may, within sixty days, appeal in writing to the
Minister.

34. (1) A person to whom a license has been issued by the
Board shall not lend, transfer or assign such license to any other
person save with the prior permission of the Board.

(2) A person who lends, transfers or assigns a license issued
to him to any other person without having first obtained the
permission of the Board commits an offence and shall, on
conviction, be liable to a fine not less than ten million shillings or to
an imprisonment of a term not less than twelve months.
PART VII
CASHEWNUT SALES AND MARKETING

35. Any person who intends to operate the business of-

(a) buying cashewnut;
(b) operating a cashewnut processing factory;
(c) operating a store or a warehouse used for the storage of cashewnut; or
(d) selling cashewnut locally or internationally, shall obtain a license from the Board as provided under these regulations.

36. A buyer shall during cashewnut buying season-

(a) pay grades of cashewnut bought through authorized marketing system;
(b) store all cashewnut according to grades in jute or sisal bags with original marks;
(c) ensure that the cashewnut store or warehouse surface is cemented with a rough surface;
(d) ensure that the roof of the cashewnut store or warehouse does not leak;
(e) store cashewnut in a store or warehouse whose height is not less than four meters;
(f) keep records of cashewnut purchased, including procurement dispatch note issued by the Board;
(g) use a means of transportation that ensures quality of cashewnats or kernels is maintained; and
(h) submit such reports to the Board at intervals specified by the Board.

37.-(1) The Board shall, before the start of the buying season, announce-

(a) the date on which the buying season shall commence; and
(b) new rules or administrative guidelines, if any, which shall govern the buying and selling of cashewnut during that season.

(2) The Board shall inform both growers and buyers the prevailing world market prices of cashewnut and kernels at such intervals as the Board may determine.
38.—(1) The Board may, in consultation with the relevant Local Government Authorities, declare any premise or place to be a cashewnut buying centre.

(2) A person who buys cashewnut outside the declared buying centre and marketing system commits an offence.

39.—(1) The Minister may, on such terms and conditions as he may specify, authorize the Board or any person to buy cashewnut from an area or areas where cashewnut buying is hampered due to lack of adequate licensed persons.

(2) The Board or any other person authorized by the Minister to buy cashewnut pursuant to sub-regulation (1) shall stop buying cashewnut after coming in of private buyers.

40.—(1) The Board shall maintain a record of cashewnuts and kernels produced and sold for domestic and export market.

(2) A buyer shall make and submit to the Board monthly report and returns of all domestic and export sales of cashewnuts.

(3) A processor shall make and submit to the Board monthly report and returns of all domestic and export sales of kernels as specified in the Seventh Schedule to these Regulations.

(4) Every monthly returns shall be submitted to the Board within fifteen days of the following month.

41.—(1) The Board shall certify a consignment for shipment of raw cashewnut or kernels intended for export for compliance of procurement and export procedures.

(2) In addition to export license, a cashewnut exporter shall obtain an export permit from the Board as provided in the Eleventh Schedule to these Regulations.

(3) A person who wishes to export cashewnuts or kernels shall make a declaration to the Board in respect of quality and geographical origin of cashewnuts or kernels intended for export and thereby submit original Procurement Dispatch Note for verification.

(4) In case of raw cashewnut the Board shall verify accuracy of quantity stuffed in containers at the port before allowing shipment.

(5) Upon shipment of a consignment, every exporter shall, not later than seven days from the date of shipment, submit all relevant shipping and banking documents to the Board which include copy of letter of credit, bill of lading, weight certificate and any other
documents in support of bank receipts, dully stamped and signed by relevant authorities.

(6) The Board shall conduct a thorough inspection of cashewnut shipments to verify the submitted documents against the quantity and value of the shipped cashewnut.

(7) Any person who contravenes the provision of this Regulation commits an offence and shall, upon conviction, be liable to a fine of not less than five million and not more than five hundred million shillings or to imprisonment for a term of not less than two years but not exceeding five years or to both such fine and imprisonment.

42. The cashewnut exporter shall export raw cashewnuts using sisal or jute bags.

PART VIII
QUALITY CONTROL AND INSPECTION

43. A cashewnut dealer shall ensure quality of cashewnut and kernels at all levels of production, processing and marketing as provided in these Regulations.

44. Authorized officers shall inspect the land where cashewnut nurseries are to be established to ensure that the land is suitable for establishing cashewnut nurseries and that its preparation conforms to good agronomic principles.

45. Before a new farm or field is established or planted with cashew, an authorized officer shall inspect the area on which a new farm is to be established or planted with cashewnut to ensure that the land is suitable for cashewnut plantation and that it is well prepared according to good agronomic requirements.

46. The Board shall constantly inspect farms or fields on which cashewnut are grown to ensure that:

(a) growers take care of cashewnut trees, according to proper cashew husbandry standards provided in these regulations or as may be provided from time to time by the Board
(b) cashewnut farms are kept free from pests or diseases and weeds;
(c) Other provisions on cashewnut cultivation and husbandry provided under Part III of these regulations are observed.

47. (1) A cashewnut processor shall ensure that the premises used for processing cashewnuts conform to the standards prescribed by the Board, which shall include -

(a) fumigation of the factory, warehouse or plant prior to the commencement of processing;
(b) arrangements for routine quarterly fumigation of the factory;
(c) a mechanism for ensuring hygiene condition of the factory, plants and warehouse;
(d) existence of suitable cashewnut storage facilities or warehouses; and
(e) availability of fire protection facilities, staff sanitation and ergonomics of workers.

(2) A small scale processor shall keep, maintain and observe hygiene standards at places of work so as to ensure supply and maintenance of water and other sanitary facilities as required by laws governing hygiene in factories.

48. A processor or exporter shall pack kernels for export in sealed vacuumised polyethylene bags infused with carbon dioxide and or nitrogen gas or in any packing materials approved by the Board.

49. A registered person or holder of a license issued under these Regulations shall, at all times during normal working hours, whether with or without notice from the Board, allow authorized officers to carry out inspection for cashewnut quality assurance purposes.

50.- (1) The Board shall appoint such number of qualified and experienced persons to be cashewnut inspectors
(2) A cashewnut inspector may-
(a) at any time, enter any building in which cashewnut are processed or stored, and may inspect the building or any machinery used for the processing of cashewnut;
(b) give any directions, which he may think necessary to ensure that the building or processing factory meets the
standards required by the Board;
(c) take reasonable samples of any cashewnut found in any store or processing factory and cause those samples to be tested in any manner prescribed in these regulations and The test report must be in the form prescribed under Twelfth Schedule to these Regulations.
(d) require the licensee to show documents and if necessary make copies of any license, books, documents, records or returns required to be kept or maintained under these Regulations; or,
(e) give orders pertaining to the use of any building or operation of any processing factory until the Board or an authorized officer is satisfied that the storage or the processing of cashewnut conforms to the standards required by the Act and these Regulations.

PART IX
STAKEHOLDERS FORUM

51.- (1) There shall be an annual stakeholders meeting which shall be composed of key stakeholders of the cashewnut industry.
(2) The members of an annual stakeholders meeting shall be as provided in the Thirteenth Schedule to these Regulations.

52. Roles of the stakeholders meeting shall be to-
(a) deliberate and make resolutions on matters arising from the agenda and during the meeting;
(b) determine modalities for financing its meeting and activities;
(c) arrange for funding of the shared functions and other matters of common interest to cashewnut stakeholders;
(d) form committees and working groups for the better carrying out the shared functions;
(e) deliberate and determine indicative cashewnut price;
(f) implement any other matter for sustainability and stability of the cashewnut industry.

54. The secretariat shall be responsible to follow up and coordinate the implementation of all stakeholders meeting resolutions.
PART X
SHARED FUNCTIONS BY LOCAL GOVERNMENT AUTHORITIES

55. Subject to the provision of section 36(1) of the Act, the Local Authorities shall, in the implementation of the shared functions agreed by stakeholders, take into consideration and ensure the following-

(a) increased production of the cashewnut in their respective areas;
(b) proper farming and husbandry of cashewnut;
(c) maintenance of quality of cashewnut from production to market level; and
(d) proper maintenance and use of cashewnut feeder roads.

56. For the purpose of ensuring implementation of resolutions in the stakeholders meetings, the Local Government Authorities may present their implementation report in the annual stakeholders meeting.

PART XI
MISCELLANEOUS

57. The Board shall, in collaboration with other stakeholders, develop a Crop Strategic Plan from its Strategic Action Plan.

58. The Board shall develop staff performance evaluation scheme, which shall be based on physical achievement of the set-out targets derived from Strategic Action Plan.

59. The Board may issue guidelines for the effective implementation and discharge of functions in relation to production, processing, marketing, exportation and importation of cashewnut.

60. In ensuring compliance to standards of service to stakeholders, the Board shall in collaboration with other key stakeholders, observe that-

(a) the roles and responsibilities of each actor in the cashewnut industry contributes to adding value to the development of the cashewnut industry;
(b) the potential for adding value through the means of cost advantage or differentiation is enhanced; and
(c) the cashewnut industry attains sustainable competitive advantage.

61.- (1) A registered buyer, processor, importer or exporter, shall submit to the Board a monthly report, where applicable, on-

(a) volume in tonnage of cashewnut purchased, processed and price thereof;
(b) amount and value of cashewnut exported or imported; and
(c) any other information as may be required by the Board.

(2) The Board shall compile and furnish a copy of the monthly report to the respective key stakeholders.

(3) The Board shall maintain all statistical data and information relating to the cashewnut industry in the country.

(4) Any person who gives false information or data to the Board commits an offense and shall, upon conviction, be liable to a fine of not less than two million shillings or to imprisonment for a term of not less than two years or to both such fine and imprisonment.

(5) In addition to a penalty imposed under sub-regulation (4), the buyer shall be obliged to pay any statutory fee or levy as the case may be, which was previously not paid due to undisclosed information.

62. Where any offence against these Regulations has been committed by any person with the consent or approval of a director, manager, secretary or any other authorized officer with the capacity as a director of that body corporate, shall be deemed to have committed the offence in the corporate name.

63.- (1) There shall be raised, collected and paid in respect of all raw cashewnut for export, a cashewnut export levy at such rate as the Minister may in consultation with the Minister responsible for Finance impose through a notice published in the Gazette.

(2) The levy raised shall be computed and utilized in such manner as may be prescribed by the Minister in consultation with stakeholders or any other written law.
64. Any levy imposed pursuant to regulation 66 shall be prescribed by the Minister in consultation with the Minister of Finance on recommendation made by the Board and such levy shall be used as prescribed by these Regulations or as may be agreed by stakeholders and approved by the Minister through notice published in the *Gazette*.

65.- (1) The Board shall, after consultation with other stakeholders, set indicative price for buying cashewnut for each year which shall be used as a minimum price.

(2) The Board shall inform cashewnut industry stakeholders and the general public, prices prevailing in the world market in respect of various types or grades of cashewnut.

66. Every person registered by the Board under these Regulations to buy, process, or export cashewnut, shall keep on the business premises-

(a) proper and accurate monthly records of the amount of cashewnut bought, processed or exported;

(b) a copy of a license issued to him by the Board.

67. All raw cashewnut and kernels shall be transported from 6.00 a.m to 6.00 p.m.

68. Any person who contravenes any conditions or restriction imposed by these regulations or any other regulation issued by the Board his cashewnuts shall be forfeited by the Board.

69. A person who contravenes any of these Regulations where no other punishment has been specified commits an offence and shall upon conviction be liable to a fine not exceeding ten million shillings or to imprisonment a term of not exceeding seven years or to both such fine and imprisonment.

70. The provisions under these Regulations shall be construed in accordance with the provisions of the Act.

71.- (1) The Cashew Regulations, 2005 are hereby revoked.

(2) Any orders made or license issued before the coming into effect of these Regulations shall continue to be in force until they are cancelled or otherwise rendered in valid under these Regulations.
# First Schedule

Made Under regulation 6 (2)

CASHewnUT BOARD OF TANZANIA

Registration Form for Cashewnut growers

<table>
<thead>
<tr>
<th>SR</th>
<th>Name of farmer/cooperative/Association * (A)</th>
<th>Address (B)</th>
<th>Ownership of farm (1=Own, 2=Hired)** (C)</th>
<th>Status of farm (1=Planted with cashew, 2=Intend to plant cashew)** (D)</th>
<th>Farm area (Hectare) (E)</th>
<th>Number of cashew trees and age (Years) (F)</th>
<th>Average production per season (Kg) (G)</th>
<th>Cooperative membership (Put √ where applicable) (H)</th>
<th>Groups</th>
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</table>
* For Cooperatives/Associations write overleaf names of members and their addresses
** For hired farm write overleaf name and address of owner
*** For growers who intend to plant cashewnut indicate overleaf area (Hectare) and amount of cashew trees to be planted
SECOND SCHEDULE

Made Under regulation 20

CASHEWNUT BOARD OF TANZANIA

STANDARD CONTRACT FOR CONTRACT FARMING

Agreement between growers/growers/producers on one part and financier such as cashewnut buyers/processors/investors/bankers on the other part

Preamble

Whereas a specified quantity of organic or conventional cashewnut grown by a specific individual farmer or a group of growers is for sole supply to a specific buyer.

And whereas the buyer is a sole buyer of the cashewnut from the individual grower or group of growers.

Part “A” Details of grower/growers/producers
Full Name(s) ..........................................................
Address:........................................Tel..............Email..........
Buyer Area:.................................. District..........................
Registration No..........................................
Farm details: Location ............. Acreage ..................

Part “B” Details of the financier
Full Name(s) ..........................................................
Address:........................................Tel..............Email..........
Registration No..........................................

Part “C” Details of type or kind of facilitation to be granted:-
1) Type or kind of facilitation granted .................................... value

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

2) Total area contracted (Acreage) ........................................ Number of trees

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

3) Terms and conditions imposed on cashewnut growers/
growers/producers

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

4) Terms and conditions imposed on the financier

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

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

5) Duration of the contract from ..................... to .............

6) Mode of Repayment of the facilities granted:

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

TERMS AND CONDITIONS:
(1) The parties undertake to comply with requirement of Cashewnut Regulations 2010 and Cashewnut Industry Act 2009.

(2) The parties undertake to discharge fully all obligations whereby created as conditions to de-encumbrance.

(3) Notwithstanding anything to the contrary in this agreement contained, none of the parties hereto shall be liable to the other under this agreement for any failure by such party to fulfil the provision of this contract if such failure is caused by reason of any force majeure.

(4) Any dispute arising between parties hereto concerning this contract, its interpretation as to the right, duties or liabilities or of the parties shall be referred to the Board for arbitration.

The parties having feely agreed to enter into this contract of farming now indicate their acceptance by signing below, and this contract to be read jointly with the attached financial agreement between the parties which forms part and parcel of this contract of farming.

Individual Growers/Group of farmer

Name(s) ___________________________________________
Address: ___________________________________________
Signature: ___________________________ Date: __________

Witness

Name(s) ___________________________________________
Address: ___________________________________________
Signature: ___________________________ Date: __________

Financier

Name(s) ___________________________________________
Address: ___________________________________________
Signature: ___________________________ Date: __________

Witness

Name(s) ___________________________________________
Address: ___________________________________________
Signature: ___________________________ Date: __________
Part “D” Cashewnut Board of Tanzania.

The Board has hereby perused and approved/not approved registration;

Registration No.........................................................

Designation........Signature....................Date................

Designation........Signature....................Date................
THIRD SCHEDULE

Made Under regulation 30

CASHEWanut BOARD OF TANZANIA

Registration form for Cashewnut buyers

<table>
<thead>
<tr>
<th>S/N</th>
<th>COMPANY NAME</th>
<th>TRADING LICENCE</th>
<th>CERTIFICATE OF INCORPORATION</th>
<th>TIN NUMBER</th>
<th>LIST OF AGENTS</th>
<th>ID OF AGENTS</th>
<th>STORAGE FACILITY</th>
<th>CAPACITY OF THE STORAGE</th>
<th>LOCATION OF STORE</th>
<th>SURVEYOR NAME</th>
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FOURH SCHEDULE

Made Under Regulation 29(3)

Buying Licence and Export Licences

CASHEWNUT BOARD OF TANZANIA

BUYING LICENCE OF RAW

Issued to: .................................................................

Buying Area: ...........................................................

Destination: .........................................................

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

Tel No.: .........................................................

Godown for storage/processing Factory ................................

Date of Commencement ............................. to ..............................

Signature of Authorised Officer ..............................................................

Director General
Cashewnut Board of Tanzania
P.O. Box 533,
MTWARA
FIFTH SCHEDULE

Made Under Regulation 29(3)

CASHEWNUT BOARD OF TANZANIA

CASHEWNUT PROCESSING LICENCE

Licence is hereby granted to M/s ................................................ of P.O. Box ............................................................... to process Cashewnut during ................................ season, ending 30th September, 20... At the ............................................ Factory (Registration No.) ........................................ Situated at ............................................................... Providing kernels weighing 11.34 kilograms (25lbs).

Issued at ................................................. This ........................................ Day of ......................... 20......

REMARKS

........................................................................................................................................................................
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DIRECTOR GENERAL
CASHEWNUT BOARD OF TANZANIA
P.O. BOX 533,
MTWARA
CONDITIONS FOR APPLICATION FOR CASHEW NUT PROCESSING LICENCE

The Applicant of the Processing Licence shall:

1. Submit a proposal for cashew nut Processing Plant erection to cashew nut Board of Tanzania for approval. The proposal shall contain such necessary information as site location, capacity of plant and building structure, technology used in processing raw cashew nut owners copy of company or any other registration and number of people to be employed.

2. Avail to the Board for inspection: stores for RCN, kernels, platform scales, moisture meter, processing machinery, toilets for staff.

3. Process cashew nut in the approved building structure only.

4. The cashew nut Processing Plant and the built structure must be inspected and passed by a Team of Inspectors from cashew nut Board of Tanzania at least once a year.

5. The Plant must be inspected and passed by Chief Inspector of Factories of the Government.

6. The factory must be inspected and licensed by local government authority of the area of the factory.

7. The cashew nut Processing facilities must keep parched area, moisture meter, platform scales, aspiration system, cashew grades sizing, cashew density conveyance system, silos, sorting tables, bagging system and bulking unit. These facilities shall be inspected and certified by authorized cashew nut Board of Tanzania Officials.

CONDITIONS FOR OBTAINING A CASHEW NUT PROCESSING LICENCE.

(a) An applicant must own a factory if hired/leased must be shown.

(b) The factory must be inspected and approved by the Board.

(c) Holders of processing licenses shall be bound to observe the rules and regulations governing the operation of the factory.
### CASHEWNUT BOARD OF TANZANIA

Registration form for Medium and Large scale Processors

<table>
<thead>
<tr>
<th>S/N</th>
<th>NAME OF EXPORTER/COMPANY</th>
<th>ADDRESS OF THE COMPANY</th>
<th>REGISTRATION NUMBER</th>
<th>TECHNOLOGY TO BE USED</th>
<th>DECLARATION OF PROCESSING STAGES</th>
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SEVENTH SCHEDULE

Made under regulation 40

CASHEWNUT BOARD OF TANZANIA

PROCESSING MONTHLY REPORT TO CASHEWNUT BORD OF TANZANIA

Form No.1

NAME OF CASHEWNUT PROCESSING PLANT/FACTORY

Processing LICENCE No. MONTHLY REPORT OF

A. STOCK MOVEMENT OF RAWNUTS AND PROCESSED CASHEWNUT IN KGS/TONS

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## B. MONTHLY REPORT OF WHOLES GRADE RECOVERY IN KGS.

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## C. MONTHLY REPORT OF KERNELS PIECES GRADE RECOVERY IN KGS.

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<th>Butts</th>
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<th>BBI</th>
<th>BBII</th>
<th>S.Butts</th>
<th>D.Butts</th>
<th>Scor. Splits</th>
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## D1 EXPORT OF WHOLES GRADES IN KGS/CARTOONS AND ITS VALUE

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## D2 EXPORT OF PIECES GRADES IN KGS/CARTOONS AND ITS VALUE

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<th>Scor. Splits</th>
<th>Scor. Pieces</th>
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### D3. WHOLE KERNELS (GRADES) QUANTITY SOLD LOCALLY

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### D4. PIECES KERNELS (GRADES) QUANTITY SOLD LOCALLY

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<th>BBII</th>
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<th>D.Buts</th>
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The Monthly Report of Month ______________________ Year __________________

Approved by: Name ______________________________

Signed by ___________________ DIRECTOR/MANAGER

Date _______________________

Official Stamps of the Processing Factory:
EIGHTH SCHEDULE
Made under regulation 29 (3)

CASHEWNUT BOARD OF TANZANIA

EXPORT LICENCE

1. This licence has been issued to ..................................................

2. To conduct the business of ..........................................................

3. Licence  Business Address .........................................................

4. Effective date .................................................................  Expiry date ........................................

5. Issue date .................................................................

.................................................................
Cashewnut Board of Tanzania
(Stamp and Signature of issuing Officer)

NB: Export permits per consignment shall be sought from CBT prior to shipments
TENTH SCHEDULE

Made Under regulation 30

CASHEWNUT BOARD OF TANZANIA

Registration form for Cashewnut Exporters

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<th>NAME OF EXPORTER/COMPANY</th>
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37
TENTH SCHEDULE

Made under regulations 50

CASHEWNUT BOARD OF TANZANIA

CASHEWNUT PROCESSING INSPECTION FORM

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<td>J2</td>
<td>Number of Toilets (Male and Female)</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J3</td>
<td>Number of Showers(Male and Female)</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J4</td>
<td>Trolley and Trays</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J5</td>
<td>Steel bowls/Plastic Bowls</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J6</td>
<td>Trolley</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J7</td>
<td>Steel bowls/Plastic Bowls</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J8</td>
<td>Packing Materials</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J9</td>
<td>Hand Cleaning Basins &amp; Disinfection</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J10</td>
<td>Layout of the packing machines</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J11</td>
<td>Cleanliness of Packing area</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J12</td>
<td>Wall of Packing its Ceiling and paint</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J13</td>
<td>Floor/Tiles and Industry Food Paint</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J14</td>
<td>Fire Extinguishers</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J15</td>
<td>Fire Drill</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J16</td>
<td>Arrangement of working Tools</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J17</td>
<td>Plastic Bowls</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J18</td>
<td>Steel bowls/Plastic Bowls</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>J19</td>
<td>Packing Materials</td>
<td>A</td>
<td>Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>No.</td>
<td>Section Inspected</td>
<td>Built or Not Built</td>
<td>Present</td>
<td>Condition</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>12</td>
<td>GENERAL CONDITION OF THE FACTORY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>IMMEDIATE COMMENT &amp; RECOMMENDATION OF THE INSPECTOR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CASHEWNUT BOARD OF TANZANIA OFFICIALS:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>INSPECTION DONE BY CBT INSPECTOR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name of the Inspector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signature of the Inspector:</td>
<td>Inspection Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FACTORY OFFICIALS:</td>
<td>Official Stamp of CBT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NAME OF THE PROCESSING FACTORY/PLANT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NAME OF PROCESSING FACTORY MANAGER/REPRESENTATIVE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signature of the Manager/Representative:</td>
<td>Inspection Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Official Stamp of the Processing Factory/Plant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ELEVENTH SCHEDULE

Made under regulations 41 (2)

CASHEWNUT BOARD OF TANZANIA

EXPORT PERMIT
PROCESSED/UNPROCESSED CASHEWNUT

1. (i) Name of Exporter ........................................................................

(ii) Address & Telephone ..................................................................

(iii) Authorized Office’s Name ............................................................

2. Cashewnut Export Licence No. ...................................................... dated ......................

3. (i) The Export Licence processed/unprocessed
Cashewnut to the tune of ................................................................. metric tones
Zone .................................................. Quality ........................ Grade ...........

(ii) Port of Loading ................................................................. per M. V. .....................

4. (i) Sales Contract No. .......................................................... dated ......................

(ii) Terms of Payments ................................................................

(iii) Contract Price ..................................................................

(iv) Exported Value USD ...............................................................

(v) Shipment Period .................................................................

(vi) Country of Destination ........................................................

5. I/We have examined and ascertained the truth of the above information of the Exporter and I/We am/are satisfied and do hereby grant this Export Permit for the Consignment.

NB: All Cashewnut/kernels must be inspected and verified before export permit is issued.

Issued at ................................................................. on ..........................................

Signature ..................................................................................

Designated Officer/s
CASHEWNUT BOARD OF TANZANIA

Copies
White - Exporter
Blue - Finance Department – CBT
Pink - Marketing Department – CBT
Green -(TRA) - Tanzania Revenue Authority
Yellow - Book copy - CBT

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TWELFTH SCHEDULE

Made under regulation 50(2)

CASHEWNUT BOARD OF TANZANIA

INSPECTION FORM FOR RAWCASHEWNUT IN GODOWNS AND PROCESSING FACTORIES

<table>
<thead>
<tr>
<th>Date</th>
<th>COMPANY PROFILE</th>
<th>Stock Balance of year</th>
<th>Owners of warehouse</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of the Company /Processing factory.</td>
<td>Name of Warehouse</td>
<td>Reg. No.</td>
</tr>
<tr>
<td></td>
<td>Name of Warehouse</td>
<td>Reg. No.</td>
<td>Licence No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>COMPANY PROFILE</th>
<th>Stock Balance of year</th>
<th>Owners of warehouse</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of the Company /Processing factory.</td>
<td>Name of Warehouse</td>
<td>Reg. No.</td>
</tr>
<tr>
<td></td>
<td>Name of Warehouse</td>
<td>Reg. No.</td>
<td>Licence No.</td>
</tr>
</tbody>
</table>

CBT Officer Signature.  
Date  

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THIRTEENTH SCHEDULE A

Made under Regulation 50(2)

CASHEWNUT BOARD OF TANZANIA

INSPECTION FORM FOR RAW CASHEWNUT IN GODOWNS

[per Regulation No.60]

1. Name of the Company

2. Name of Processing Factory

3. Registration No.

4. Licence No.

5. Name of Warehouse

6. Stock Balance:

<table>
<thead>
<tr>
<th>Stock Balance</th>
<th>Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grade I</th>
<th>Grade II</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Bags</td>
<td>In M/Tn</td>
</tr>
<tr>
<td>In Bags</td>
<td>In M/Tn</td>
</tr>
</tbody>
</table>

7. Name and signature of the Warehouse owner:

Name

Signature

Date

8. Name and signature of CBT officer who verified the stock:

Name

Signature

Date

REMARKS:

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

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

........................................................................................................................................
THIRTEENTH SCHEDULE B

Made under Regulation 50 (2)

Quality Control Form for processing factory/Godown

BODI YA KOROSHO TANZANIA

HATI YA UHAKIKI UBORA WA (Certificate of Raw Cashewnut)

KOROSHO
(Quality Test)

Kijiji

(Village)

Kata

(Ward)

Wilaya

(District)

Gulio

(Tarehe)

(Buying Centre)

(Date)

Korosho Zimepangwa Madaraja? NDIOYO/HAPANA (Kata moja)
(Have the cashewnut been graded by the farmer? YES/NO)
KAMA HAPANA, UHAKIKI USIFANYIKE.
(If not cutting test should not be undertaken)

<table>
<thead>
<tr>
<th>(CUTTING TEST RESULTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ubora – Ratili: .......... Kwa Gunia la kilo 80</td>
</tr>
<tr>
<td>(Standard Quality Level – Shot) Pounds/bag of 80kg</td>
</tr>
<tr>
<td>Jumla kilo Daraja la Kwanza: ..................................... Kilo</td>
</tr>
<tr>
<td>(Total Standard Grade Cashewnut – kilos)</td>
</tr>
<tr>
<td>Unyevu wa Korosho (Moisture of Cashewnut): ..................... %</td>
</tr>
<tr>
<td>Nut Count: .................................................................</td>
</tr>
<tr>
<td>Nyuzi Joto (Temperature): ............................................. c</td>
</tr>
<tr>
<td>Unyevu wa hewa (Humidity): ...........................................</td>
</tr>
<tr>
<td>KOROSHO DARAJA LA PILI (UNDERGRADE)</td>
</tr>
<tr>
<td>Ubora – Ratili: .......... Kwa Gunia la kilo 80</td>
</tr>
<tr>
<td>(Undergrade Quality Level – shot)</td>
</tr>
<tr>
<td>Jumla Kilo Daraja la Pili: ........................................... Kilo</td>
</tr>
<tr>
<td>(Total Undergrade Cashewnut – Kilos)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Imehakikiwa na</th>
<th>Saini</th>
<th>Quality Tested by: Ware house Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kny: Mtunza Ghala</td>
<td>(Signature)</td>
<td>Seal</td>
</tr>
</tbody>
</table>

Imethibitishwa na: (approved by)

<table>
<thead>
<tr>
<th>S/ No</th>
<th>Jina (Name)</th>
<th>Taasisi (Organization)</th>
<th>Saini (Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Bodi ya Korosho (Cashewnut Board of Tanzania)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Union (Ushirika)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chama cha Msingi (Primary Society)</td>
<td></td>
</tr>
</tbody>
</table>

Jaza Tatu (Fill in Triplicate)

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PROCEEDINGS FOR STAKEHOLDERS MEETING

1 INAGURATION

The inaugural meeting shall deliberate and approve draft procedures for conduct of stakeholders’ forum and subsequent operations. A framework is given below for general guidance.

2. ORGANOGRAM

The forum is the apex organization in the Cashewnut Industry whereby all players have an opportunity to be heard. It creates ownership of shared vision. It also identifies ways and means to finance and execute shared activities. Except for Chairman and Secretariat, all stakeholders are peers.

The key stakeholders shall provide the Chairman, while the Cashewnut Board provides the Secretariat.

3. COMPOSITION

Stakeholders in the Cashewnut Industry are of such number that they could not possibly be accommodated in one conference facility. It is therefore stakeholders participation be by through representation.

At present, the following list may be considered as equitable representative:
(a) Five representatives from the Ministry of Agriculture and Food Security and Cooperatives.
(b) Management of the Board
(c) Nine members from the Board of Directors
(d) Three representatives from cashewnut buyers
(e) DEDs and Chairmen/Mayor from each cashewnut growing Local Government Authority.
(f) One representative from each cashewnut Union
(g) Two representatives from each cashewnut growing association
(h) Regional Commissioners from each cashewnut growing region
(i) District Commissioners from each cashewnut growing Districts
(j) One representative from interested Banks
(k) One representative from each input supplying company doing business in cashewnut Industry.
(l) One representative from TAMISEMI
(m) One representative from Ministry of Finance
(n) One representative from Ministry of Industry, Trade and Marketing
(o) Two representatives from cashewnut Research Institute
(p) One representative from Agricultural Council of Tanzania
(q) Three representatives from cashewnut Processors
(r) Two representatives from small scale processors
(s) One representative from the Tanzania Chamber of Commerce Industry and Agriculture
(t) Six members from Board of trustees of the cashewnut Industry Trust Fund
(u) And any other stakeholder as the Board may determine.

4. NOTICE AND AGENDA

4.1 The Board shall schedule a regular Stakeholder forum once a year, preferable off the buying season. Extraordinary meeting to be convened a petition of 20 member signatures from different stakeholders group is forwarded to Chairman.

4.2 The Board shall provide secretariat services to stakeholders forum

4.3 Notice of the meeting shall be made vide public media and newspaper, email, fax and telephone. Member shall be invited to transmit agenda items to the secretariat in any manner deemed fit within twenty one days before the date of the meeting

4.4 Agenda shall be confirmed and communicated to members through official newspapers at least 14 days before the meeting.

4.5 Meeting date, place, time Agenda, to be confirmed and communicated at least 14 days prior to the meeting.

4.6 Draft Minutes of Previous meeting shall circulate 30 days after the meeting. Final confirmation of minutes shall be done at following meeting.
5. ELECTION OF CHAIRMAN

5.1 Proposed Ministry of Agriculture, Food and Cooperative may designate Chairperson for the inaugural meeting.
5.2 It is proposed the forum to elect provide the Chairman.
5.3 In the event of elected chairperson, it is further proposed that he serves a maximum of 2 years, may be eligible for re-election for another term of two years only.
5.4 The Chairman shall preside over all the meetings. If the chairman is unavailable, or after waiting for 30 minutes from scheduled start time of meeting the member present and forming a quorum (minimum 30%) to elect acting Chairman for the meeting.

6. Working groups.

6.1 As deemed appropriate, the full quorum of the meeting can delegate by show of hands on specific issues to working group comprising specialist members.
6.2 All findings of the working group shall be made available to the full quorum of the meeting for discussion and approval/decisions.

7. Attendance/Proxy

7.1 Since membership of a meeting is institutional it is expected that proxies will be received and will be allowed to attend the meeting.
7.2 The proxy form shall be provided by the secretariat/ the board.
7.3 No member shall be allowed to appoint two proxies at the meeting.
7.4 If a member chooses to make his views through correspondences the same will be available in the meeting.

8. Spokesperson

The Chairman is the official spokesperson of the Forum.

9. Reports

The Board will incorporate business and of the Stakeholders Forum in the Annual Report.

Dar es Salaam, 25th October, 2010

STEPHEN M. WASIRA

Minister of Agriculture, Food Security and Cooperatives