

United Republic of Tanzania

Ministry of Livestock and Fisheries



APPLICANT USER MANUAL

VERSION 1.0

Prepared By
ICTPACK SOLUTIONS

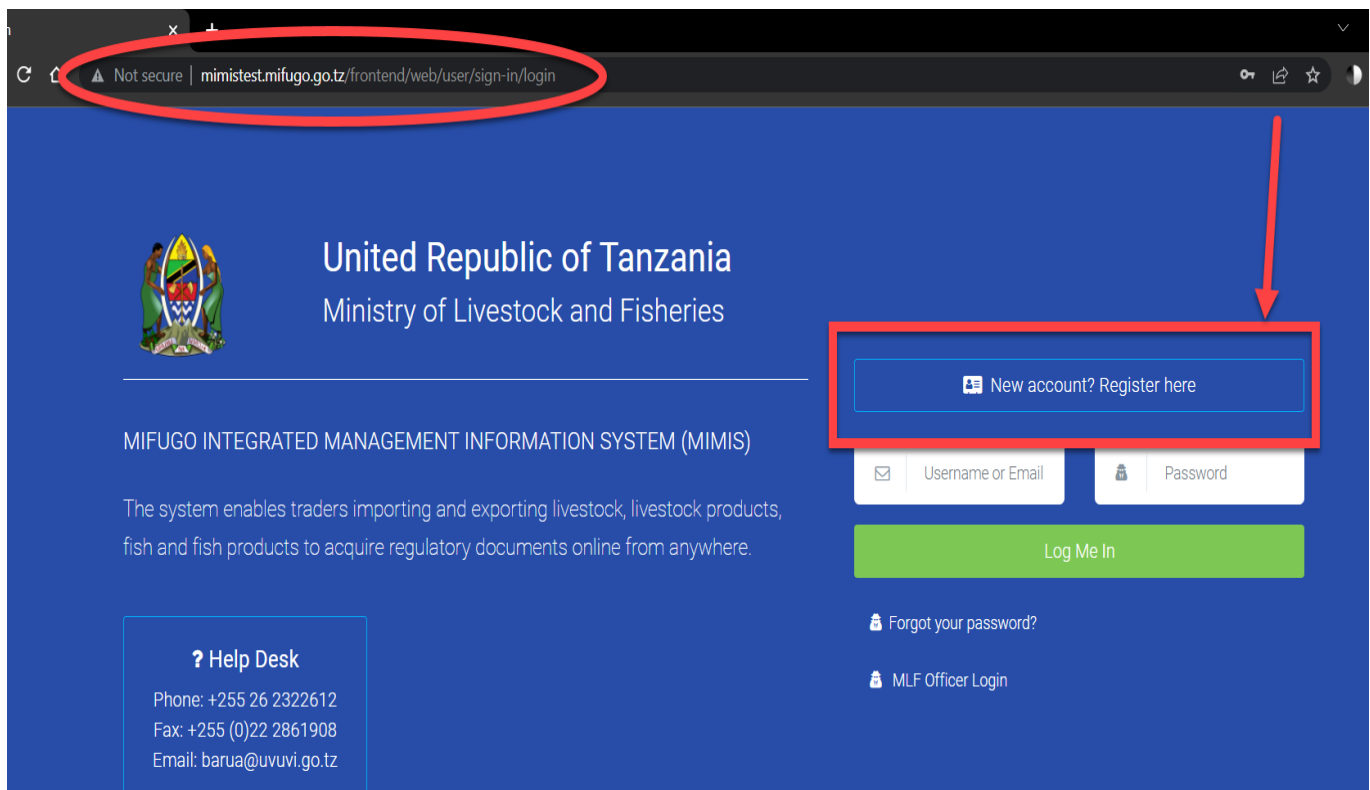
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1. GETTING STARTED

To access the MIMIS system, here are a series of steps to follow.

- a) A user will open a web browser (**recommended is Google Chrome, Mozilla Firefox, or Microsoft edge**)
- b) Type in the provided system address i.e.,
<http://mimis.mifugo.go.tz/>
- c) proceed to open If you face any difficulties, contact your system administrator to get the correct system address.



- d) If the address is entered correctly, the system will launch, and a user should be able to see a login page. Users who already have an account can log in to the system using their Username and Password, but the new users will be required to click the **“New account? Register here”** button for them to create their account.

2. CREATING A NEW ACCOUNT.

A user must create an account that will help him/her log into the system, and the following are the steps to follow.

- a) Fill in the fields required in the sign-up form including your password as shown in the screenshot below,

United Republic of Tanzania
Ministry of Livestock and Fisheries

MIFUGO INTEGRATED MANAGEMENT INFORMATION SYSTEM (MIMIS)

The system enables traders importing and exporting livestock, livestock products, fish and fish products to acquire regulatory documents online from anywhere.

? Help Desk
Phone: +255 26 2322612
Fax: +255 (0)22 2861908
Email: barua@uvuvi.go.tz

Signup

Email

Firstname Middlename Lastname

Password

Repeat Password

Create Account

[Back to Login](#) [Reset password](#)

- b) Thereafter clicking the "Create Account" button will direct you to the next step.

United Republic of Tanzania
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MIFUGO INTEGRATED MANAGEMENT INFORMATION SYSTEM (MIMIS)

The system enables traders importing and exporting livestock, livestock products, fish and fish products to acquire regulatory documents online from anywhere.

? Help Desk
Phone: +255 26 2322612
Fax: +255 (0)22 2861908
Email: barua@uvuvi.go.tz

Signup

Email feza@gmail.com

Feza Roll Feza

Password

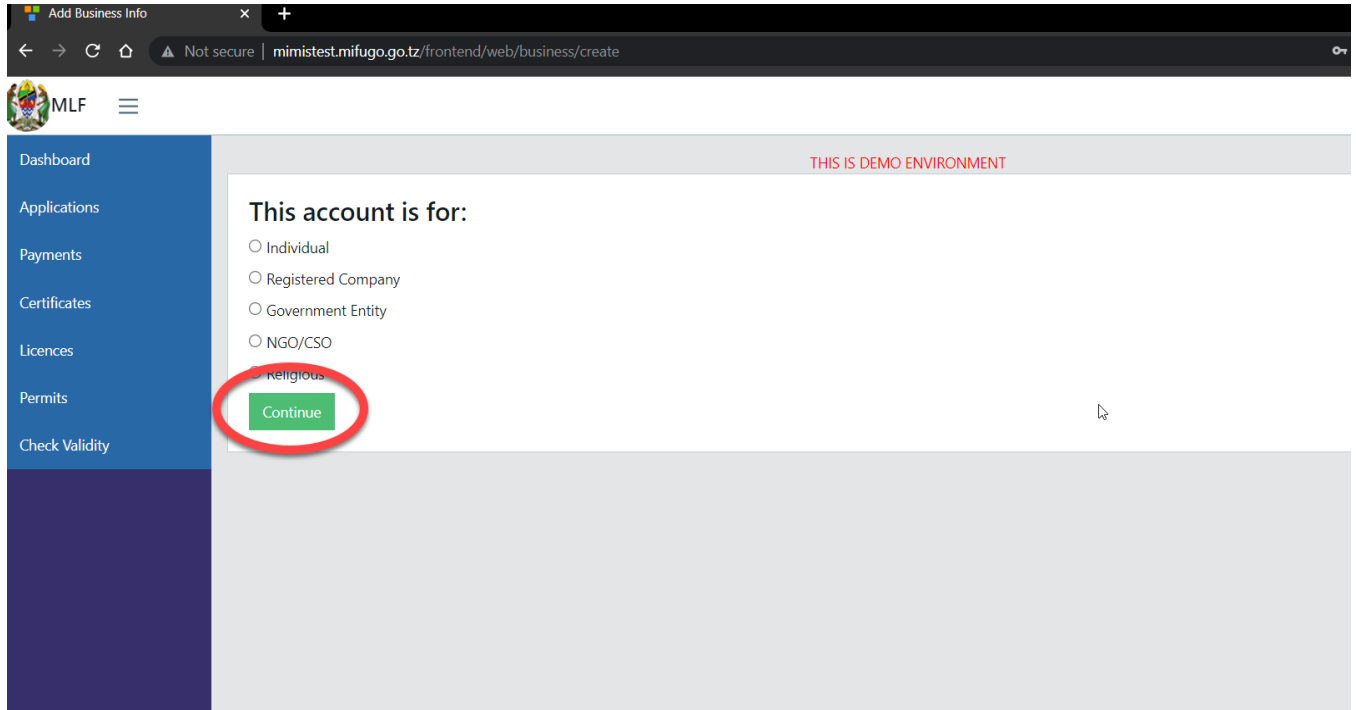
Repeat Password

Create Account

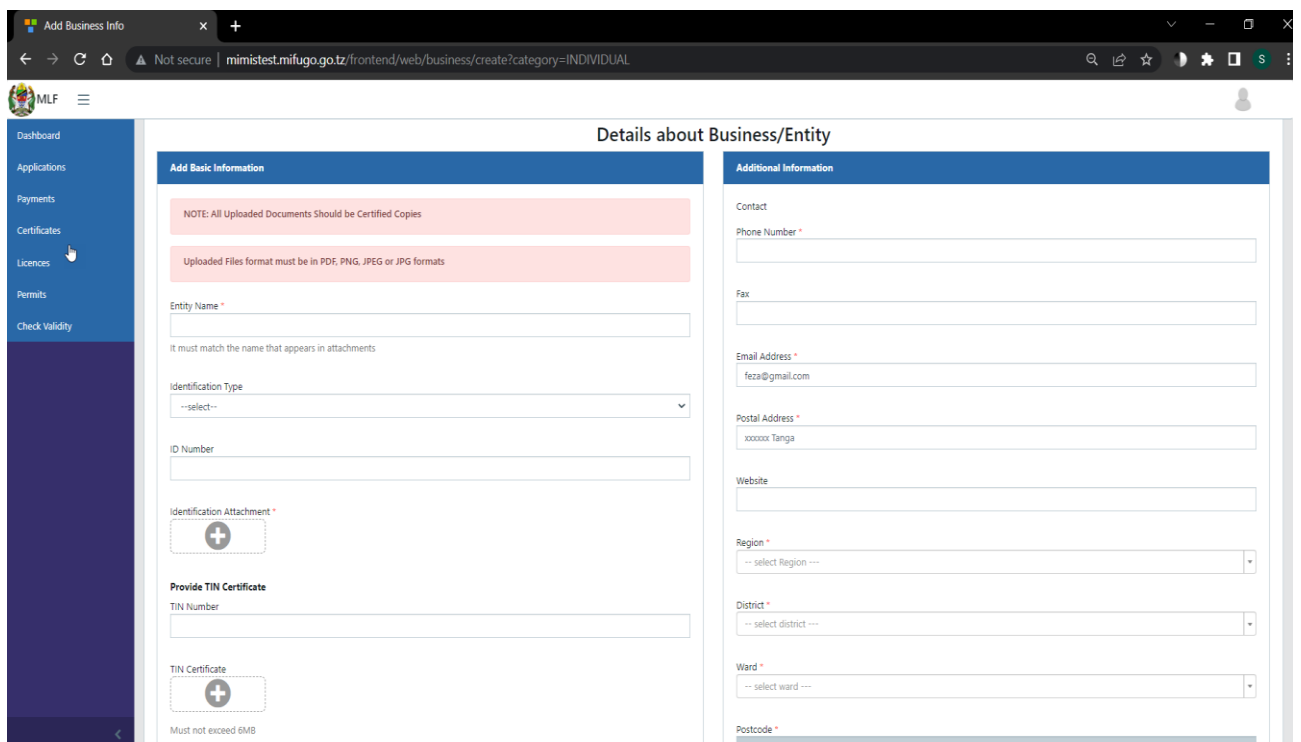
[Back to Login](#) [Reset password](#)

Password Must have atleast 8 characters, One CAPITAL letter, One SMALL letter and One NUMBER

- c) You will be directed to another page where you be required to select the type of account, once that is done click the "Continue" button to go to the next step.



- d) The next step will require a user to provide all the required details about the account and thereafter click the "Save" button to save those details.



- e) A user's profile will be created, and all the details entered will be displayed so that the applicant can review and edit if needed. Refer to the screenshot below

The screenshot shows a web browser window displaying the 'Reet Company' user profile page. The page is titled 'Reet Company' and includes a sidebar with navigation links: Dashboard, Applications, Payments, Certificates, Licences, Permits, Entity Info, and Check Validity. The main content area is divided into several sections: Basic Information, Additional Information, Contacts, and Attachments Files. The Basic Information section contains fields for Entity Name (Reet Company), Category Name (Individual), and TIN Number (123-456-789). The Additional Information section contains an ID Number (1978062200078987589). The Contacts section contains fields for Email (feza@gmail.com), Phone (+255789897765), Website (http://www.fezaroli.go.tz), Fax, District (Ubungo), Ward (Sinza), Postcode (16102), Physical Address (Bondeni street, Sinza, Dar es Salaam), and Postal Address (23 Dar). The Attachments Files section contains fields for Identification and TIN Certificate, each with a 'View File' button. An 'Update' button is located in the top right corner of the profile section.

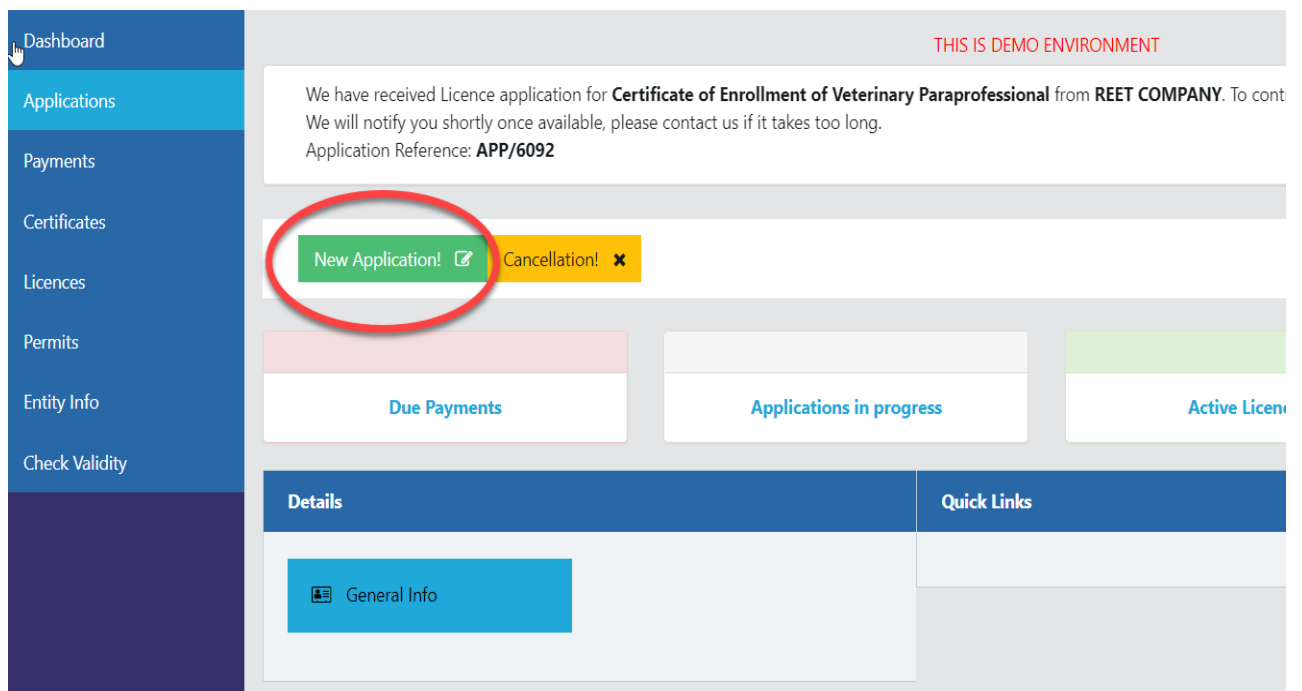
- f) Once a user is done creating his/her account, now the user can apply for a Licence, certificate, or permit to use their account.

3. NEW APPLICATION

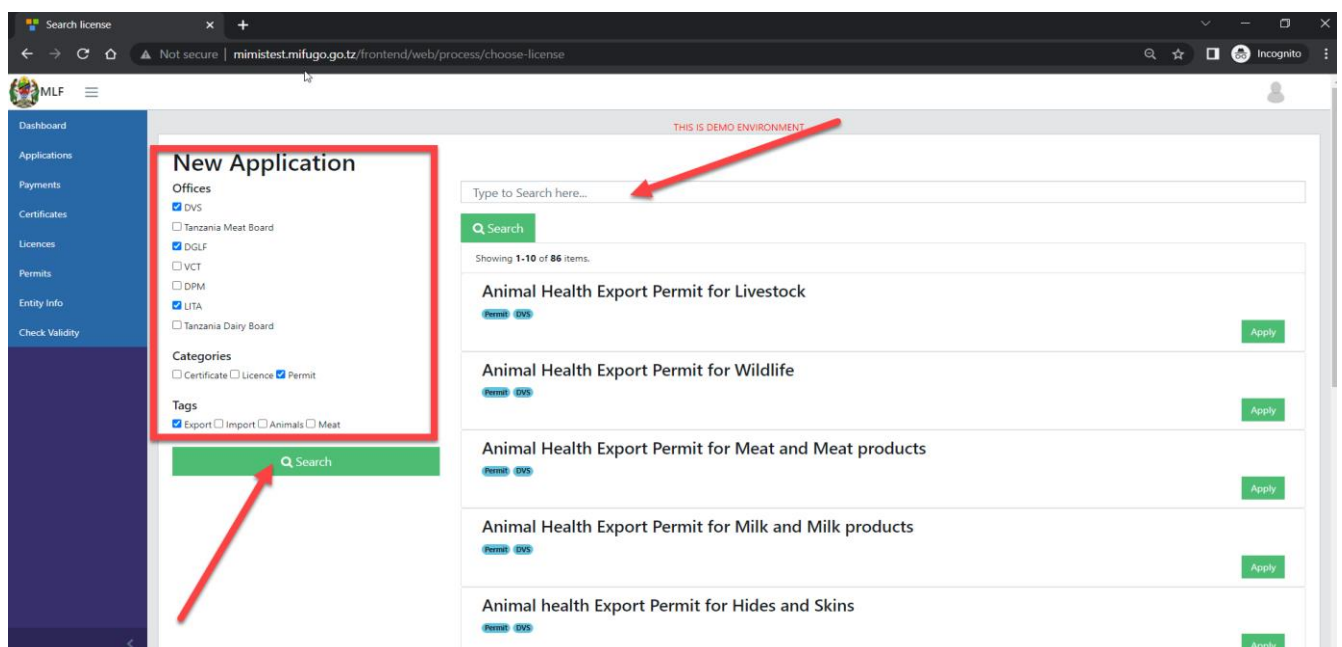
Using the navigation menu located on the left an applicant can navigate to the "Dashboard" as shown in the screenshot below.

The screenshot shows the 'Dashboard' page of the MLF system. The sidebar on the left has a red circle around the 'Dashboard' link. The main content area displays a notification: 'We have received Licence application for Certificate of Enrollment of Veterinary Paraprofessional from REET COMPANY. To continue with payment, Wait for Control Nur. We will notify you shortly once available, please contact us if it takes too long. Application Reference: APP/6092'. Below the notification are two buttons: 'New Application!' (green) and 'Cancellation!' (yellow). Further down are three cards: 'Due Payments', 'Applications in progress', and 'Active Licences'. At the bottom, there is a 'Details' section with a 'General Info' button, and a 'Quick Links' section with a 'Help/Support Contacts' link.

To start a new application, click the "New Application" button and follow the following steps,



- a) After clicking the new application button, a user will be presented with a page where he/she can filter and search for the specific application to apply for as shown in the screenshot below.



A user can use the general search to search for any keyword associated with the certificate, license, or permit. The user can also use the filters by the office, categories, or tags to allocate the desired application.

- b) Once a user has found the application, he/she wants to apply for, the applicant will be required to click the button "Apply" to proceed with the application. Refer to the screenshot below.

The screenshot shows a web browser window with the URL `mimistest.mifugo.go.tz/frontend/web/process/choose-license`. The page is titled "New Application" and features a sidebar with navigation links: Dashboard, Applications, Payments, Certificates, Licences, Permits, Entity Info, and Check Validity. The main content area displays a list of applications with the following details:

Type to Search here...	Search	Apply
Animal Health Export Permit for Livestock	Permit DVS	Apply
Animal Health Export Permit for Wildlife	Permit DVS	Apply
Animal Health Export Permit for Meat and Meat products	Permit DVS	Apply
Animal Health Export Permit for Milk and Milk products		

- c) After clicking the "Apply" button, the applicant will be presented with the specific form for the application he or she is applying for as shown in the screenshot below.

The screenshot shows a web browser window with the URL `mimistest.mifugo.go.tz/frontend/web/process/choose-license`. The page is titled "Registration Certificate of Veterinary Specialist" and features a sidebar with navigation links: Dashboard, Applications, Payments, Certificates, Licences, Permits, Entity Info, and Check Validity. The main content area displays a form for the "Registration Certificate of Veterinary Specialist". The form includes a section for "Applicant Details" with the following fields:

- Type of Registration *
- Date Of Birth *
- Place Of Birth (Region)
- Place Of Birth (District)
- Marital Status
- Applicant's photo *

The "Applicant's photo" field has a "choose_file" button. The form also includes a "Save and Continue" button and a "Pause" button.

The applicant will be required to fill in all the pages with the required details. To move from one page of the form to another, an applicant can click the top titles of each page. If the applicant has provided

details for one page and wants to save and move to another page, he or she will click the **"Save and Continue"** button. Refer to the screenshot below,

THIS IS DEMO ENVIRONMENT

APPLICATION FOR CERTIFICATE

Registration Certificate of Veterinary Specialist

Please fill in the required information.
Payment details shall be provided after submission

1. Applicant Details 2. Next of kin or nearest contact person 3. Academic Qualifications 4. Referees 5. Supportive Documents (For Foreign Trained)

Applicant Details

Type of Registration *
select ...

Date Of Birth *
[text input]

Place Of Birth (Region)
select ...

Place Of Birth (District)
select ...
Please Select Place Of Birth (Region) First

Marital Status
select ...

Applicant's photo *
no file choose_file

Save and Continue Pause

If an applicant wants to attach a document or image to his or her application, the following are the steps to follow,

- Go to the field where you are required to attach a file
- Click on the "Choose file" button
- Click on the "Choose from Computer" button and choose the file you want to attach from your computer.
- Click the "Upload" button to upload the file from your computer to the system. The steps are shown in the screenshots below.

Please fill in the required information.
Payment details shall be provided after submission

1. Applicant Details 2. Next of kin or nearest contact person 3. Academic Qualifications 4. Referees 5. Supportive Documents (For Foreign Train)

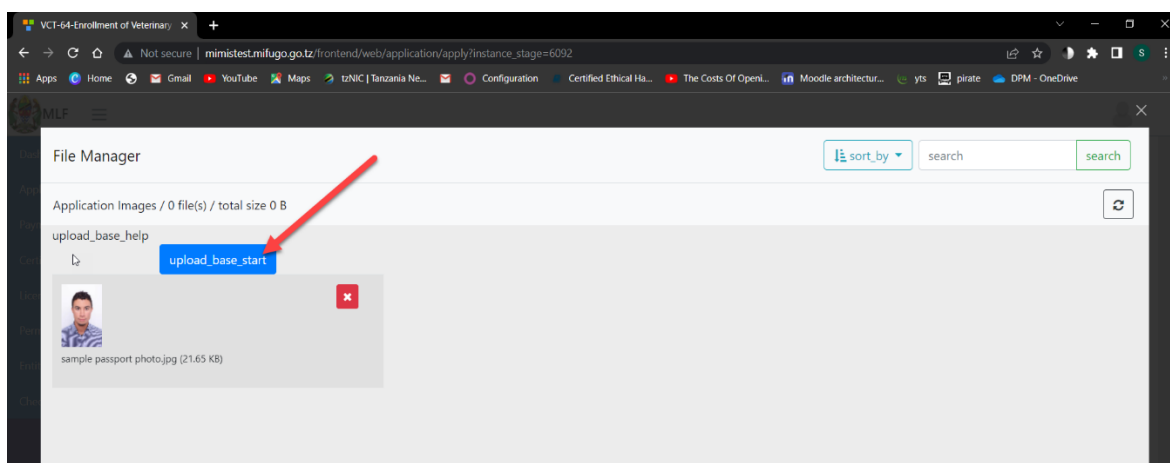
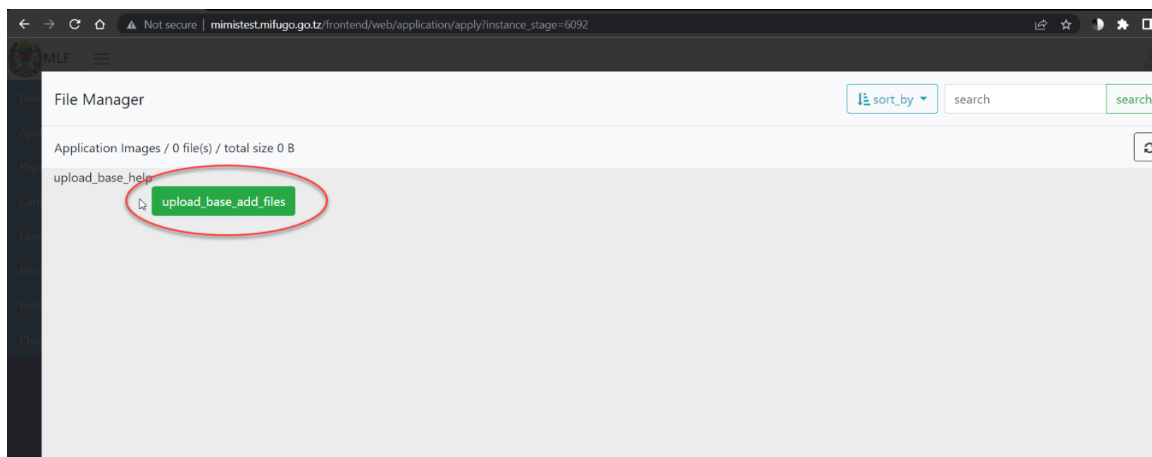
Supportive Documents(For Foreign Trained)

First Document
1 file(s) selected choose_file

Second Document
no file choose_file

Third Document
no file choose_file

Save and Finish



Once the applicant has finished filling in all the required details on all the pages, he or she can click the **"Save and Finish"** button to proceed with the next step, as shown in the screenshot below.

Registration Certificate of Veterinary Specialist

Please fill in the required information.
Payment details shall be provided after submission

1. Applicant Details
2. Next of kin or nearest contact person
3. Academic Qualifications
4. References
5. Supportive Documents (For Foreign Trained)

Supportive Documents(For Foreign Trained)

First Document

no file choose_file

Second Document

no file choose_file

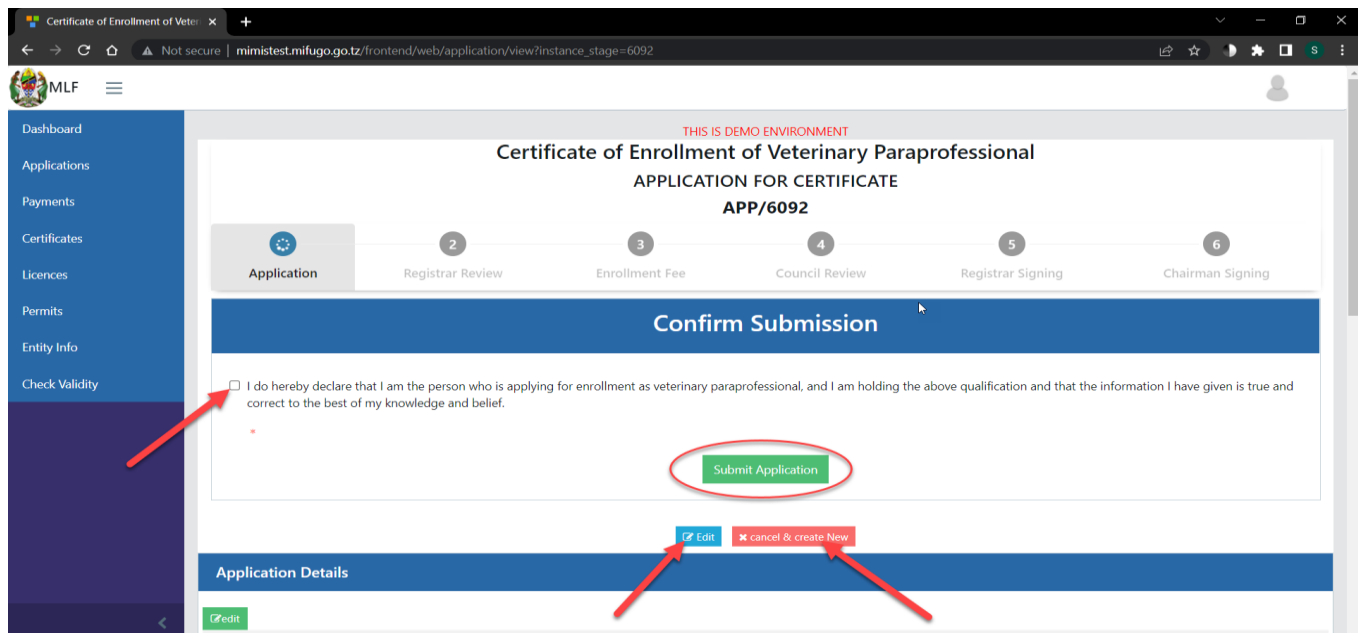
Third Document

no file choose_file

Save and Finish

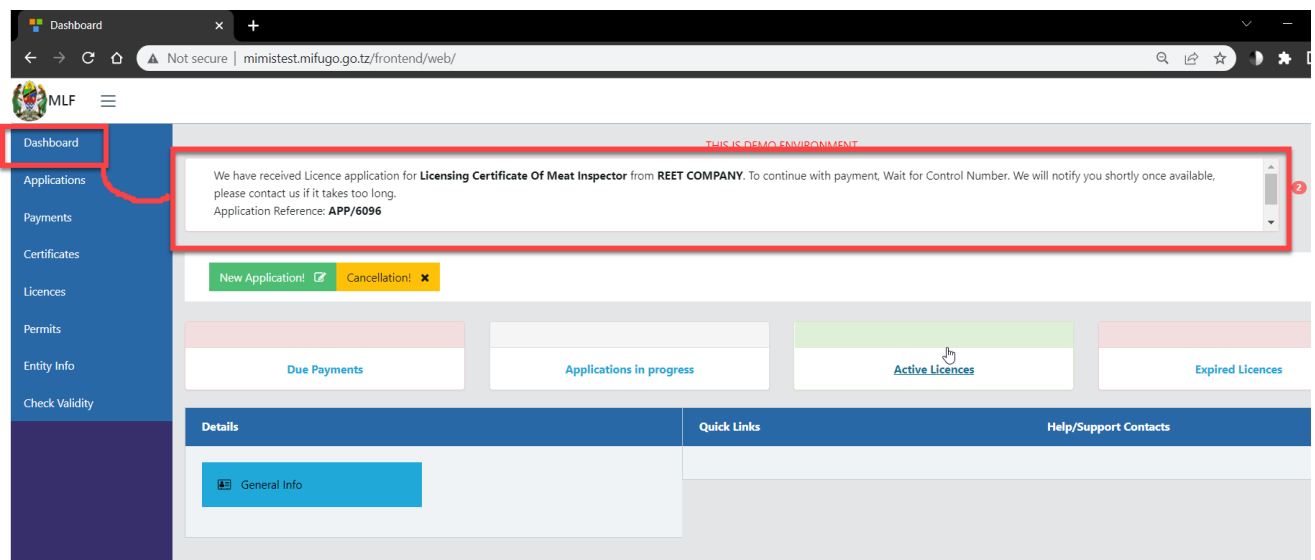
- d) After clicking the "Save and Finish" button a declaration page will appear for the applicant to confirm the validity of the application. On this page, the applicant can choose to edit the application or

cancel and start a new application if needed, as shown in the screenshot below.



4. NOTIFICATIONS

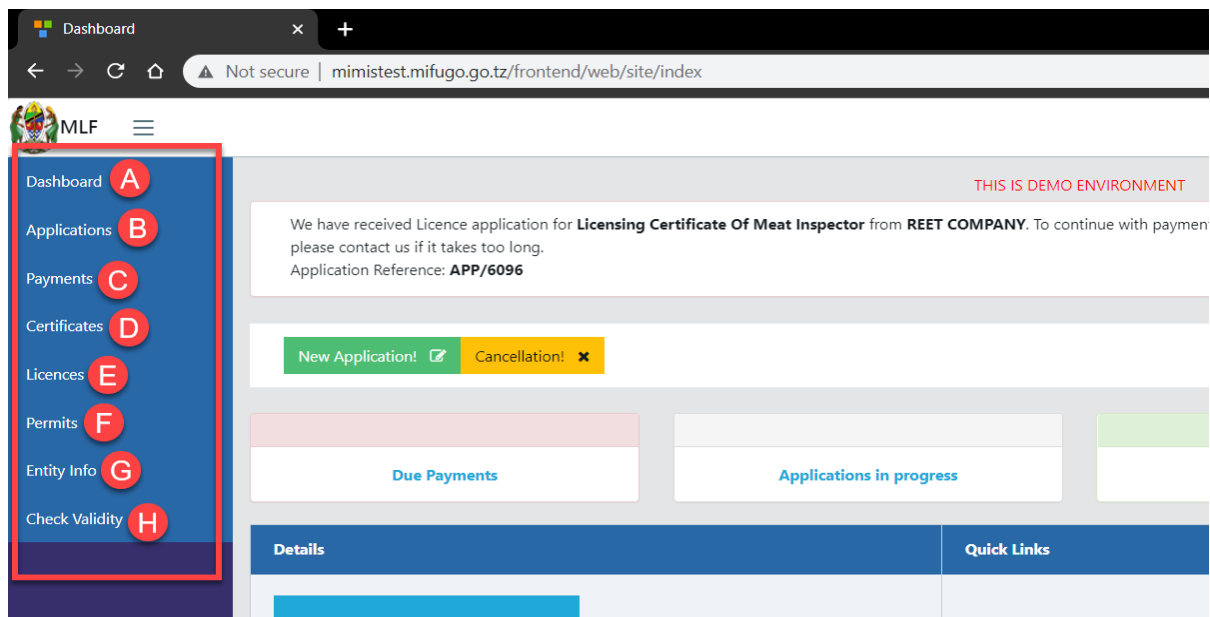
Applicants can access different notifications in the system, these notifications help applicants track the status of their application. These notifications are visible at the top of the user's account dashboard. Refer to the screenshot below.



5. NAVIGATION MENU

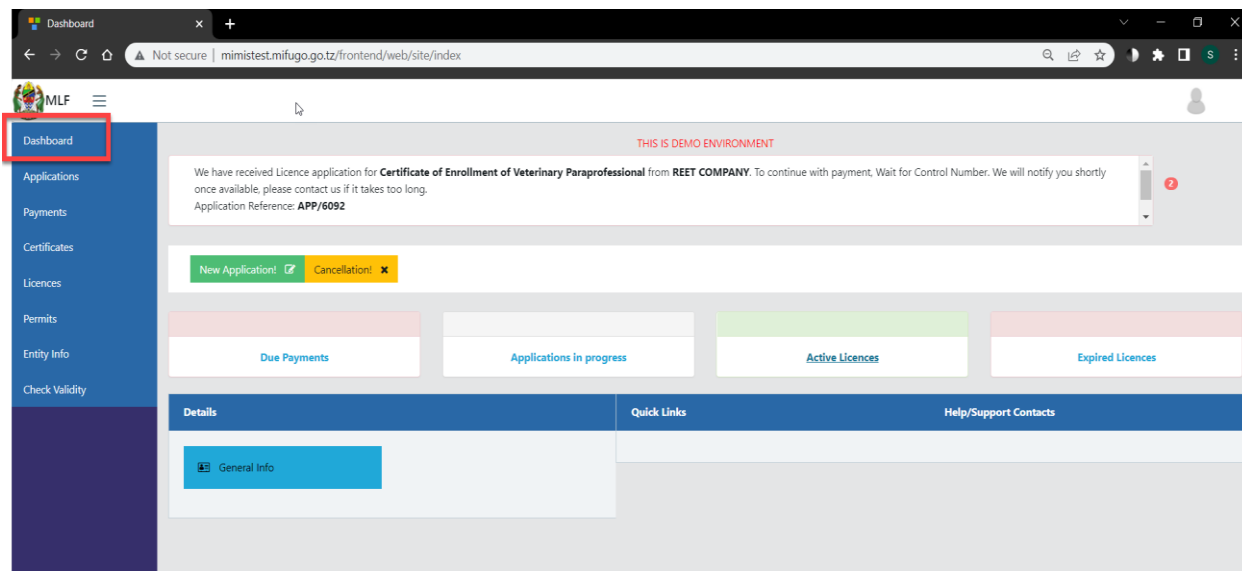
Every applicant's account has a navigation menu located on the left side, it contains the following menus, Dashboard, Applications, Payments, Certificates,

Licenses, Permits, Entity Info, and Check Validity as shown in the screenshot below.



A. Dashboard

The applicant's dashboard contains notifications, areas where the applicant can observe the statuses of different applications. Through the dashboard, an applicant can view, payments, Applications in progress, Active licenses, and Expired licenses. Refer to the screenshot below.



B. Applications

This menu directs a user to a page where he or she can access all applications he or she has applied before. A user can view, these applications on this page and can also apply for a new application. Refer to the screenshot below.

Applications

THIS IS DEMO ENVIRONMENT

New Application [↗](#)

Showing 1-3 of 3 items.

#	Reference	Type	Is Renewal	State	Applied On
1	APP/6104	Registration Certificate of Veterinary Specialist	No	Draft	
2	APP/6092	Certificate of Enrollment of Veterinary Paraprofessional	No	In Registrar Review	12-May-2022
3	APP/6096	Licensing Certificate Of Meat Inspector	No	In Registrar Review	12-May-2022

C. Payments

This menu directs a user to a page where he or she can see all payments made including description, amount, control number, currency, and the status of payment.

Payment Notices

Showing 1-15 of 15 items.








#	Description	Amount	Currency	Due Date	Control Number	Is Paid
1	Registration of Temporary Certification as a Veterinarian (For Foreigners)	500	USD	17-May-2022	9988662577666	Yes
2	Licensing Certificate Of Veterinary Laboratory Technician	20,000	TZS	16-May-2022	99886625367111	Yes
3	Certificate of Enlistment of Veterinary Paraprofessional Assistant	40,000	TZS	16-May-2022	99886625342345	Yes
4	Certificate of Enrollment of Veterinary Paraprofessional	40,000	TZS	16-May-2022	99886625367777	Yes
5	License Of Artificial Insemination Technicians	20,000	TZS	16-May-2022	99886625345333	Yes
6	Certificate of Registration for Veterinary Facility	185,000	TZS	16-May-2022	9988662577555	Yes
7	Registration Certificate of Veterinary Specialist	50,000	TZS	16-May-2022	99886625345655	Yes
8	Licensing Certificate Of Meat Inspector	20,000	TZS	16-May-2022	99886625778888	Yes
9	Registration Certificate Of Foreign Trained Veterinarian	50,000	TZS	17-May-2022	99886625367000	Yes
10	Registration Certificate of Veterinary Specialist	50,000	TZS	12-May-2022	99886625778854	Yes
11	Registration Certificate Of Local Trained Veterinarian	50,000	TZS	12-May-2022	99886625345678	Yes
12	Registration Certificate of Veterinary Specialist	50,000	TZS	12-May-2022	99886625367009	Yes
13	Registration Certificate for Animal Feed Resources Importer or Exporter	30,000	TZS	04-May-2022	99886625367667	Yes
14	Operating Permit	10,000	TZS			No

D. Certificates

This menu directs a user to a page that shows a list of all certificates issued to that specific applicant. A user can view every certificate individually and print them. Refer to the screenshots below.

My Certificates

Showing 1-7 of 7 items.

#	Type	Number	Start Date	Expiry Date	
1	Registration of Temporary Certification as a Veterinarian (For Foreigners)	VCT-73/4/1970	10-May-2022	10-May-2023	
2	Certificate of Enrollment of Veterinary Paraprofessional	VCT-64/29/1970	09-May-2022	09-May-2023	
3	Registration Certificate Of Foreign Trained Veterinarian	VCT-68/3/1970	09-May-2022	09-May-2023	
4	Registration Certificate Of Local Trained Veterinarian	VCT-6A/5/1970	06-May-2022	06-Nov-2024	
5	Registration Certificate of Veterinary Specialist	VCT-1/16/15/1970	06-May-2022	06-May-2023	
6	Registration Certificate for Animal Feed Resources Importer or Exporter	DGLF - 3A/16/1970	27-Apr-2022	27-Apr-2023	
7	Registration of Premises for Manufacturing, Storage or Selling of Animal Feed Resources	/4/2022	27-Apr-2022	27-Apr-2023	

Licence

Not secure | mimitest.mifugo.go.tz/frontend/web/licence/view?id=638


MLF

Dashboard
Applications
Payments
Certificates
Licences
Permits
Entity Info
Check Validity


Certificate

Registration of Temporary Certification as a Veterinarian (For Foreigners)

print 1 / 1 90%

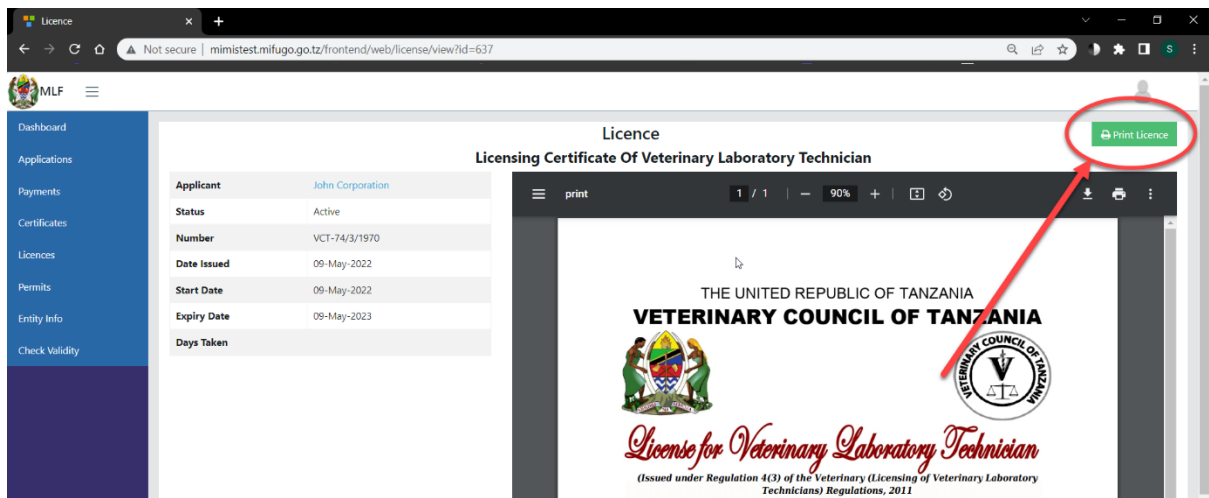
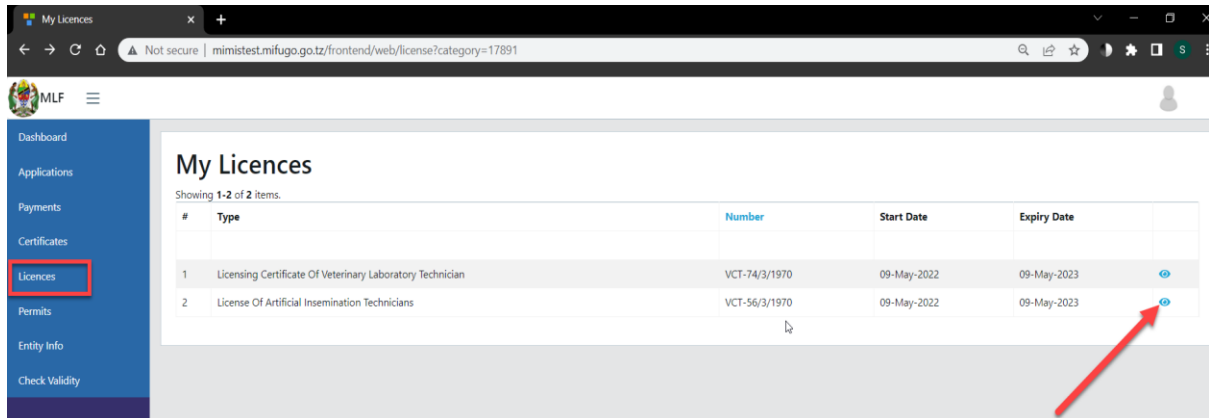


Applicant John Corporation
Status Active
Number VCT-73/4/1970
Date Issued 10-May-2022
Start Date 10-May-2022
Expiry Date 10-May-2023
Days Taken

THE UNITED REPUBLIC OF TANZANIA
VETERINARY COUNCIL OF TANZANIA

Certificate of Registration as a Veterinarian
(Issued under section 18 of the Veterinary Act, No. 16 of 2003)
Registration Number VCT-73/4/1970
I hereby certify that JOHN CORPORATION

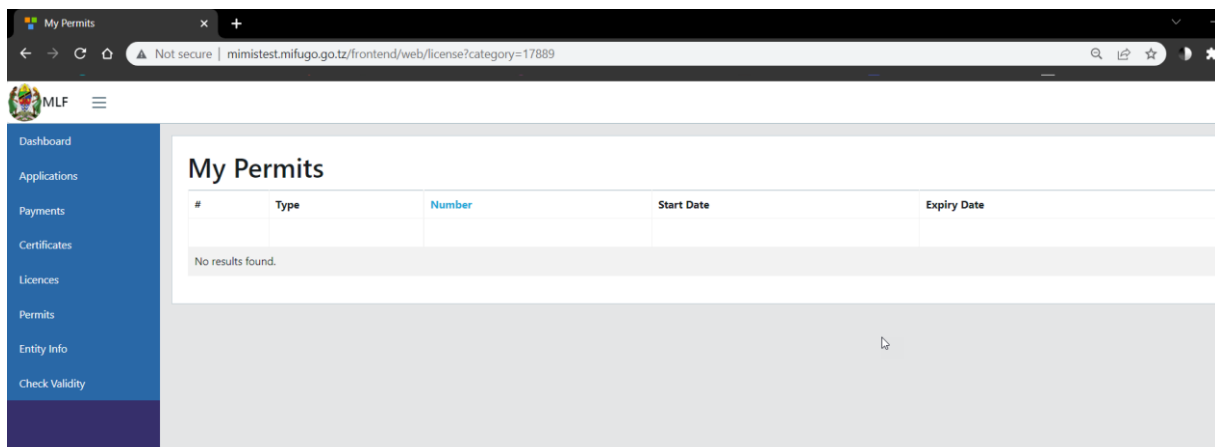
E. Licenses

This menu directs a user to a page that shows a list of all Licenses issued to that specific applicant. A user can view every License individually and print them. Refer to the screenshots below.



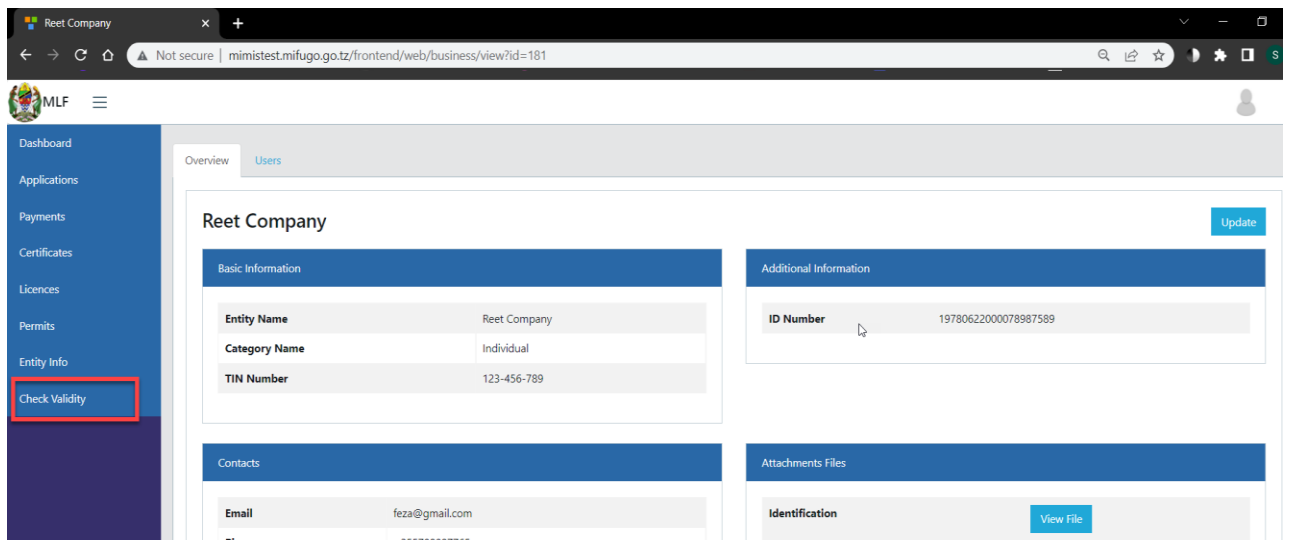
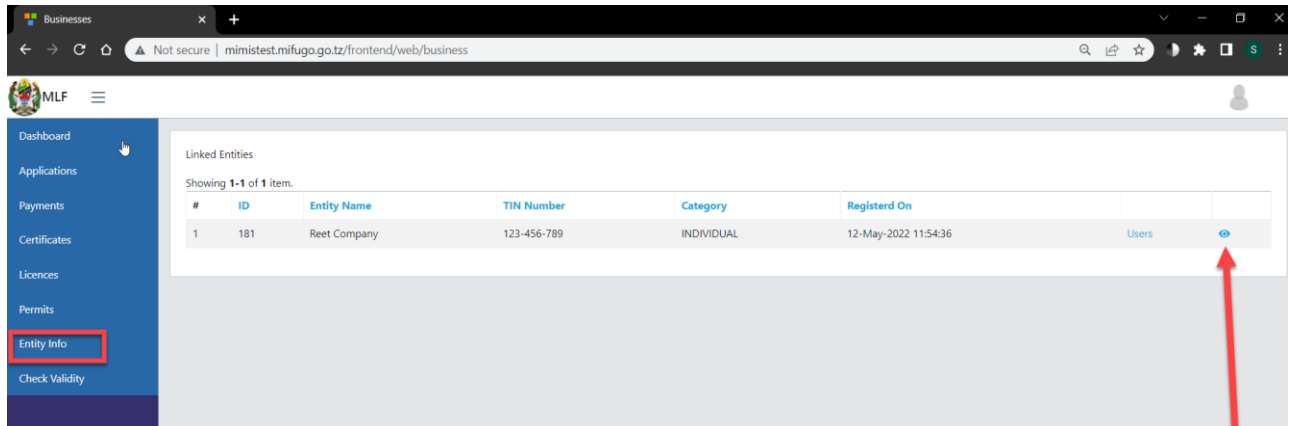
F. Permits

This menu directs a user to a page that shows a list of all Permits issued to that specific applicant. A user can view every Permit individually and print them. Refer to the screenshot below.



G. Entity Info

This menu redirects a user to a page where he or she can view, and update account details as shown in the screenshots below.



H. Check Validity

This menu directs a user to a page where he or she can check the validity of the certificate, permit or license by entering the document number.

