CHEMICALS MANAGEMENT PORTAL

ONLINE REGISTRATION SYSTEM USER MANUAL
1.0 Introduction

1.1 System Overview
Government Chemist Laboratory Authority (GCLA) is the implementing Authority of the Government Chemist Laboratory Authority Act (GCLA) No. 8 of 2016. Laws and regulation implemented by GCLA include; The Industrial and Consumer Chemicals (Management and Control) Act No. 3 of 2003 and The Human DNA Regulation Act No.8 of 2009 and its Regulation.

GCLA has established an online portal for handling chemicals importation, exportation, transportation, transit, chemicals registration, chemicals management trainers and chemicals disposal facility operators in Tanzania Mainland applications online. This will enhance effective and efficiency support to chemicals dealers as well as in implementation of in implementation and enforcement of Industrial and Consumers (Management and Control) Act (No. 3 of 2003) and Its Regulations. Applicable in Tanzania Mainland.

1.2 Purpose of the document
The main purpose of this document is to provide some guideline to Chemicals dealer’s in Tanzania Mainland requiring to register an application for Chemicals Certificate, Permits, Chemicals registration and submitting precursor chemicals return Online. It outline key steps to be taken from creating user account, login to the System and submitting an application.

2.0 Getting Started
Visit GCLA Website www.gcla.go.tz or go direct to https://portal.gcla.go.tz

2.1 Creating User Account
Applicant create Account for the first time by click Register button on User login menu. Filling all necessary Company Details and attach copy of Tax Payer Identification Number and Certificate of Incorporation. Then Click Save button

Figure 1: Home Page
Click register to create user account and company registration user account and company registration form.

![Company Registration Form](image1.png)

Figure 2: Company Registration Form.

### 2.2 Account Activation

After registration of Company **Activation Verification** for User Account will be sent through User email or Phone Number provided during Registration.

**Login to the System**

Applicant will log in to the System by entering **user name** and **password** created when registering the Company.

### 3.0 Register Premise(s)

Applicant to Register Chemicals Premise(s) which will apply for Chemicals Certificate.

![Register Premise](image2.png)
3.1 Attachment of documents
Applicant has to attach all required document for the business Category requested for application by click New Attachment button to see the required document click Compulsory Attachment

3.2 View Attachments
Under company/premises tab click attachments on down left hand side.

4.0 Online Application
The following are online services which will be provided by the System upon Successful login.

4.1 Apply for Certificate
Following registration of Premise(s) and Attachment of Compulsory documents then Applicant will be eligible to Apply Certificate.
Under certificate tab click request certificate.

Applicant to select the GCLA zones which he/she want to process the application

Applicant to *fill in important details* on the form provided

Select the *Premise(s)* requesting the Application for Certificate.

Applicant to *Select Business Category* from the list. Category Selected must match with the documents requirement attached.

Then Click *Save as a Draft*

![Certificate Management](image)

Figure 6: Application for Certificate Form.

This Application will be saved as a *Draft* for Customer to Preview the information provided before Submitting the Application.

Applicant should *click Daft* to view the Saved Certificate Application Draft.

*On Draft Certificate*

Applicant can Preview the details and Edit if there are some correction to be made before submit the Request.
4.1 Add Chemicals for Certificate
Applicant should click **Chemicals** button to add Chemical(s) for the Certificate requested

Pool of Chemicals with their Categories will be displayed for Applicant to Choose from the Pool.

Select chemicals you are dealing with by selecting (click) the first number or letter of the chemicals name from the pool.

Click Add Chemicals Details

![Add Chemicals Form](image)

**Figure 7: Add Chemicals Form**

Pool of all chemicals will display select the chemical and click add chemical details

![List of Chemicals Pool](image)

**Figure 8: List of Chemicals Pool**

Applicant can add more Chemicals by click **Add More Chemicals** button and Then Repeat the above Process.
4.2 Apply for Permits
Under Certificate Tab Go to *issued* on the left hand side to Apply for Permit

Figure 9: Permit Application Form
Applicant to select *business activity* which the permit is applied for, then Click *next*

Figure 10: Business Category Form
Applicant to fill in the Form for Application of Permit. Then Click save

Figure 11: Permit Application Form

On Permit Tab Select the Draft, Choose Options
Then Select Add Chemicals for the requested Permit.

Figure 12: Chemicals addition form.

**Note:** Applicant can only view and add chemicals (pool of Chemicals) on Permit which have already registered on his/her Certificate.
4.3 Add New Chemical(s) to the pool
Applicant can add chemicals to his/her chemicals pool at any time.

Under Chemicals TAB **Click Register Chemical.**

**Figure 13:** Adding New Chemical(s) to the Pool.

Select Chemical and **Click Add Chemicals Details**

**Figure 14:** Pool of Chemicals Selection.
Applicant should fill in all necessary information and attachments for Chemicals Detail Form. Then Click Save

Figure 15: Chemical Properties Form.

To add more Chemicals Click Add more Chemicals then the Process is repeated.

**Note**: Chemicals Registered will be added to the pool of Applicant.

**4.4 Precursor Chemicals Return**

For Applicant who are dealing with precursor returns are required to submit Monthly returns on transactions of the Precursor Chemicals.

Under Permit TAB go to issued Then Click Precursor

Figure 16: Precursor Return Form.
Precursor return form will open and select the business category. Then Click Next Button

Figure 17: Business Category Selection for Precursor Return

Select the Precursor Chemical and Fill in the required information. Then Save.

Figure 18: Selection of Precursor Chemical
4.5 To Get Summary Report of Precursor Chemicals Returns on Customer Side
Under Chemicals TAB Select precursor Return, enter Start Date and End Date for filtering information

Example of User Summary report of the Precursor Return.

Figure 19: Example of Precursor Returns Summary