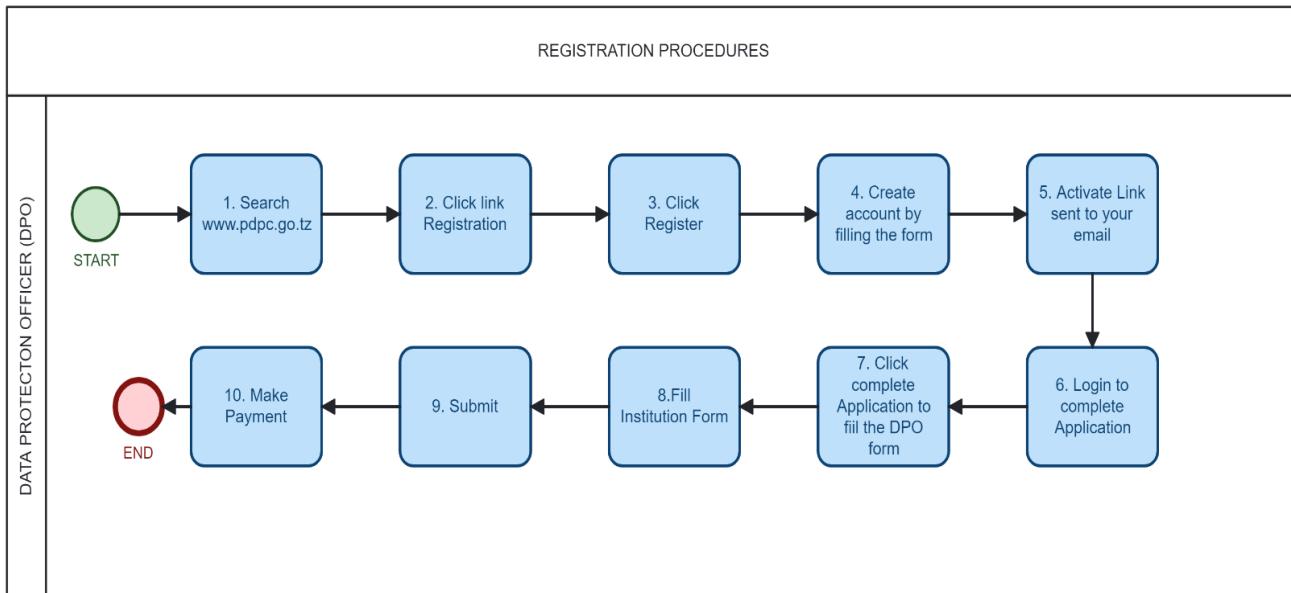


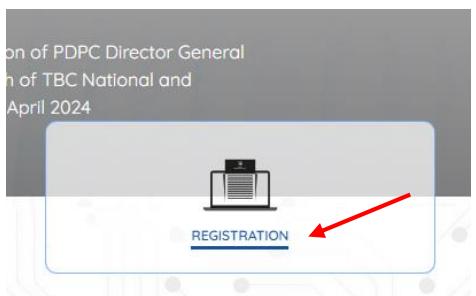


## REGISTRATION PROCEDURE TO FOLLOW.

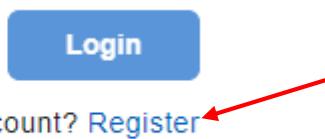


1. Search URL [www.pdpc.go.tz](http://www.pdpc.go.tz)

2. Click Link *Registration*



3. Click *Register*



4. Create Account by *filling the form*



## Welcome

Enter your details to register in Personal Data Protection Commission (PDPC)

Institution/Organization Name

Mzee Hot Cakery

Country

United Republic of Tanzania

Email

mmaryalisha23@gmail.com

Mobile Phone Number

+255

654218145

New Password

Confirm Password

Create Account

[Back to Sign in Page](#)

### 5. Activate Link sent to your email



### 6. Login to Complete application

Login

You don't have an account? [Register](#)

### 7. Click complete Application to fill the DPO form and attach endorsement letter (Introduction letter to the commission)

The screenshot shows a dashboard with a blue header bar containing the text 'Complete Application' with a red arrow pointing to it. Below the header, there are two main sections: 'Details' and 'Certification'. The 'Details' section includes a camera icon and a placeholder for a profile picture. The 'Certification' section lists fields for 'Data Controller Certificate', 'Certificate Number', 'Certificate Issue Date', 'Certificate Expiry Date', and 'Certificate Status'. To the right of these fields, a status message reads 'Status: Not Registered'.

### 8. Complete Filling Institution form and Attach BRELA Certificate, TIN Certificate and Financial year statement. NOTE: only commercial Institute should have all document except for non-Commercial and Public Institute.

FORM NO.1  
APPLICATION FORM FOR THE REGISTRATION OF DATA PROCESSOR AND DATA CONTROLLER  
(Made under regulation 4(2))

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**PAGE 2**  
**PART 2 - PERSONAL DATA**  
Provide details of the various aspects of the personal data to be processed and the purpose of processing.  
GLASSES OF DATA S... DETAILS OF THE PERSONAL ... THE PURPOSE OF PROCESSING...

Employee	Name	Payment of wages
Customer	Address	Business
Age		

**PART 2 - SENSITIVE PERSONAL DATA**  
If applicable, please fill out the details below; otherwise please continue with Part 4  
Applicable  Not Applicable

Cancel

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**PAGE 5**  
**PART 8 - ATTACHMENTS**

Certificate of Incorporation Number	Certificate of Incorporation File
3456789	<input type="button" value="More.pdf"/>
Tax Payer Identification Number	Tax Payer Identification File
123-567-890	<input type="button" value="More.jff"/>
Audited Financial Statements File	Audited Financial Statement details
<input type="button" value="More.pdf"/>	tax clearance

Not applicable for public or non-commercial institutions

Cancel

## 9. Submit

You will not be able to change any information after submission!

Yes, Submit!

I certify that all the information I have provided is accurate and complete and I hereby apply to be registered as both a Data Controller and Data Processor.

Cancel

## 10. Make Payment

Profile	<b>Payments</b> 1	Notifications	Permits	Reports					
#	Control Number	Reference Number	Amount	Currency	Date	Bill Expire	Status	Remarks	Actions
1		CRT84680288	200,000	TZS	Jun 05, 2024	2024-06-19	Not Paid	Certificate Invoice	
<span style="float: right;">&lt;&lt; &lt; &gt; &gt;&gt; 10 ▾</span>									