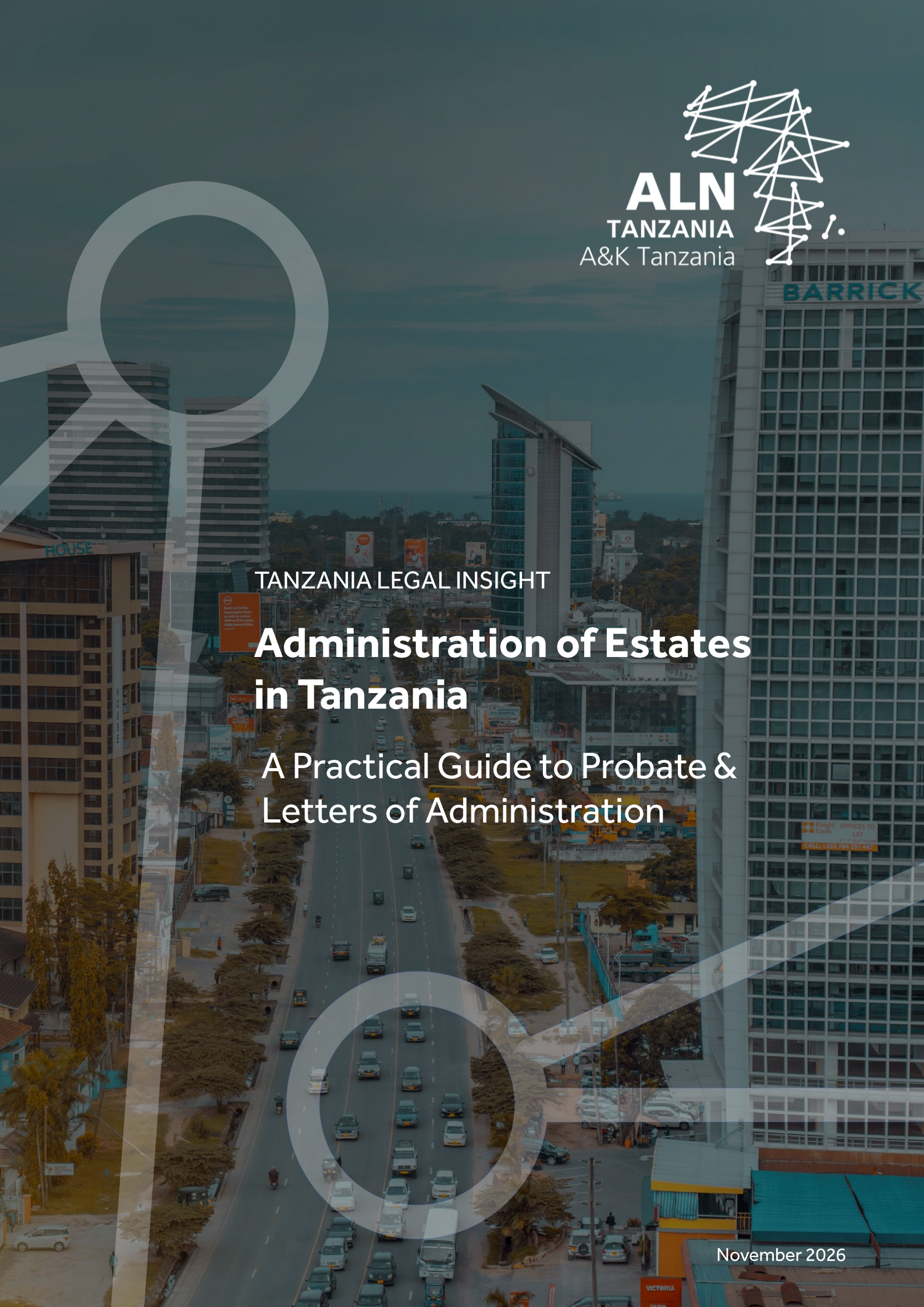


TANZANIA LEGAL INSIGHT

Administration of Estates in Tanzania

A Practical Guide to Probate & Letters of Administration

November 2026

This Legal Alert highlights the processes involved in administration of estates, whether it is through obtaining Letters of Administration or Grants of Probate under the Probate and Administration of Estates Act, Cap. 352 R.E. 2023 and the Probate and Administration of Estates Rules, as amended.

A Step-by-Step Guide to Estate Administration

S/N	Procedures	Approximate duration and Forms (where necessary)	
		Letters of Administration of Estate	**Grant of Probate**
1.	Filing petition to the appropriate court with supporting documents	Immediately after the demise of the deceased (within one year). **Documents:** 1. Petition for Letters of Administration (Form 18); 2. Death Certificate (or affidavit proving death); 3. Administrator's Oath, 4. Consent of heirs/beneficiaries; 5. Administration Bond (where applicable), and any supporting affidavits.	Immediately after the demise of the deceased (the law limits this period to one year). **Documents:** 1. Petition for Probate (Form 18); 2. Last Original Will (where necessary, a translation to it), 3. Death Certificate (or affidavit proving death), 4. Executor's Oath (Form 47), 5. Verification by attesting witness (where required) and supporting affidavits (Form 19).
2.	Public Citation - The court issues a *General Citation* (Form No. 58) to notify the public of the application so that interested persons can enter objections (caveats) (to be published in the government gazette and widely circulating newspaper)	Court determines	Court determines

3.	Filing Caveat and Objections Form 62 - an interested party to enter caveat against the grant/letters of administration	Form 62 – caveat, will be served to the petitioner within 7 days of filing.	Form 62 – caveat will be served to the petitioner within 7 days of filing.
4.	Application for citation to the caveator Form 63 - petitioner seeks order compelling a caveator to appear and show cause why the grant of probate or letters of administration should not be issued	Within fourteen (14) days from the date of service of courts instruction to the petitioner.	Within fourteen (14) days from the date of service of courts instruction to the petitioner.
5.	The petitioner to file response to the caveat and objections (in case of any objections). Failure of the petitioner to application renders the petition withdrawn but can be restored	Application for restoration to be made before grant is issued to another person who may apply through Form 64. Court will issue citation to caveator within 14 days whether it supports petition or not.	Application for restoration to be made before grant is issued to another person who may apply through Form 64. Court will issue citation to caveator within 14 days whether it supports petition or not.
	Appearance by Caveator to be served to the petitioner through Form 65. The petitioner may file a counter affidavit, and it becomes a suit.	Court to determine	Court to determine
6.	Hearing of the contested proceedings	Court determines depending on the Judge's availability	Court determines depending on the Judge's availability
7.	Grant of probate or letters of administration by the court	Court determines Letters of Administration issued.	Court determines Grant of Probate issued.
8.	Collection of deceased monies and payment procedure introduced	Upon appointment of administrator/issuance of the letters shall open special *mirathi* account the administrator opens	Upon issuance of the grant the executor shall open special *mirathi* account for estate funds.

		a dedicated mirathi account for estate funds.	
9.	Oath and filing bonds or application for waiver to file bonds		
10.	Filing inventory through Form 80 (this is done on the system – judiciary platform)	Petitioner must file inventory within 6 months of grant of letters of administration or the time that court will prescribe	Petitioner must file inventory within 6 months of grant of probate or the time that court will prescribe
11.	Filing accounts through Form 81 (this is done on the system– judiciary platform)	The court shall affix a date in which the accounts will be exhibited	The court shall affix a date in which the accounts will be exhibited
12.	Application to object inventory and accounts is done orally or in writing	Before Confirmation of the court	Before Confirmation of the court
13.	Court to issue distribution of assets, a report to be prepared and Closure order	Upon confirmation of the court	Upon confirmation of the court

What This Means for You

The probate or administration process may be straightforward, but delays may arise where estate records are incomplete, beneficiaries disagree, foreign assets are involved, or questions arise regarding the validity of a Will or the appointment of an executor or administrator. Early legal guidance can help ensure compliance with court requirements and facilitate the efficient administration and distribution of the estate.

ALN Tanzania assists:

a. testators in drafting wills;

b. executors and administrators in obtaining grants; and

c. beneficiaries, creditors and other interested parties in navigating contested probate and estate administration proceedings, and addressing the succession, property and tax issues that may arise during the administration of an estate.

CONTACTS

Should you require more information, please do not hesitate to contact:



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