

SIMBOZ CONSULTANCY COMPANY LIMITED
Excellent in Legal Practice & General Management
Support Consultancy

Company Profile

2023

1. NAME:

Simboz Consultancy Company Limited (SCCL).

2. ADDRESS/CONTRACT:

HEAD OFFICE:

House No. 2 Plot No. 1 Alongside Chamwenyewe and Diwani Road, Chang'ombe B Street Chang'ombe Ward Within Temeke Municipality,
P.O. Box 62574 Dar es Salaam,
Tel No (+255) 753363934,
E-Mail: info@simbozconsultancy.co.tz
Website: www.simbozconsultancy.co.tz

3. CONTACT PERSONS:

- (i) Mr. Kassim Said Masimbo, Managing Director;
Mob: (+255)753 363 034;
E-mail: md@simbozconsultancy.co.tz
- (ii) Adv. Swalehe Faidhu Njoma, Chief Legal Director,
Mob: (+255) 714 530 633;
email: legal@simbozconsultancy.co.tz

4. STATUS AND BACKGROUND

Simboz Consultant Company Limited (SCCL) is a company incorporated under the laws of Tanzania i.e Companies Act, No. 12 of 2002, Cap 212. The establishment of SCCL was a result of perceived needs among Tanzanians with experience in legal practice and General Management Support.

5. ABOUT US:

Simboz Consultant Company Limited (SCCL) is a Tanzania-based Legal Services and General Management Support company and a widely appealing brand in the legal services and General Management Support which attracts clients from the existing

and emerging market for its growing capability to deliver timely, accurate and proficient legal services and Management consultancy.

6. SCCLs' Motto/VISION

Is to maintain a reputation as competitive company offering services to the best interest of our clients. SCCL boast of its wide pool of interdisciplinary experts and business connections in and outside the country as one of its valuable assets giving the company the extra-capability to resolve clients' affairs with guaranteed efficiency.

7. OUR MISSION AND VALUES

SCCL mission is to provide high quality result oriented legal services and General Management Support expertise with integrity and professionalism to individuals and businesses and serve as a primary resource and partner in all aspects of client's business growth and development. IN PURSUANT OF THIS MISSION, WE WILL HOLD TO THESE VALUES:

- ✚ **EXCELLENCE:** We strive to become one of the most sought-after providers of legal services and Human resources consultancy in the region.
- ✚ **TEAM WORK:** We work as a team, made up of diverse individuals with personal relationships characterized by respect, trust and loyalty, to accomplish the goals of the client and the company.
- ✚ **STRENGTH:** We strictly observe and adhere to professional ethics and integrity, efficiency and responsiveness.
- ✚ **SUPPORTIVENESS:** We work daily to enhance the supportive attitude, common bond and collective sense of humor--the special working atmosphere -- which is a hallmark of our company.

8. PRACTICE AREAS AND SERVICES:

SCCL is a full-service company corporate management in all fields of legal Service and General Management Support by providing a full range of Legal services, Planning, Human resource, Labour Relations, Finance management, research analysis Ware House and Procurement expertise. Labour based technology construction service support and. Our company has a wealth of experience in a broad array of practice areas to include but limited to the following:

8A. LEGAL SERVICE

I. COMMERCIAL LITIGATION AND ARBITRATION

This is one of the firm's largest areas of practice. The firm continues to handle high profile cases representing large corporate clients and individual persons of high profile in the society. Our firm has a strong setup of personnel to handle litigation matters for our clients in all courts and tribunals of the United Republic. We represent clients in diverse litigation in both civil and criminal matters in all specialized areas of the law including but not limited to commercial law, corporate law, tax law, banking, insurance, intellectual property, regulatory law, labour and employment law.

II. INSURANCE AND SOCIAL SECURITY LAW

Insurance and social security are one of the fast-growing business industries in the region. SCCL has experienced specialists who are ready and able to provide consultancy service in this area in the form of advice and legal opinion. Our experts are keen at their work with a view of protecting the interest of clients. SCCL attends and represents its clients in courts of law, insurance tribunals and authorities. We also provide mediation and arbitration services in this area that includes, Motor Insurance, Marine Insurance, Aviation Insurance, Fire Insurance, Fidelity Guarantee, Life Assurance and Workmen's Compensation.

III. TAX LAW

In order to meet the growing need of specialized tax advice, SCCL established a tax unit that offers a wide range of services including, personal, corporate, partnership, and permanent establishment tax advisory services. We also undertake Tax due diligence reviews, tax compliance reviews, transfer pricing

advisory services, employee structuring; tax planning for international and executive staff, tax implications in the context of organization, mergers, acquisitions de - mergers, management buyout and corporate restructuring. We represent clients in the tax Appeals Board and Tax Appeals Tribunal.

IV. LAND LAW AND CONVEYANCING

SCCL deals with all aspects of land and conveyancing, bank securities such as mortgages, charges, caveats cautions, easements, extension of government leases, licenses power of Attorneys, prohibitions, rectification of title, right of access, sale of land, applying for and obtaining the various consents required under the law, paying land rents and rates on behalf of clients, drafting templates, security documents, advising clients on charges in land law and procedures and in all aspects of land law.

V. CORPORATE MANAGEMENT

SCCL has full waged on the area of corporate management on all form of businesses establishment. We have an experience of leading the business consultancy over individual(s) and corporate bodies including both on private public companies, financial institutions and banking industry, internet cafes and over largest hotels all over the country not limited to the abroad. We also offer hiring of computers to different institutions and persons.

8B. GENERAL MANAGEMENT SUPPORT EXPERTISE

More importantly SCCL also is fully fledged on the area of management support expertise practice areas to include but limited to the following

i. BUSINESS STRATEGY PLANNING AND DEVELOPMENT

- a. Business analysis and development
- b. Preparing and developing company Strategic planning and operations
- c. Organizational change and strategic management
- d. Also create and develop specific policies for companies that meet the specialized needs of your business,
- e. improve the organization's capacity to handle its internal and external functioning and relationships.

ii. HUMAN RESOURCE MANAGEMENT,

- a. Human Resources Auditing and Consulting Service.
- b. Workforce Efficiency Analysis,
- c. Private Employment Agent.
- d. Developing Human Resources Information System,
- e. Payroll.labour supervision management Outsourcing Service,
- f. Labour Relations, and Human Resources Strategy Planning
- g. organizing in door and outdoors seminars, workshops and training
- h. Disciplinary handling process
- i. Initiating and assisting parties in collective bargaining and consultation process
- j. Disciplinary case Management
- k. Performance management and appraisal
- l. Employment Contracts Management
- m. improved interpersonal and group processes, more effective communication, and enhanced ability to cope with organizational problems of all kinds

iii. FINANCE MANAGEMENT,

Yes, we understand the business complexity, financial environment, markets dynamics and need for gearing financial technologies and mitigating risks. And for this, we are here to join your financial work, including but not limited to:

- a) Manage payroll database and statutory deductions compliance
- b) Handling day to day organizations accounting system and practices
- c) Preparations of Annual reports and Financial Statements in accordance to IAS, IPSAS, IFRS etc.
- d) Financial planning and business forecasts techniques
- e) Cost control techniques
- f) Embark decisive business financial models for management
- g) Engineering financial technologies to businesses and corporates
- h) Taking company administrative and Accounts compliance i.e. TRA business return, PAYE, SDL, Social Security, WCF, VAT returns, BRELA returns, other statutory returns
- i) Financial business modeling and Management training
- j) We are tool for project financial difficulties solutions and market dynamics
- k) Provide tools for corporate financial risks and mitigations techniques

- l) Development of accounting and financial system
- m) Provide business analysis and ratios for decisions
- n) Consultancy in investments decisions and international finance i.e. stock markets, international capital markets, foreign exchanges, hedges, contracts

iv. WARE HOUSE AND PROCUREMENT MANAGEMENT SERVICE

- a) Development of procurement Policy and Operations procedure
- b) Development good store management practice
- c) Conduct Training in Store management and procurement process
- d) Consult and Development of Procurement Management software
- e) Contact Procurement Management solutions
- f) Supporting Storage Layout for Proper arrangement of materials
- g) Conduct Stock Control and material Auditing
- h) Development of Warehouse and Procurement Documents

v. LABOUR BASED TECHNOLOGY CONSTRUCTION SERVICE SUPPORT SUCH AS

- a. Labor based civil works and supervision on;
- b. Earth and Gravel Roads Construction,
- c. Earth Road and Gravel Road Maintenance,
- d. Construction and Maintenance of Road Drainage system,
- e. Maintenance of Bituminous Roads,
- f. Stone Pitching/Construction,
- g. Cement concrete pavement construction,
- h. Preparations BOQ, Safety Practices etc.
- i. Carrying awareness campaign i.e. Diseases,

9. OUR TEAM STAFF

SCCL possesses a team of skilled experts with experience of advising local and international companies on Legal and management support expertise services. The team is made up of: two Directors and 3 associates Directors, one administrative officer, and one receptionist. The technical team comprises of one legal expert, one HR and Labour Relations experts, Finance, Procurement, Research and Planning experts (Associates). administration is overseen by an office manager; marketing areas is delegated to the marketing officer and reception is covered by very

experienced receptionist. This team comprises a people with a varsity experience in their relevant field.

10. OUR TEAM COMPOSITION & PROFILE

KASSIM S. MASIMBO

is an astute Human Resource Management and Industrial Relations professional with more than six years in the field; where he has devoted 90 percent of his practice dealing with labor grievances, mediation, and arbitration, representing clients of different caliber, conducting trainings on labor related issues, involved in reviews of organization structures, Human Resources policy and Strategy, drafting legal contract and documents ,organization restructuring, shaping up managerial settings to bring effectiveness and efficiency within organizations. He has extensive experience in areas of Advocacy, Consultation and negotiation skills in Labour matters is past and recent activities or projects include; retrenchment consultation and facilitation with Bayport financial services LTD, Coordinating training and workshop under Federation of International Corporation(FIC)on Dispute handling Procedure, Lobbying and Advocacy on precarious Job in mining and Construction Sector, Negotiation and Recruitment Strategy, development and Review of TAMICO Constitutions and Strategic Plan, Drafting and development of ADVENT Construction Human Resources Policy. Handled Cases Against British Council Tanzania, Game Tanzania Microfinance LTD, LSG Sky Chefs, DB Shapriya &Engineering Co LTD, ASTRA Pharmacy Group Marketing Solutions, CCECC, Serena Hotel, Holiday inn Hotel, and many others to mention few.

successfully followed an intensive short course in Labour based technology Issued by *Mbeya University Of Science And Technology College of Engineering and Technology* with course contents; An introduction to labour-based technology, Community Based Organization CBO, Earth and Gravel Roads Construction, Earth Road and Gravel Road Maintenance, Construction and Maintenance of Road Drainage system, Maintenance of Bituminous Roads, Stone Pitching/Construction, Cement concrete pavement construction, Preparations BOQ, Safety Practices etc.

NJOMA FAIDHU SWALEHE-

Is an Advocate of the High Court and Subordinate Courts thereto, holder of Masters of Law (LLM), Bachelor of Laws (LL. B) and Postgraduate Diploma in Legal

Practice from the University of Dar es Salaam awarded in November. having worth experience of working as Lawyer having practiced in the field of law for almost six (6) years' experience of working as Lawyer, He has vast experience in drafting of legal documents almost all legal documents and contracts as well as handling disputes on different areas such as real estate, cyber-crime, criminology, construction and commercial transactions. I'm also a member to the Tanganyika Law Society and the East Africa Law Society which are professional bodies for Registered Advocates. Has experience on businesses entrepreneurship and running personal business such as Bricklayers and selling of hardware and construction products. Through that he has acquired different traits to include and not limited to High level of integrity, honesty and sense of responsibility, Self-Management oriented, Hardworking, Ability to focus on key result areas, Confidence and boldness, Teamwork oriented, mixes well with people. Strategic thinking and analytical skills, Creative and innovative, Strong interpersonal skill, Tolerant and Cheerful

11. OUR ASSOCIATES TEAM

ABDALLAH MHAGAMA

(MA, Statistics) is an experienced Statistician with over 15 years of research experience. He has gained practical research experiences while working in health sector, education sector, labor and social security. During the period of 2007-2012; Mhagama worked for Vocational Education and Training Authority (VETA) in Tanzania; a pre-service and in-service skills development regulatory body; where he was a Labour Market Analyst (LMA). As LMA, the job involved tracking training needs, assessing training effectiveness, employment and working conditions of trained artisans all over the country. During his tenure; he led national team of LMAs towards skills-needs studies in Manufacturing sector, Construction sector, Textile sector, Petroleum sector and a national-wide representative sample longitudinal tracing study of graduates. Mhagama has also led the research function of Social Security Regulatory Authority (SSRA) towards extension of social security coverage, assessment of sustainability of pension and health insurance funds; including Community Health Funds. At SSRA he engaged extensively with Trade Unions in building capacity for advocating changes in the sector including change of pension formulae, formulation of regulations and merging. Mhagama is well vested in all aspects of design and management of quantitative and qualitative research protocols. He is a good analyst and can use various software analysis tools flexibly. His presentation and engagement skills are remarkable. Mhagama has also

been trained by international ILO experts in Labour Market Information and Analysis (ILO-ITC, 2009) and Actuarial Valuation of Pension Funds (ILO-ITC, 2013).

MR SIMON MALUNDE- PROCUREMENT SPECIALIST

Simon Malunde is Procurement specialist, highly experienced with 9 years of Experience in Stores and Purchasing Management. Dedicated and committed to growing and expanding businesses and have a proven track record of success much based on Tender document preparation, Contract Management and Operations Management at LAS INNOVATIONS LIMITED,

Hold extensive knowledge of to manage space and determine storage methods According to the manufacture guidelines and organization safety procedures, to maintain stock level of materials to ensure continuous availability, to maintain the filing system and stock records as per organization procedure. To maintain supplies of materials, in compliance with storage safety regulations, to issue or distribute materials, products, parts and supplies, based on organization Procedure,

To recommend disposal of excess, defective or obsolete stock, Working within the Constraints of Health and Safety and adhere to any Health and Safety policies, Responsible for keeping work area tidy and free from waste materials, to ensure Arrangements for delivery or collection of materials is done at the agreed time, To Ensure delivery of materials to site or collection from suppliers is undertaken and Monitored against performance criteria and where suppliers do not meet the correct

Standards be proactive in resolving at LSG SKY CHEFS and DANGOTE INDUSTRIES LIMITED

To facility periodic checks of the quantities of materials held in stock. Willingness to maintain strict adherence to safety rules and regulations, Establish and maintains effective work relationships within the department, the corporations and the community, and maintains the professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities at ADVENT CONSTRUCTION LIMITED

CPA (T). ANDREA G MWINUKA (ACCOUNTANT AND FINANCIAL MANAGEMENT EXPERT)

He is a CPA (T), having a degree of bachelor of commerce in Accounting, and attended international trainings certifications in Bangladesh, Hongkong and Cambodia majoring in business, projects developments, technology and globalization, leadership skills and mult-dimensional developments approaches/ business and social enterprises interventions. He has worked with Tanzania Rural and Urban Roads Agency MMG Gold Limited as Senior Finance Officer, (TARURA) as Accountant, BRAC TANZANIA as Senior Regional Manager-Microfinance, Tanganyika Wattle Company LTD as Management Trainee

He has solid dynamic experience for over 10 years, in Accounting, financial management, cost control and budgeting, taxation and statutory deductions & compliance, Auditing and Financial reporting standards, annual financial reporting, financial analysis I have worked in NGOs, Government and Corporate Companies. And he is competent in Microsoft office, Mobile money systems, Enterprise Resource Planning (ERP), QuickBooks, MUSE.

LOGZENA R. MASASI (LABOUR BASED TECHNOLOGY SPECIALIST)

She is an ambitious graduate student from University Of Iringa (UoI), where she completed a Bachelor Degree of Information technology (IT).

She has experience working with Simboz Consultancy Co. Limited, BRAC Tanzania Finance Limited as Community Organizer, Web Corporation limited

She has attended and successfully followed an intensive short course in Labour based technology Issued by **Mbeya University Of Science And Technology College of Engineering and Technology** with course contents; An introduction to labour-based technology, Community Based Organization CBO, Earth and Gravel Roads Construction, Earth Road and Gravel Road Maintenance, Construction and Maintenance of Road Drainage system, Maintenance of Bituminous Roads, Stone Pitching/Construction, Cement concrete pavement construction, Preparations BOQ, Safety Practices etc.

12 . OUR CLIENTS

SCCL has a wide but manageable range of corporate clients, from banking and finance, public companies and private companies, schools, mining and real estate companies in Tanzania. Now We have Contracted as Retainer supporting Legal and Human Resources Consultancy with

- ✚ MMG Gold LTD, in Musoma District and Head office located within Oyesterbay Msasani Road 368 - Dar es Salaam
- ✚ Polygold LTD, in Musoma District and Head office located within Oyesterbay Msasani Road 368 - Dar es Salaam
- ✚ Maendeleo Technology Co.LTD located both in Musoma District and Head office located within Oyesterbay Msasani Road 368 - Dar es Salaam
- ✚ Wilmaar Logistics (T) Limited located within Mnazimmoja Kipande street-Dar Es Salaam
- ✚ Sala Thai Restaurant located within Oyesterbay Msasani Road 368 - Dar es Salaam
- ✚ Occasionally with ADVENT CONSTRUCTION LTD located within Mikocheni B industrial Area - Dar Es Salaam.



TANZANIA

C.1



Certificate of Incorporation of a Company

Section 15

No: 165190580

I HEREBY CERTIFY THAT

SIMBOZ CONSULTANCY COMPANY LIMITED

is this day incorporated under the Companies Act, 2002
and that the Company is Limited.

GIVEN under my hand at Dar es Salaam this **24th** day of **APRIL**
TWO THOUSAND AND TWENTY THREE.



SNR ASST. REGISTRAR OF COMPANIES



TANZANIA REVENUE AUTHORITY

CERTIFICATE OF REGISTRATION FOR TAXPAYER IDENTIFICATION NUMBER (TIN)

(ISSUED UNDER SECTION 23 OF THE TAX ADMINISTRATION ACT 2015)

THIS IS TO CERTIFY THAT

SIMBOZ CONSULTANCY COMPANY LIMITED

HAS BEEN REGISTERED WITH THE TANZANIA REVENUE AUTHORITY
AND ASSIGNED THE TAXPAYER IDENTIFICATION NUMBER

165-190-580

WITH EFFECT FROM: **24TH APRIL 2023**

TRA LOCATION: **TEMEKE**

TAX OFFICE: **TEMEKE**

PHYSICAL LOCATION:

STREET / AREA: **HOUSE NO. 2 ALONGSIDE CHAMWE**



HERBERT M.T. KABEMELA
COMMISSIONER FOR DOMESTIC REVENUE

NOTE: THE REQUIREMENTS UNDER WHICH THIS CERTIFICATE IS ISSUED ARE STATED OVERLEAF



THE UNITED REPUBLIC OF TANZANIA

BUSINESS LICENCE

B.L. NO : BL01396932023-2400007667

The Business Licensing Act (Act No. 25 of 1972)

Issuing Office: TEMEKE MUNICIPAL COUNCIL

Tax Identification
No: 137-246-090

License Issued To : SIMBOZ CONSULTANCY COMPANY LIMITED

for the Business of : BUSINESS CONSULTANCY LOCAL

Business Location

Region : Dar es Salaam

Ward Temeke

Street Temeke

Principal/Branch : PRINCIPAL

Amount of Fee Paid : 200,000.00

Date Of Issue: 2023-08-02

Expiring Date : 2024-08-01



This is Digital Copy does not require a signature of authority

NOTE - This license must be kept in a conspicuous position at the place of business. Any change in the particulars originally registered must be notified to the license Issuer



TANZANIA

C.I



Certificate of Change of Name

No: 139119029

I HEREBY CERTIFY THAT

LA SCION GROUP COMPANY LIMITED

having, with sanction of a special Resolution of the said company, and with the approval of the Registrar signified in writing Changed its name, is now called **LAS INNOVATIONS LIMITED** and I have entered such new name on the Register accordingly this 14th day of APRIL, TWO THOUSAND AND TWENTY ONE.



PRINC. ASST. REGISTRAR OF COMPANIES

CTIN: 1534152



TANZANIA REVENUE AUTHORITY

CERTIFICATE OF REGISTRATION FOR TAXPAYER IDENTIFICATION NUMBER (TIN)

(ISSUED UNDER SECTION 23 OF THE TAX ADMINISTRATION ACT 2009)

THIS IS TO CERTIFY THAT

LAS INNOVATIONS LIMITED

HAS BEEN REGISTERED WITH THE TANZANIA REVENUE AUTHORITY
AND ASSIGNED THE TAXPAYER IDENTIFICATION NUMBER

139-119-029

WITH EFFECT FROM: 15 July 2019

TRA LOCATION: KINONDONI

TAX OFFICE: MWENGE

PHYSICAL LOCATION:

STREET / AREA: MAKUMBUSHO NEAR BAKITA

ABDUL Y. MAPEMBE

OFFICIAL SEAL

AG. COMMISSIONER FOR DOMESTIC REVENUE

NOTE: THE REQUIREMENTS UNDER WHICH THIS CERTIFICATE IS ISSUED ARE STATED OVERLEAF



THE UNITED REPUBLIC OF TANZANIA

BUSINESS LICENCE

B.L. NO : BL01396922023-2400007482

The Business Licensing Act (Act No. 25 of 1972)

Issuing Office: UBUNGO MUNICIPAL COUNCIL

Tax Identification No: 139-119-029

License Issued To: LAS INNOVATIONS LIMITED

for the Business of: LABOUR BASED ROAD WORKS LOCAL CLASS (III)

Business Location

Region: Dar es Salaam

Ward: Kimara

Street: Kilungule A

Principal/Branch: PRINCIPAL

Amount of Fee Paid: 200,000.00

Date Of Issue: 2023-07-28

Expiring Date: 2024-07-27



This is Digital Copy does not require a signature of authority

NOTE - This license must be kept in a conspicuous position at the place of business. Any change in the particulars originally registered must be notified to the license issuer

All correspondences should be addressed to the Managing Director