



COMPANY PROFILE

KIKABUZI
ATTORNEYS
Advocates, Litigators & Legal Consultants

I.0 To You The Reader

“At Kikabuzi Attorneys *We believe that the role of a legal adviser is to do more than to provide technical legal advice”*



It is with great pleasure to present you the Kikabuzi Attorneys' Profile. Welcome and thank you for taking time to view our Profile and see all the great things that Kikabuzi Attorneys has to offer.

We offer a complete range of legal services to our national and multi-national clients. Our focus is to work hard to provide the legal services and counsel needed by our clients to accomplish their business goals and objectives.

Whether you are a potential client with a challenging project ahead, an existing client checking up on our latest news or a business partner looking for new opportunities to work with us, I trust you will find what you are looking for in this profile.

With our dedicated team of multidisciplinary professions, we proactively engage in continuous support to the business community be it corporate, partnership, sole proprietor, government and non-governmental organizations.

Our progressive thinking, creative approach and efficiency is what makes us stand out from the crowd. I am proud of the work we do at Kikabuzi Attorneys, adhering to the highest standards in conducting our business, with a perfect safety record, rigorous management and constant search for improvement of performance.

With this profile, we wish to introduce our Firm to you and look forward to establishing good cooperation with you in the future. We thank you for taking the time to read our Profile.

A handwritten signature in blue ink, appearing to read 'Revocatus T. Mathew'. The signature is stylized with a large 'R' and 'M'.

REVOCATUS T. MATHEW
Managing Partner.

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2.0 About Us



Kikabuzi Attorneys is one of the commercial lawyers' firms in the region. Our Office, which is located in the hub of Dar es Salaam, is a full service law firm, providing a full range of legal services in specialized fields of corporate law, commercial law, trade and service mark, tax law (compliance, advisory and litigation), land law, immigration law and debt collection services.

We also provide services relating to registration of companies, partnerships (firms), joint ventures, local and international Non Governmental Organizations (NGOs), local and International contractors.

Our experience and professional background **help our clients** to reach their goals, covering their legal needs and solving their legal issues in the most advantageous way. Kikabuzi Attorneys boast of its wide pool of interdisciplinary experts and business connections as one of its valuable assets, giving the Firm extra-capability to resolve clients' affairs with guaranteed efficiency. At Kikabuzi Attorneys timely delivery, accurate and proficient services as well as client's satisfaction are our fundamental assets.

Kikabuzi Attorneys is a medium sized Tanzanian law firm with more than 5 years of experience in the market.

Kikabuzi Attorneys is a thriving and one of the most respected law firms in Tanzania with a well established reputation in the handling of contentious and non-contentious matters, of both commercial and non- commercial affairs.



3.0 Our Vision, Mission & Values

Vision

We aspire to be recognized as a successful, innovative and unique law firm focusing on results and client's needs.

Our Mission

Is to provide professional and trusted legal services that assist our clients to reach to their intended success.

Our Values

Commitment: to treat the affairs of our clients like our own, with seriousness, responsibly and excellence.

Effectiveness: focus on results in line with the aspirations an expectations of our customers, always guided by winning strategies, cost effectiveness, competence and intelligence.

Integrity: ethics above all, backed by fairness, honesty and transparency.

Excellence: a well done job with excellent quality, with the best legal and business solution.

Kikabuzi Attorneys has an edge above the rest. Our understanding and experience about the legal systems in Tanzania, our commitment and desire to satisfy our clients give us a distinguished colour in the industry. We have the right persons in each field with outstanding expertise and capability to advise and support our clients in various legal matters. We are capable because of the following:



4.0. Our Strength



- **First – Knowledge and Experience of the Firm.**

The firm gives the assurance of being one of Tanzania's leading law firm with work force of extensive inter disciplinary knowledge.

Our team is comprised of the members who have an excellent grasp and understanding of the legal, business and regulatory frameworks not only in Tanzania but also Kenya, Uganda, Burundi and Rwanda. Our Firm has been involved in providing various legal services to government institutions, individual persons, small business enterprises and multinational companies.

- **Second – Quality and Experience of Individuals.**

Our first-rate multidisciplinary team consists of highly experienced experts in providing legal advisory services. There are no gaps in our knowledge or experience. Our team consists of Tanzania specialists with both local and international experience.

- **Third – Our Approach**

At all times we aim at providing services, which are consistent with our client's commercial requirements and long term needs. We provide clear, immediate, concise and timely advice, which is directed at identifying the simplest and most cost-effective route to achieving our client's objectives. We analyze our clients' needs and develop methodologies that suit the environment in which our clients are operating. In doing so, we also help our clients take advantage of the opportunities while protecting them from risks.

In order to ensure that our clients' desires are fulfilled in a timely and orderly fashion, the Firm is interlinked and associated with renowned

consultants with experiences in a wide range of practice areas, thus making it possible for the Firm to call upon their expertise in rendering well-rounded opinion to its clients.

- **Fourth – Our Philosophy.**

Our philosophy is that the role of a legal adviser is to do more than to provide technical legal advice. We combine analysis of legal issues with a flexible commercial and business-like approach as to how those issues should be addressed. We believe, it is part of the roles of a legal adviser to be proactive and to participate in commercial and financial discussions, and not merely advice on compliance, liability and risk. We are also committed to providing an efficient and economical high quality service, which represents value for money in all respects.



5.0. Areas of Practice

The Firm is specializing in providing the following legal services:-

A: CORPORATE AND COMMERCIAL LAW SERVICES

KIKABUZI Attorneys is a corporate and commercial law firm. It is specializing on advising clients on the establishment and registration of local and international companies, partnerships sole proprietor and non-governmental organizations within Tanzania and other countries including Kenya, Uganda, Rwanda and Nigeria in which our firm offers such services in association with our business partners.

We advise our clients on the best form of doing business in Tanzania by taking into consideration of tax benefits available in the proposed form of business, regulatory compliance requirements and their complexities. We assist companies to register with the Tanzania Revenue Authority, Social Security Funds, Workers Compensation Fund and Occupation Safety and Health Authority.

Our attorneys assist corporate leaders in establishing best business practices. We help our business clients make sure that statutory and regulatory compliance are matters of routine, not the subjects of crisis management.

We have experienced team to offer the best corporate and commercial services including:-

Asset and Share Purchase Agreements, Company Restructuring, Winding Up, Proceedings, Multi-jurisdictional Deals, Licensing, General Drafting, Insolvency Rights Issues, General Commercial Law, Mergers and Acquisitions, Shareholder Buy-Outs, Public Procurement and related proceedings.

KIKABUZI Attorneys is a recommended corporate law firm in Tanzania by the Global Law Experts.



B: INTELLECTUAL PROPERTY

KIKABUZI Attorneys is one of the leading Intellectual Property law firm in Tanzania. We handle Trademarks, Patents, Industrial Designs, as well as Copyrights registration. Our geographical service coverage includes Zanzibar, Kenya, Uganda, Rwanda and Nigeria in which we have business partners with efficient and effective team of Intellectual Property Specialist.

We provide services related to Trademark Search & clearance, registration of trademark, patent and industrial design, renewal and restoration of expired marks, opposition and cancellation proceedings, litigation involving trademarks and domain names, negotiation of license, franchise and other trademark-related agreements, recordal of license and assignments.

We advice and represent clients on issues of trademark infringements, counterfeit action and unfair business practices action in the Fair Competition Commission, Fair Comeption Tribunal and the Commercial Court.

KIKABUZI Attorneys is a member of Association of Intellectual Property Firms. It is also a recommended law firm by the Global Law Experts.



C: TAX LAW AND RELATED SERVICES

In order to meet the growing need of specialized tax advice, Kikabuzi Attorney 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 tax structuring; tax planning for international and executive staff, tax implications in the context of organization, mergers, acquisitions, management buyout and corporate restructuring. We represent clients in the tax Appeals Board and Tax Appeals Tribunal.

D: LABOUR LAW AND INDUSTRIAL RELATIONS

Labour Law concerns with employment matters whereas Industrial Relation refers to the collective relationship between employers and employees. Kikabuzi Attorneys provides a broad range of legal services on various labour and employment issues to bring about healthy industrial relations.

We prepare employment contracts for our corporate clients and provide advice to corporate employers on the best way to comply with statutory requirements and avoid costly industrial disputes.

We also provide service of legal representation to our clients in mediation and arbitration of labor disputes in the Commission for Mediation and Arbitration and High Court Labour Division.



E: DEBT COLLECTION SERVICE

Credit management and debt collection services in Tanzania do not have to be a draining, unpleasant, or costly experience for creditors. Tanzania's legal system and commercial law practices have evolved over the last few years to help, prevent or successfully resolve, the typical conflicts and disputes arising from modern business practices. To succeed in securing credit sales and in collecting your outstanding accounts in Tanzania, you need the right partner to represent you truthfully and professionally.

KIKABUZI ATTORNEYS maintains a collection practice equal to that followed by most well-known collection agencies and law firms in the developed world. Consequently, your placement of an account for collection will follow international standards and common best practices for your comfort, security, and ease.

Our involvement with your company for the rendering of legal and collection services will also be subject to terms and conditions that are generally followed in the collection industry.

Our collection process is very unique though. Although best practices around the globe do give us a higher consistency in our collection efforts and results, Kikabuzi Attorneys creates its own "best practices" according to our own legal environment and legal system, commercial practices and other social, economic and political situations that need to be taken into consideration in Tanzania.

Access our entire process for debt collection procedure, steps and strategies at:





F. DUE DILIGENCE / PRIVATE INVESTIGATION

Due Diligence is used for number of concepts, involving either an investigation of a business or person prior to signing a contract, or an act with certain standard of care. It can be a legal obligation but in private business operations it is a voluntary investigation.

The theory behind due diligence holds that performing this type of investigation contribute significantly to informed decision making by enhancing the amount and quality of information available to decision makers and by ensuring that this information is systematically used to deliberate in a reflective manner on the decision at hand and all its costs, benefits and risks.

Kikabuzi Attorneys provides due diligence services to its clients upon instruction. We provide due diligence service in number of areas including but not limited to business transaction and financing, industry regulatory needs and compliance, civil litigation, criminal law and property acquisition.:



H. CONVEYANCING AND SECURITIES



Kikabuzi Attorneys 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, rectification of titles, 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, security documents, advising clients on charges in land law and procedures and in all aspects of land law.





I. LITIGATION, ALTERNATIVE DISPUTE SETTLEMENT AND CRIMINAL DEFENCE SERVICES

Kikabuzi Attorneys offers a full range of dispute resolution services in all areas of law. We handle litigation matters of commercial disputes, recoveries and debt collection, employment and labour disputes, insurance claims, trademark, patents and copyrights. It is our concern that disputes should be determined within a short limited of time and at low cost.

For the best interests of our clients, alternative dispute settlement namely, mediation, arbitration, and expert determination are of the first preference over court litigation.

We also have a specialized department of criminal defense services. It has experienced defense lawyers with capacity to handle any kind of criminal matter.

J: TRAINING SERVICES

Kikabuzi Attorneys has persons with varsity experience in conducting training and seminars in various areas including but not limited to corporate law, business law, Land Law, Regulatory Law and Compliance, Tax Law and Compliance, Labour Law and Industrial Relations, Private International Law and Sale of Goods and Carriage, Intellectual Property Right, Probate and Administration of Estates, Human Rights just to mention but a few.

We also design training materials and provide training in any area according to our client needs.



6.0. Our Team



REVOCATUS T. MATHEW

Managing Partner



Mr. Revocatus has also served as Legal Advisor and Company Secretary in various Firms including Roots General Agency Ltd., JCDecaux Tanzania Limited; Avanti Industries Limited; Golden Agricultural Commodities Pty, Doshi Hardware (TZ) Ltd, Agiribal International Limited; Kastipharm Limited, Yemensoft Solutions Ltd, IDV Technologies Africa Limited.

He is also the legal advisor of an international organizations namely “Mission Africa-Tanzania” and Youth Challenge International (Canada Word Youth -Tanzania). Mr. Revocatus has also worked with government institutions such as the Kibaha Town Council and he served as a Senior Solicitor in Legal Unit.

Mr. Revocatus is experienced in corporate management, public procurement, taxation, insurance, banking, employment and labour relations, real estate and intellectual property. He has proven experience in debt recovery management and strategies, litigation, mediation and arbitration.

Mr. Revocatus is a member of Tanzania Institute of Arbitrators, Tanganyika Law Society and the East African Law Society. In the academic arena, Mr. Revocatus is served as a Lecturer in law at Bagamaoyo University and Azania College of Management in Dar es Salaam.

Revocatus is a seasoned publisher and has published in areas of Corporate Law, Intellectual Property Law, Sale of Goods, Insurance and Tax Law.

He is a Managing Partner at Kikabuzi Attorneys. He is a recommended legal expert in Corporate and Trademark in Tanzania by the Global Law Experts.

AMANI J. RICHARD / Attorney



Mr. Amani J. Richard is a Partner at Kikabuzi Attorneys and the Head of firm's regulatory compliance practice.

He brings our clients broad experience in corporate, commercial and immigration Law, including advising local and international companies on a myriad of transactions and regulatory issues. With strong bias in corporate law, he is also acting as Company secretary for various companies that retains the firm for legal services.

Mr. Amani is a member of the Tanganyika Law Society, the East African Law Society, and the International Bar Association.

OSCAR M. KAKIZIBA / Attorney



He has a Degree of Law from Mzumbe University. He is specialising in establishment and registration of business associations, conveyancing issues, and Immigration matters at large.



VIOLETH CHRISTIAN RWEJUNA

Ms.Violeth she has a Degree of Masters ofArts in Economics from Dodoma University (2020), also she potents a Degree of Science in Statistics from Dodoma University.

She is the firm's quality assurance and business development manager responsible to ensuring that our customers get best service of international standard. She also advises Clients on various issues on investment, immigration, Social Security matters, import and export procedures and Projects development issues.



PETER T. CHRISTOPHER

Mr. Peter has a Masters in Business Administration from Mzumbe University, and a Bachelor Degree in Environmental Studies from the University of Dar es Salaam.

He has an experience of 8 years and, he is specializing in Sustainable Environmental Projects and Programmes. He also advices clients on various issues on Environment Projects and Investments Compliance.

7.0. Understand What we can do for you

| UNDERSTAND WHAT WE CAN DO FOR YOU | | | | |
|--|--|--|--|---|
| CORPORATE LEGAL | TAX SERVICES | COMMERCIAL | TRADEMARK | IMMIGRATION AND LABOUR |
| ● Register your company | ● Register with TRA | ● Contracts | ● Trademark Registration | ● Process Resident Permit |
| ● Secure your business license | ● File tax estimates (provisional tax) | ● Negotiations | ● Trademark Search & clearance; | ● Process Business Visa and Multiple Entry Visa |
| ● Register with NSSF,WCF | ● Pay your provisional tax | ● Trade Financing arrangements | ● Registration of Trademark, Patent and Industrial Design | ● Process Work Permit |
| ● Capital structuring and share distribution | ● Tax advise and planning | ● Tender proceedings | ● Renewal and Restoration of expired marks | ● Obtaining Local Identity Card |
| ● Company Bank Accounts | ● Payroll | ● Bank securities | ● Opposition and cancellation proceedings | ● Process Citizenship applications/ Naturalization proceedings |
| ● Share Transfer | ● Corporate Tax | ● TIC project registration | ● Litigation involving trademarks and domain names | ● Legalization of Documents |
| ● Company Meetings | ● Tax Returns | ● Agency and Franchising | ● Negotiation of license, assignment, franchise and other trademark-related agreements | ● Provision of legal defense services against forced departures |
| ● Company Secretaries | ● Tax Avoidance | ● Asset Finance | ● Recordal of license and assignments | ● Employment dispute settlement |
| | ● VAT Returns | ● International trade -Import and export | ● Trademark Search & clearance; | ● Restructuring and redundancy |
| ● Company buyout | ● Withholding tax | ● Sale of Goods and Service | ● Registration of Trademark, Patent and Industrial Design | |
| ● Merger and acquisition | ● Tax on experts | ● Counterfeit Action | ● Renewal and Restoration of expired marks | |
| ● Administration | ● Tax Refund | ● Fair Competition Action | | |
| ● Receivership | ● Tax on Imports | ● Debt Collection | | |
| ● Winding up | ● Tax on export | ● Dispute Settlements | | |

8.0. Our Location

We serve you from here! **Samora Tower**
at the junction of Bridge Street and Samora Avenue





Kikabuzi Attorneys has four methods of charging legal fees depending on the nature of the assignment.

01. Billed on a Percentage charge –Tax and debt collection assignments are billed on percentage basis.
02. Agreed fee -Legal fees for transactional work i.e. preparation of legal instruments such as contracts, mortgages, conveyances, and deeds is determined by mutual agreement with the client in advance of the commencement of the assignment.
03. Statutory fees – All assignments that involve litigation are billed in accordance with the remuneration rates stipulated under the Advocates Remuneration Rules, which prescribe a descending scale of fees from 15% to 3% depending on the monetary value of the claim.
04. Retainer fees – the firm accepts instructions from clients on a retainer basis. In this case, the firm agrees to execute client’s instructions on at a fixed/flat agreed fee paid annually or on monthly basis.



Kikabuzi Attorneys is located in the City Centre of Dar es Salaam. Its offices are on the Tenth floor at Samora Tower, a newly completed building situated along Samora Avenue Opposite NHC Plaza.

We are available through Phone, Postal Code and E-mail. Our clients and business partners can contact us through the following links:

10th Floor, Office No. 1001,
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: +255 (0)756 090 287
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All correspondences should be addressed to the Managing Partner







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