



KEENGWE & COMPANY ADVOCATES

PROFILE AND STRUCTURE OF THE LAW FIRM



1.0.ABOUT OUR LAW FIRM

1.1.INTRODUCTION

Keengwe& Company Advocates was established in 1996 and is founded on the following principles and objectives:-

- I. To provide consistent, high quality and prompt legal services in East Africa region and all commonwealth countries.
 - II. Strict adherence to professional codes of conduct and ethics.
 - III. Ensuring fundamental relationship of trust and confidentiality, which distinguishes the profession of legal services from that of other consultancy services.
 - IV. To provide quality and appropriate legal services focusing on the satisfaction of our clients be it corporate or individual clients.
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AREAS OF SPECIALIZATION

In the broader perspective of serving various categories of clients, Keengwe & Company Advocates provides composite legal services in the following fields of law and general practices:-

I. INSURANCE (*running down matters*)

Legislations affecting the insurance industry are well developed in East Africa Region and hence require legal practitioners who are conversant with law of Insurance. Our Mr. Keengwe has a post graduate diploma in Insurance law hence conversant with insurance laws affecting the insurance industry in Kenya, Uganda and Tanzania. The combined force with him as the managing advocate, his associates, advocates and the entire supportive team has been fully exposed in the following areas.

- Insurance litigation and out of court settlement where applicable
- Aviation and marine insurance
- Professional indemnity
- Product liability
- Fire
- General liability Insurance
- Motor vehicle Insurance
- Reinsurance
- Policy drafting and underwriting advice
- Legal Research
- Claims and dispute resolution

II. Litigation

Besides Civil, commercial, family law and Criminal Litigation, Keengwe and Company advocates also handles arbitration matter in corporate and vigorous commercial transactions.

The firm has thus put in place the following in the utmost interest of our esteemed client.

- Initiating mechanisms in order to undertake suitable and effective actions to obtain injunctions, have them discharged and to place caveats and prohibitions orders in various circumstances.
- Creating conducive working relationship with the courts all the time



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- Research mechanism in several fields of law
- Keep our clients posted on the progress of their matters and supplying them with copies of judgment(s) and ruling(s) when delivered.
- To attain the above objectives, our firm is fully accessible on line via e-mail, web page and our telephones (both land lines and cell phones) and fax numbers are easily accessible.

III. DEBT COLLECTION

Though this sector of the law is intertwined in litigations, our firm has distinguished this sector from other litigations.

In this sector, conventional way of collecting debts is relegated to second option.

Here, the first option is deploying softer and cheaper ways of recoveries without resorting to filing a suit on behalf of our clients.

This method is not only cheaper but most effective as relationships between the creditors and the debtors are not rudely curtailed.

IV. AVIATION ,CARRIAGE BY SEA AND MARITIME LAW

The development of aviation law has paralled the growth of aviation industry. Keengwe and Co. Advocates is fully appraised with Kenya being a signatory to International Treaties and hence provides legal advise in matters arising from this sector such as:-

- Advice on liability claims (cargo and passengers)
- International Insurance policies
- Advice regarding Insurance claims
- Analysis of international conventions
- Advice on licensing air transportation
- Accident inquiries
- Advice on sea transportation
- Maritime law and shipping generally
- Ocean management.

V. BANKING AND FINANCIAL SERVICES



The banking and financial services industry in Kenya is primarily governed by the Banking and Financial Institution and the Foreign Exchange Act

The Acts regulate and supervise the activity of wide range of institution, which accept deposit from the general public. Persons falling within the scope of the act are obliged to register as depositing institution and to comply with onerous duties and restrictions (such as rendering of return and maintenance of certain capital and liquid asset requirement

We offer Legal services on:-

- Preparing loan and security documentations
- Advice on all aspects of Banking and Insurance registrations,
- Advice on International Development projects and rescheduling of debts,
- Preparations of contracts and various financial documentations,
- Recovering and repossessing and public auctions

VI) TAXATION

Taxation in the East Africa Corporation and COMESA a region is both direct and indirect, thus there are obvious instances of double taxation and our lawyers have a solid track record to give sound tax advice and planning as well as negotiating and contesting tax disputes.

Areas of our involvement includes:-

- Advice on tax matters, including the most tax –effective structuring of transaction and the selection of appropriate tax structure for the establishment of new businesses,
- Negotiating with the Revenue Authority of the East Africa Corporation and COMESA countries and the respective Ministries of Finance.

VII) PROPERTY CONVEYANCING

Kenya's immovable property (land) is based on the English common law principles and substantially regulated by the statutes. The immovable law in Kenya is governed by the Registered land Act, the Registration of Titles Act, the Government Lands Act, Registration of Documents Act and the Sectional properties Act.



Not all land and ownership of land in Kenya is registered in land Registry situated at the Ministry of lands. However, most of the conveyance of immovable properties of registered lands has to conform to laid-down statutory requirements on registration.

Our team of lawyers has a long history of Conveyance practice during which they have represented, among others, major public and private corporations, on various fields.

VIII) LABOUR LAWS.

The relationship between the employer and the employee in Kenya is regulated by various statutes and case laws. A complex set of rights and obligations with sources in contracts, the common law, customs and practice jurisdiction ensures for both parties

In particular minimum standards relating to the employment conditions (often differentiated by industry, trade, occupation and area) are the subject of registration.

These standards include:-

- Basic terms and conditions e.g. probation, leave pay,
- Minimum safety /occupational health requirements,
- Provision for training facilities,
- Deviation from certain standards may result in the institution of criminal proceedings

We offer the following comprehensive range of professional services to our corporate clients.

- Labour litigation
- Drafting agreements and contracts of employment
- Advice on the labor implications of acquisition and mergers
- Advice on retrenchment and rationalization
- Advice on alternative means of dispute resolution, including mediation and arbitration and the formulation of strategies in respect of strikes, lock-outs and other forms of industrial actions
- Institution of proceedings in the industrial court
- Advice on unfair practices
- Advice on statutory based employment conditions, minimum wages and minimum standards

IX) INTELLECTUAL PROPERTY LAWS



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Intellectual property law and practice in Kenya is governed by complementary statutes supported by the common law and based on internally accepted principles.

The recent International demand on strict adherence to the intellectual property rights has let Keengwe& company Advocates advices on the acquisition, registration and protection of intellectual property.

- Business corporate names
- licensing and technical agreement
- Advice on all related aspect of taxation
- Restrictive trade practices
- Trade marks
- copy rights
- Advice on the application of trade and marketing laws

X) ENVIRONMENTAL LAWS

We have responded to increasing demand for services in this area. We can assist client to accommodate the needs for the environmental protection and to avoid the inevitable conflict arising from non-compliance of offering the following services

- Advice on registration relating to environment
- Advice on risk assessment and impact assessment studies
- Defending criminal prosecutions
- Making representation to public mediation
- Updating clients on developments in environmental law
- Environmental Management assessment

XI) COMPANY LAW, COMPLIANCE & COMPANY SECRETARIAL SERVICES

The Kenyan corporate and commercial laws are majorly governed by the Companies Act (Cap. 486), Partnership Act and the Common Laws evolving from Treaties and common practices to the companies in English legal system.

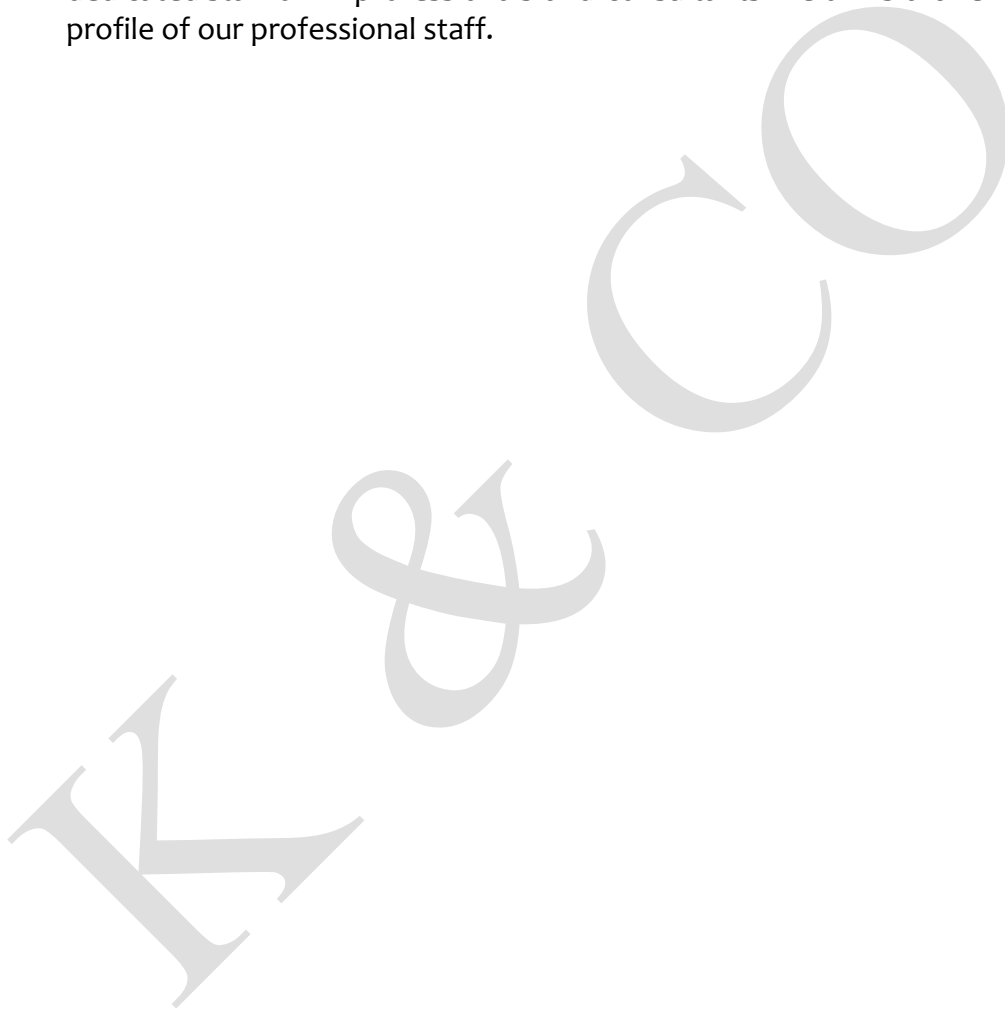
Incorporation of companies and filling of company Annual returns is strictly under the jurisdiction of certified public secretaries. Representing companies in this sector of law has been ably discharged by Keengwe& Company Advocates because its members are fully equipped with knowledge in this sector of the Kenyan law.



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Keengwe and Co. Advocates represent several companies as company secretary. Further, they conduct regular discourses for clients proper and acceptable and good governance principles.

The firm has Mr.Keengwe Samuel being the managing Advocate/partner who leads a team of advocates. Apart from supportive staff, library and well equipped offices; Keengwe& Company Advocates has a team of dedicated staff of professionals and consultants. Below is a brief personal profile of our professional staff.





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3.0 OUR LEGAL TEAM

1. SAMUEL KEENGWE

Mr. Keengwe has Post Graduate Diploma in Labour Laws and Labour welfare (Dip. LL&LW), a post graduate diploma course in Insurance (Dip. Ins.), a degree in Socio-Legal Sciences (BSL (HONS), LLB (HONS.)), Post Graduate Diploma in Law (KSL), and is a Certified Public Secretary (CPS Kenya) and authorized KIPI agent.

He was admitted in the Kenyan bar association in 1996 and has over 16 years of experience in litigation, conveyance and debt collection. He is an Advocate of High Court of Kenya, Commissioner for Oaths, Notary Public and an accomplished legal practitioner and Researcher. He is the Managing advocate of Keengwe & Co. Advocates and a member of the institute of certified Public Secretaries (CPS) K and in charge of civil litigations, Insurance, Banking, Debt collection, conveyance/transfer of land and corporate Law. He is a Kenyan citizen by birth.

2. C. NYANGICHA

Mr. C. Nyangicha is an Advocate of the High Court of Kenya and a member of law society of Kenya. He is an associate in the firm. He has specialization in Intellectual property and commercial law, taxation mergers and acquisition and Civil Litigations.

3. GITHOGORI C. MUMBI

Ms. Mumbi has LLB (HONS) and a Post Graduate Diploma in Law (K.S.L). She is an advocate of the High Court of Kenya. She is a Legal researcher and has specialization in civil, commercial litigations and debt collection, researches on various litigations including; labour disputes, Intellectual properties and preparation of commercial documents. She has also great exposure on legal advisory matters. She is a Kenyan national.

4. ALLAN M. MAGERO

Mr. Allan M. Magero is an Advocate of the High Court of Kenya and a member of law society of Kenya. He is an associate in the firm. He has specialization in criminal and civil Litigation Matters, Intellectual property and commercial law, taxation mergers and acquisition.

5. JOYCE CHELAGAT METTO

Ms. Chelagat has LLB (HONS) and a Post Graduate Diploma in Law (K.S.L). She is an Advocate of the High Court of Kenya. She is a Legal researcher and has specialization in civil, commercial litigations and debt collection, researches on various litigations including; labour disputes, Intellectual properties and preparation of commercial documents. She has also great exposure on legal advisory matters. She is a Kenyan national.



CLIENTELE

Our target clients are:-

1. Parastatals and QUASI –Governmental institutions
2. Manufacturing, bottling and packing companies,
3. Multi-National companies,
4. Commercial institutions (financial institutions, banks, Shipping and clearing companies, etc)
5. Societies & associates (Co-operatives, professional bodies, Religious bodies, companies and NGO's besides CBO'S)
6. Medium –sized organizations
7. Individual business persons and entrepreneurs
8. United Nations and specialized bodies
9. Communication and broadcasting companies

Some of our clientele include the following:-

- ❖ Tourism Fund,
P.O.Box 46987-00100, Nairobi
- ❖ Kenya Industrial Property Institute,
P.O.Box 51648-00200, Nairobi.
- ❖ Githunguri Water & Sewerage Co. Ltd,
P.O. Box 823, Githunguri.
Tel. 073-7852160
- ❖ Trident Insurance Co.
Capital Hill Towers, 3rd Floor, Nairobi.
- ❖ Kenya Agricultural Research Institute,
Kaptaliat Road, Loresho
P.O. BOX 57811-00200, Nairobi
- ❖ UAP Insurance Co.,
Bishop Garden Towers,
Bishops Road, Nairobi.
- ❖ African Merchant Assurance Co. Ltd,
Transnational Plaza, 2nd floor,
mama ngina street, Nrb.



- ❖ Kenya Urban Roads Authority,
IKM place, Bishops Road,
P.O. Box 41727-00100, Nairobi.
Tel. 020-2071243/248.
- ❖ Youth Enterprise Development Board,
P.O. Box 48610-00100. Nairobi
- ❖ Brand Kenya Board,
P.O. Box 40500-00100, Nairobi
- ❖ Kenya Seed Company Limited,
P.O. 553, Kitale
- ❖ Ndetika Rural Sacco,
Onderi House,
P. O. Box 575-00902, Kikuyu
- ❖ National Housing Corporation,
NHC, Aga Khan Walk,
P. O. Box 30257-00100, Nairobi.
Tel. 020-31249/312147
- ❖ Industrial Development Bank Ltd,
P.O.Box 44036-00100, Nairobi
Tel.020-224815/2248600
- ❖ Coffee Board of Kenya,
Coffee Plaza, 10th floor,
Exchange lane, off Haile Selassie Avenue,
P. O. Box 30566-00100, Nairobi.
Tel.020-315754/5/6
- ❖ Agricultural Finance Corporation,
Development House, Moi Avenue,
P. O. Box 30367-00100, Nairobi.
Tel. 020-3272000
- ❖ Coffee Development Fund,
Coffee Plaza.5th floor,
Exchange lane, off Haile Selassie Avenue,
P.O. Box 52714-00200, Nairobi.
Tel.020-2210806-7
- ❖ The Tea Board Of Kenya,
Naivasha Road-Off Ngong Road,



P.O.Box 20064-00200, Nairobi.
Tel.0202-3872421/3872497/3874445,
Email address info@teaboard.or.ke

- ❖ East African Portland Cement Co. Limited,
P.O. Box 20-00204, AthiRiver,
Email address info@eapcc.co.ke
- ❖ Kenya Sugar Board,
P.O. Box 51500-00200, Nairobi.
Tel.2700572-4
- ❖ Kenya Police Staff Sacco Society Limited,
3rd Floor Utumisi Co-op. House,
P.O. Box 51042, Nairobi.
Tel. 020-2725592/2725794/2725580
- ❖ **National Oil Corporation of Kenya,
P.O. Box 47815, Nairobi.
Tel.020-6952000**
- ❖ Numerical Machining Complex Ltd,
P.O. Box 70660-00400, Nairobi.
- ❖ Harambee Sacco Society Ltd,
P.O. Box 47815-00100, Nairobi
- ❖ Kenyatta International Conference Centre,
P.O. Box 30746-00100, Nairobi
Tel. 020-247277
- ❖ Asili Co-operative Society Limited,
P.O. Box 49064-00100, Nairobi.
Tel. 020-2630244
- ❖ Kenya Bureau Of Standards,
P.O. Box 54974-00200, Nairobi.
- ❖ Nairobi City Water & Sewerage Company Ltd.,
P.O. Box 30656-00100, Tel. 020-557131.
Nairobi.
- ❖ Mwalimu National Savings & Credit Co-op Society
Ltd.
P.O. Box 62641-00200, Nairobi.



- ❖ Constituencies Development Fund,
Harambee House, 10th Floor,
P.O. Box 46682-00100, Nairobi.
Tel.020-2230015/9
- ❖ Cotton Development Authority,
Riverside Lane, Off Riverside Drive,
P.O. Box 66271-00800, Nairobi.
- ❖ Ukulima Sacco Society Limited,
P.O. Box 44071-00100, Nairobi.
- ❖ Kenya Institute for Policy & Analysis,
BishopGardensTowers, 2nd Floor, Bishops Road,
P.O. Box 56445-00200, Nairobi.
- ❖ Sacco Societies Regulatory Authority,
P.O. Box 25089-00100, Nairobi.
- ❖ Nest Sacco Limited,
P.O. Box 14551-00800, Nairobi.
- ❖ Coffee Research Foundation,
P.O. Box 4 – 00232, Ruiru.
- ❖ Spire Bank Ltd
Equatorial Fidelity Centre, Waiyaki Way,
P.O. Box 52467 – 00200, Nairobi
- ❖ Family Bank Ltd,
Muindi Mbingu Street,
P.O Box 74145-00200, Nairobi,
- ❖ Hazina Sacco Society Ltd.,
P.O. Box 59877-00200, Nairobi.
- ❖ Consolidated Bank Limited,
P.O. Box 51133 – 00200, Nairobi.
Tel. 020-340551/340836



- ❖ Nation Staff Sacco Society Ltd,
P.O. Box 22022-00400, Nairobi.
- ❖ Kimisitu Co-op Society Ltd,
P.O. Box 10454-00100,
Nairobi.
- ❖ Insurance Regulatory Authority,
Tel. 020-4996000/4997000, Nairobi.
- ❖ Jamii Co-operative Savings & Credit Society
Limited
South 'B' Shopping Centre,
P.O. Box 57929 – 00200, Nairobi.
Tel. 020-552448/552477
- ❖ Stima Sacco Society Ltd,
P.O. Box 75629-00200, Nairobi.
- ❖ Kenya Urban Road Authority,
P.O. Box 41727-00100, Nairobi.
- ❖ National Museums Of Kenya,
P.O.Box 40658-00100, Nairobi.
- ❖ Nairobi County Government,
P.O. Box 45844-00100, Nairobi
- ❖ Kajiado County Government,
P.O.Box 94-01100, Kajiado
- ❖ Kiambu County Government,
P.O. Box 1492-00900, Kiambu
- ❖ Nyamira County Government,
P.O. Box 590-40500, Kenya
- ❖ Mwito Sacco Ltd,
P.O.Box 56763-00200, Nairobi
- ❖ Nyati Sacco Ltd,
P.O.Box 300413, Nairobi



- ❖ Sheria Housing Co-operative Sacco Ltd,
P.O.Box 34390-00100,Nairobi
- ❖ Balozi Co-operative Sacco Ltd,
P.O.Box 11539-00400,Nairobi
- ❖ Metropolitan National Sacco Ltd,
P.O.Box 5684-00100,Nairobi
- ❖ Chai Sacco Ltd,
P.O.Box 7115013-00200,Nairobi
- ❖ Shirika Sacco Ltd,
P.O.Box 43429-00100,Nairobi
- ❖ United Nations Sacco Ltd,
P.O.Box 30552-00100,Nairobi
- ❖ Shoppers Sacco Ltd,
P.O.Box 16-00509,Nairobi
- ❖ Maisha Bora Sacco Ltd
P.O.Box 72713-00200,Nairobi
- ❖ Nafaka Sacco Ltd,
P.O.Box 251002-00200,Nairobi
- ❖ Waumini Sacco Society Ltd,
P.O.Box 66121-00800,Nairobi
- ❖ Ukristo Sacco Na Ufanisi Wa Anglicana Sacco Ltd,
P.O.Box 872-00615,Nairobi
- ❖ Kewisco Sacco Ltd,
P.O.Box 115172-00200,Nairobi
- ❖ Wanandegde Sacco Ltd,
P.O.Box 301145-00200,Nairobi
- ❖ Arthi Sacco Society Ltd,
P.O.Box 930014-00200,Nairobi

SECRETARIAL, ADMINISTRATION, MARKETING AND CLERKS DEPARTMENTS



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|-----|------------------|--------------------------------|
| 1. | ZIPPORAH BOGONKO | Administrator/Accountant |
| 2. | TOM AOSA | Research manager |
| 3. | CHARLES MUTUA | Researcher |
| 4. | HELLEN ABOKI | Researcher |
| 5. | EDWARD OTIENO | Liaisons manager |
| 6. | SUSAN NGUGI | Executive officer |
| 7. | SARAH NIMBO | Assistant executive officer |
| 8. | CAROLINE ONGERA | Secretary |
| 9. | STELLA KIOKO | Secretary |
| 10. | DAVID NGOGE | Conveyancing clerk |
| 11. | ERICK WAHOME | Court clerk and process server |
| 12. | DANIEL MAMBOLEO | Messenger |
| 13. | A.K.SHAGERO | Driver |

MODE OF CHARGING LEGAL FEES

Our legal fee is pegged on the Advocates (Remuneration Order 2006) or such amendment to the Advocates Act. However, any other mutually agreed arrangement is acceptable as provided for under the same Order.

PROFESSIONAL INDEMNITY COVER

Our firm law takes serious the risks and contingencies in the legal section. To make our clients feel secure with our services, we have taken comprehensive professional Indemnity cover of Kshs 200,000,000(Two Hundred Million) with TRIDENT Insurance Co. limited one of the leading insurance companies in Kenya.

M/S KEENGWE AND COMPANY ADVOCATES

Operates from the following address:-

LUTHER PLAZA,
1st FLOOR, RIGHT WING,
OFF NYERERE/UHURU HIGHWAY
P.O BOX 55457-00200
NAIROBI
TEL: 020-2228332/020-3508333
Office Cell Phone – 0708804215/0731396110
FAX: 020- 2220570
Website: www.keengweadvocates.com
e-mail: info@keengweadvocates.com