



Firm Profile

MGI Adam & Associates

Certified Public Accountants (CPA (K)) & Certified Secretaries (CS (K))

1st Floor, Taj Towers, Upper Hill Road

P.O. Box 35068- 00200 City Square, Nairobi, Kenya

Office Line: +254 746 192 829 Direct contact: +254 722 664 251

info@mgiadam.co.ke | www.mgiadam.co.ke

Background

MGI Adam & Associates is a firm of Certified Public Accountants with over two decades of experience in providing auditing, accounting, taxation, management consultancy and other related services. It is one of the leading accounting firms in Kenya, with over 15 staff members. The firm's mission, which is inculcated in all its staff is to provide top quality, comprehensive professional services and business solutions to our esteemed clients at affordable and competitive prices.

MGI Adam & Associates was established in 1993 as an auditing firm and has rapidly grown to expand its activities to include a wide range of professional services, while maintaining a high standard of personalized services to clients. Over the years, the firm has developed expertise in business and financial management, in addition to its core services, in all areas of accounting, audit and taxation.

Backed by qualified partners and a team of professional staff and consultants, MGI Adam & Associates is today a leading accountancy practice highly regarded for its dedication to providing quality and comprehensive financial and consulting services to clients to corporate enterprises, non-profit organizations and public sector institutions.

The firm has undergone a successful Quality Assurance Review (QAR) by ICPAK and a peer review by MGI Worldwide, an association of independent audit, tax, accounting and consulting firms located in 81 countries.



People

The firm's experience is based on the combined performance record of its accomplished professionals, with experience from major international firms and derives its strength from their skills and abilities. Their wealth of experience and specialist skills has ensured provision of reliable and efficient personalized services to our esteemed clients.

The partners and the managers all have recognized professional qualifications. The firm further prides itself on hiring the best and brightest individuals from institutions both local and international for the effective delivery of client tasks.

Philosophy

MGI Adam & Associates focuses on building strong client networks and relationships through providing highly personalized, value added services to all recipients. The firm strongly values business relationships with our clients and this is demonstrated by the consistent commitment to high standards of service and professionalism.

Our clients thus enjoy direct access to the partners thereby enhancing both knowledge of clients' needs and potential and clients' confidence in the firm.



Clientele

Our main focus is on medium-sized businesses with potential for successful profitable growth and assignments in the public sector including non-governmental organizations (NGOs). We have been engaged for assignments in East Africa and the horn of Africa region mainly in Somalia and Somaliland.

The firm's clients range from individuals with high net worth and commercial enterprises to corporate entities and organizations. The firm has developed specific expertise in feasibility studies and business valuations. Our team members have also been involved in several individual consultancies in training, capacity development, policy management, investor education and relations and business performance evaluations.

Our services cover all parts of Kenya and regional countries. Our clients are involved in various sectors of the economy including manufacturing, agricultural, commercial, and professional, public sector, pension schemes, local authorities, non-governmental organizations and others such as public sector privatization programmes.



Professional Services

The firm provides the full range of accounting, auditing and consulting services which include:



Audit and Assurance Services:

Our audits cover assurance and advisory and go beyond compliance with statutory requirements. We take the management of our audit assignments seriously in order to ensure that we carry our responsibility efficiently and effectively, and deliver within the agreed timeframe. Planning, quality control and consultations are critical milestones in the execution of our assignment. Our aim is to ensure that clients meet their objectives, measure performance and manage risks adequately. We place strong emphasis on early planning and learning the unique aspects of a client's business so as to have an effective, cost efficient, independent audit, performed in a timely manner. Our audit services we offer include; statutory audits, internal audit services, value for money audits, project audits and process audits.



Accounting Services:

This involves service to the client avails the necessary documentation and we undertake the actual posting of entries in the accounting system and can be done either on client site or at our site. At the end of every month, we provide the client with specific reports necessary for management decision making. We also provide detailed management accounts with notes and explanations monthly or quarterly basis as maybe agreed.



Corporate Advisory Services:

To meet the statutory requirements such as share registration facilities, reporting to government agencies, and non-statutory work, such as maintenance of minutes of directors' meetings, and verification of the implementation of board decisions, company registration, etc.



Professional Services



Taxation Services:

Preparation and filing of statutory tax returns including instalment tax, corporate tax, Rental income tax, V.A.T, PAYE, Fringe Benefits tax, withholding taxes, etc.



Tax health check:

This is a proactive approach that minimize on these tax liabilities by reviewing financial transactions with an objective of advising on the nature and extent of the exposure of organizations as regards to tax liabilities. This helps our clients to identify areas of tax risks, areas of tax opportunities yet to be utilized and measures available to the client for tax planning purposes.



Management Consultancy:

We provide consultancy corporate management services such as:

- Development of accounting manuals
- Development of procurement manuals
- Training on the implementation of financial and procurement systems
- Business planning and financial services
- Accounting system design and set-up
- Inventory management
- Personal and company financial management plan
- Business sale/or acquisition appraisal
- Analysis and appraisal of investment options
- Human resources consultancy
- Project proposals preparation

Professional Services



Business Automation Solutions:

The firm assists clients in sourcing and rolling out an appropriate Enterprise resource planning (ERP) for its business. An ERP is a software that organizations use to manage day-to-day business activities such as accounting, procurement, project management, risk management and compliance, and supply chain operations.



Investigations:

A consultancy service carried out on various areas as per the clients request such as purchase and sale of businesses, the floatation of a company on the stock exchange, cases of suspected fraud etc.



Feasibility Studies:

We carry out feasibility studies on new projects, product lines, investments and an assessment made of prospects and desirable locations, taking into account not only marketing and purchasing requirements, but also fiscal considerations.



Business Valuation:

The firm undertakes business valuation for all types of businesses. This is an important aspect of business consultancy and with the current privatization exercises and liberalization of the economy, there is a growing demand for consultancy firms to develop expertise in this area.



Professional Services



Company Secretarial Services:

Our company secretarial services include but are not limited to:

- Registration and incorporation for public and private limited and unlimited companies, branches of overseas entities and limited liability partnerships
- Statutory Compliance
- Preparation of annual returns, annual general meeting minutes, filing of accounts and the maintenance of registers which each company must keep by law
- Share capital variation, Legal due diligence reviews, legal health checks, investigative searches
- Share registration provide a registered office.
- Change of name, including ensuring the name is acceptable to the Registrar
- Appointment and resignation of directors
- Issue and allotment of new shares, including defining the rights attached to shares
- Re-organisations/reduction of share capital, reduction of share premium account
- Share transfers, including payment of stamp duty and applications for relief of duty, administration of share option schemes
- Dissolutions and restorations
- Company searches
- Corporate governance training
- Immigration services including: Looking for work permits for foreigners, Visas, Passes and Alien cards
- Fiduciary services



Quality Assurance and Control:

We are committed to promoting high standards of discipline, excellence and ethics through adherence to the firm's quality standards and values, and the laws of the country and the profession as per guidelines developed by ICPAK.



Liquidation Services:

This is the process by which the management of the company's affairs and control of its assets are taken out of its directors' hands and vest in a liquidator. The assets are then realized by the liquidator and debts are paid out of the proceeds of sale in order of priority. Once the assets are sold and creditors paid, the Liquidator closes the company.



Receiver Management Services:

Once the firm is appointed as a receiver manager, the firm provides asset collection, valuation of assets, managing and processing claims and settlements for pension plans, health plans, and class action lawsuits. The firm has practical experience in handling company receivership in both public and private companies.



Company winding up services:

This refers to the process of shutting down or dissolving a limited Company, also commonly referred to as voluntary Winding Up or De-registration of a Limited Liability Company.



Our Clients

We have been engaged for assignments in East Africa and the Horn of Africa region and in the last 29 years, the firm's clients have been ranging from commercial enterprises to corporate entities, both public and private , NGOs , Government and individuals with high net worth.

Our clients are involved in various sectors of the economy including manufacturing, agricultural, commercial/retail trade, and professional, public sector, pension schemes, local authorities, non-governmental organizations and others such as public sector privatization programmes.

Overview of Key Clients in East Africa

Below is a short summary of some of the esteemed clients we have worked with in the past: -

Manufacturing, Construction and Trading Sector

- Defence forces Canteen organisation (DEFCO)
- Blue Nile Wire Products Limited
- Blue Nile Rolling Mill Ltd
- Kifaru Industries Ltd
- Tachasis Tea Factory Company Limited
- Construction Support Limited
- African Diatomite Industries Ltd (Kariandusi)
- Limuru Posho Mill Ltd
- TSS Spinning & Weaving Ltd
- Hashi Energy Ltd

Donor agencies, NGOs and Government

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|--------------------------------------|-----------------------------------|-----------------------|
| • National Aids Control Council | • European Development Fund (EDF) | • ADB |
| • World Food Programme (WFP) Somalia | • DANIDA | • Care Somalia |
| • DFID | • European Commission, | • WOCCA |
| • UNHCR | • World Bank | • COGWO |
| • USAID | • IFC | • NAGAAD Somaliland |
| • UNDPISF | • HBF | • HAVOYOCO Somaliland |
| | • USAID | • Government of Kenya |

Financial and Service Sector

- Expolanka Freight Ltd
- Seven Four Eight (748) Air Services Ltd.
- Xllent technologies Ltd
- Kenya Web .com Ltd
- Regent Management Ltd
- Freedom Airline Ltd
- Regent Valuers Ltd
- Blue Bird Aviation Ltd.
- Retirement Pension Schemes

Hospitality and Health Sector

- Elsa Ltd
- Ole Dume Suites Ltd
- Boma Insurance Brokers
- Avenue Hospital Ltd
- Nairobi Java House Ltd
- Kenya Dental Association.
- Maasai Ostrich Farm Ltd
- Wildlife Clubs of Kenya.
- Southern Palms Beach Hotel

Agricultural Sector

- Deloraine Estates Limited
- RVDT (Technology Farm)
- Sian Enterprises Company Limited
- Migotiyo Plantations Ltd
- Chemusian Farm Ltd
- Kenya Bixa Ltd.
- Kenya Livestock Marketing Council

Energy Sector

- Sosian Energy Ltd
- Sosian Menengai Geothermal Power Ltd
- Sosian Solar Power Project Limited
- First-Energy Global Solar KY
- Expert Petroleum Ltd
- Champion Petroleum Ltd
- Flexilink Petroleum Ltd

Management plan

The firm has several qualified consultants and staff with various professional skills in many spheres. MGI Adam & Associates is managed by the following team: -

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|------------------------|------------------------------|
| • CPA Tom Mbugua | Managing Partner |
| • CPA K.A.K Bett | Partner |
| • CPA Lynne Jepchumba | Partner |
| • CPA Wisdom Mwanyungu | Consultant (Retired Partner) |
| • CPA Anthony Wanjohi | Audit Manager |
| • CPA Pius Njenga | Tax Manager |



MGI Adam & Associates Partners



CPA/CS Tom Mbugua (ICPAK Reg. No. 6675)

Managing Partner

Member of the Institute of Certified Public Accountants of Kenya (ICPAK) and Institute of Certified Secretaries of Kenya (ICSK), Member of the Information Systems, Audit and Control Association (ISACA), Masters in Business Administration (MBA)- University of Nairobi, Bachelor of Arts (Economics) (Hons)- University of Nairobi.

As the Managing Partner, he is involved in the overall management of the firm, which has over 50 clients in all. His specific responsibilities include: client relationship management, supervision of audit team, ensuring quality control, continuous training of staff and reporting to clients. He has vast knowledge of theory and practice of taxation, auditing and management gained from over 17 years of service at MGI. He has vast experience in share registration services including listing at the Nairobi Securities Exchange.

He has audited numerous companies/organizations including but not limited to retailing and manufacturing companies; financial institutions; hotels, airlines, caterers; surveyors; property valuers and estate agents and donor funded organizations and projects both in Kenya, Somalia and in Somaliland. He also has a wide experience in the development of accounting systems and internal controls. He has been a Team leader in several assignments including one contracted by WFP Somalia. He is a Non-executive director at Image Registrars and the current Chairman of the Finance and Audit Committee of the Board.



CPA/CS Kipnetich. A.K Bett – (ICPAK Reg. No 1626)

Partner

Member of the Institute of Certified Public Accountants of Kenya (ICPAK), Member of the Institute of Certified Secretaries of Kenya (ICSK), Masters in Business Administration (MBA)- University of Nairobi, Bachelor of Commerce (Hons) -University of Nairobi, Postgraduate Diploma in computer science- University of Nairobi, Certified Information Systems Auditor (CISA).

He was the Managing partner of the firm from January 2005 to December 2017. He also managed two sister firms engaged in management consultancy and company secretarial services. He has extensive audit and accounting experience in Kenya and also specialized in corporate planning, audit of banks and other related financial services institutions gained from over eight (8) years of service as a supervisor and financial analyst at the Central Bank of Kenya.

Also skilled in liquidation and receivership matters having served as a Liquidation Agent in Kenya for two (2) years with the Deposit Protection Fund Board. Practical involvement in computerization of accounting systems. Practical experience in Human Resource matters gained from over two (2) years of service as a Deputy Director Personnel Services in the Central Bank of Kenya.

Hands on experience in Corporate Executive Management gained from being Receiver Manager Muhoroni Sugar, CEO of ICDC, Consolidated Bank of Kenya Ltd and sitting in Boards of various corporate entities- CMC Holdings, Rift Valley Bottlers, Higher Loans Education Loans Board (HELB) and Kenya Anti-Corruption Advisory Board among others.

MGI Adam & Associates Partners



CPA Lynne Jepchumba – (ICPAK Reg. No 6251)

Partner

Member of the Institute of Certified Public Accountants of Kenya (ICPAK). Masters in Business Administration (MBA)- University of Nairobi, Bachelor of Commerce- University of Nairobi, Diploma in Management and Information Technology- JKUAT.

She has audited numerous companies/organizations including but not limited to retailing and manufacturing companies; financial institutions; hotels, airlines, caterers; surveyors; property valuers and estate agents and donor funded organizations and projects both in Kenya. Has Risk and Internal Auditor experience, involving risk assessments, setting up procedures and controls that guide entities in its business operations as well as monitoring its implementation.

She has wide experience in Internal Audits in the public sector, involving public revenue management, legal deposit management, ascertaining that adequate controls are in place to ensure that public expenditure incurred and payments made are budgeted for, properly authorized, adequately supported and correctly recorded in relevant books of accounts in line with existing laws, regulations, policies and procedures. Also involved in audits of multimillion public procurements contracts and audit of multimillion government funded and donor funded public construction projects.



CPA Anthony Wanjohi (ICPAK Reg No. 13489)

Audit Manager

Member of the Institute of Certified Public Accountants of Kenya (CPA) (K). Masters in Business Administration (MBA) - University of Nairobi (ongoing) Bachelor of Education (Hons) - University of Nairobi.

As Audit Manager, he is involved in the day to day supervision the firm and Audit supervisors and seniors. He has vast knowledge of theory and practice of taxation, auditing and management gained from over 15 years of service at MGI and other audit firms. He has audited numerous companies/ organizations including but not limited to retailing and manufacturing companies; financial institutions; hotels, airlines, caterers; surveyors; property valuers and estate agents and donor funded organizations and projects both in Kenya, Somalia and in Somaliland. Practical involvement in computerization of accounting systems. Also has a wide experience in the development of accounting systems and internal controls. Was recently involved in assignments contracted by WFP Somalia as assistant team leader. He has undertaken various development project appraisals and feasibility studies in the Agricultural sector.

MGI Adam & Associates Partners



CPA Pius Mungai Njenga (ICPAK Reg No. 26494)

- Tax Manager

Member of the Institute of Certified Public Accountants of Kenya (ICPAK),
Bachelor of Commerce - KCA University

Key experience and roles

He has undertaken several clients' tax health checks, to advise clients on status of tax compliance and how to manage compliance

Handling all tax administration and arbitration with KRA for clients including giving advice on tax management strategies. He also represents clients in tax audits, compliance checks and investigations

He has audited numerous companies/organizations including but not limited to retailing and manufacturing companies; financial institutions; hotels, airlines, caterers; surveyors; property valuers and estate agents and donor funded organizations. Offers technical guidance on indirect taxation issues such as VAT, Customs tax. Assists the audit team with tax computations and review of tax section of audit work. Tax education: Researching, analyzing and interpreting changing tax legislations for purposes of continuous tax education to both the firm and clients of the firm. Risk Management: Identifying and analysing risks faced by clients, developing risk management controls and contingency plans and making recommendations to management. He is very knowledgeable in the implementation and maintenance of popular accounting systems as well as ERP systems, where he has been involved in guiding technical workers who operate and run the accounting/ERP systems.



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