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# TOP-TIER LEGAL SERVICES TAILOR MADE FOR SMALL & MEDIUM ENTERPRISES (SMEs)

**NAIROBI • MOMBASA • KAMPALA • DAR ES SALAAM • KIGALI**

# OUR PRESENCE

**Head Office, Nairobi:**

I&M Bank House, 7th Floor  
2nd Ngong Avenue  
P.O. Box 22588 - 00505 | Nairobi, Kenya  
Tel: +254 20 221 0978 | +254 20 221 1077  
Cell: +254 716 209 673  
Email: law@cmadvocates.com

**Mombasa Office:**

Links Plaza 4th Floor  
Links Road, Nyali  
P.O. Box 90056 - 80100 | Mombasa, Kenya  
Tel: +254 41 447 0758 | +254 41 447 0548  
Cell: +254 746 995 283  
Email: mombasaoffice@cmadvocates.com

**Tanzania Office:**

Oyster Pearl Galleria, 7th Floor  
370 off Chole Road  
Oysterbay Peninsula  
P.O. Box 77044 | Dar es Salaam, Tanzania  
Tel: +255 713 411 721 | +255 654 702 304  
+255 682 495 603  
Email: law@cymbellattorneys.com

**Uganda Office:**

Plot 49, Ntinda Rd,  
Rovis Apartments, First Floor  
P.O. Box 22276 Kampala, Uganda  
Tel: +256 776 739 643  
Email: law@cymbelladvocates.com

**Rwanda Office:**

Kigali Heights Building,  
West Wing, Third Floor  
P.O. Box 493, Kigali, Rwanda  
Tel: +250 252 580 152  
Email: law@cmadvocates.rw

# THE FIRM

CM Advocates LLP is a top-tier full-service legal practice, with its main office situated in the Community Area, Upperhill off Second Ngong' Avenue in Nairobi Kenya. We have presence in the East African region and have already established offices in Mombasa, Kigali Rwanda, Dare Salam Tanzania and Kampala Uganda.

We have built a reputation of offering top tier, practical and timeous legal solutions to optimize our Clients business models and mitigate legal risk and exposure.

The Firm comprises of a team of about forty (40) advocates with widespread experience in diverse areas of law. Our Firm Profile, Catalogue of Services, Client Standard Policy and Professional Indemnity are attached for your noting and reference.

Our vision is to be the most dynamic, agile and responsive Kenyan and African legal solutions provider. For our team ***"dynamism, agility and responsiveness" is our DNA, our business model and competitive edge. These attributes define how we do things.***

SME Club guarantees access to toptier, round the clock, specialized legal services.

# OUR PRACTICE AREAS

1. Anti-Bribery & Anti-Corruption
2. Asset Tracing & Recovery
3. Aviation Law
4. Capital Markets
5. Charities and Not-for-Profit Organizations (NPOs)
- 6. CM SME Club**
7. Commercial/Business Law
8. Construction & Infrastructure Law Unit
9. Corporate Law
10. Cyber Security, Privacy & Data Protection
11. Debt Recovery, Restructuring & Insolvency
12. Dispute Resolution
13. Employment, Labour Relations and Immigration Law Advisory
14. Energy, Mining & Extractive Industries
15. Entertainment & Sports Law
16. Family Law, Estate Planning & Probate Administration
17. Family Owned Business & Estate Planning Advisory
18. Forensics & Investigations, Risk & Compliance
19. IP & TMT ( Telecommunications, Media & Technology)
20. Lobbyist & Policy Practice
21. Multi-lateral Organizations. Foreign Embassies & Consultants
22. Non-Compete, Non-Solicit & Trade Secret Practices
23. Private Equity & Venture Capitalist
24. Real Estate, Banking & Finance
25. Shipping, Logistics & Admiralty Law
26. Start-ups & Small & Medium Sized Enterprises
27. Tax Law Advisory

# LEGAL SERVICES TAILOR MADE FOR YOUR SME

## I. BACKGROUND

The business environment in Kenya (and indeed across Africa and the globe) requires a proactive and necessarily preemptive legal support strategy, to mitigate the risks for which a business may be exposed and to facilitate exponential growth.

Our Firm believes that it is possible for small and medium enterprises (SMEs) to minimize their costs, but contemporaneously optimize the value-addition received through the quality of legal support function without compromising the best-interests of the SME. It is these competing interests and concerns for SMEs that demonstrate the critical need which our Firm seeks to service.

It would be necessary for your business to have quality-dependable legal support available to it, to anticipate and pre-empt legal challenges before they pose a real risk to the business, and inform necessary pre-cautionary legal redress measures.

## II. VALUE PROPOSITION

Our proposal is anchored in value-addition through allowing your business to leverage on top-tier legal services at a cost that is enabling and facilitative as opposed to prohibitive and restraining. We propose to avail to your business, our Firm's premier full legal capacity, defined by demonstrated specialization and recognized expertise in diverse areas of law.

Is your business a small or medium enterprise scaling the heights in your industry? Are your legal needs increasing by the day? Maybe you are wondering at what point of your business growth do you retain a full time in house counsel. Or perhaps, you have decided it is now time to set up an in house legal department and are not sure exactly where to start. What's more how do you guarantee the quality of legal expertise?



Well, we have the answers you seek!! Leverage on our tested and proven expertise as a leading law firm in East Africa and a tier one (1) firm in Kenya by joining the CM SME Club.

The CM SME Club is a specialized club with service offerings tailor made for small and medium enterprises. We guarantee top notch legal services available throughout and just at the click of a button. We leverage on technology to offer superior round the clock legal support for SMEs such as yours. Members are granted access to our legal portal and all documents and consultations are booked and availed through this portal.

Our Firm proposes to offer dynamic, agile and responsive legal services through the establishment of a dedicated client-service team constituted of a supervising partner, associate advocates and legal assistants with various skills and competencies. This would be actualized through the Firm deputing a competent legal associate hosted on-site at your organization and/or available to your organization off-site.



### III. SME CLUB SERVICE OFFERINGS

<b>Business Set up and Compliance</b>	<ul style="list-style-type: none"><li>◇ Affordable registration of various forms of business organizations</li><li>◇ Business Structuring Advisory</li><li>◇ Advising on Licensing and Regulatory Issues</li><li>◇ Routine Legal, Regulatory, Compliance &amp; Governance Audits</li><li>◇ Routine Business Policy Formulation</li><li>◇ Review of Business Model</li></ul>
<b>Day to Day Operations</b>	<ul style="list-style-type: none"><li>◇ 15 minutes consultation on every new matter</li><li>◇ Drafting and review of labour and employment contracts and policies</li><li>◇ Drafting and review of company's articles of association</li><li>◇ Preparation and review of directors and senior management contracts;</li><li>◇ General employment and labour law advisory</li><li>◇ Drafting and review of routine business contracts</li><li>◇ General Tax law advisory</li><li>◇ Intellectual Property filings/ registration (<i>Note: opposition proceedings and related court proceedings will be charged separately. Clients will also cater for all government filing charges and disbursements</i>).</li></ul>

	<ul style="list-style-type: none"> <li>◇ Review of Leases/licences for Business Premises</li> <li>◇ Review of terms and conditions of trade and supply agreements</li> </ul>
<b>Capital Raising and Expansion</b>	<ul style="list-style-type: none"> <li>◇ Assisting in review or drafting capital raising documentation</li> <li>◇ Advice on mergers, acquisition, and other share deals</li> <li>◇ Advising the board and management on capital arising options</li> <li>◇ Issuance of legal opinions on validity of security documents</li> <li>◇ Review of Letter of Offers and Banking Security Documents</li> <li>◇ Advising on restructuring of banking facilities</li> <li>◇ Handling Routine Correspondence with Lenders and Financiers</li> <li>◇ Legal Supports during meetings with lenders and financiers</li> </ul>
<b>Protection and Debt Recovery</b>	<ul style="list-style-type: none"> <li>◇ General advisory on enforcement of the legal rights</li> <li>◇ Issuing or responding to demand letters on your behalf</li> <li>◇ Issuing legal opinion in relation to existing or proposed litigious matters</li> <li>◇ Handling Debt Recovery matters <i>(note: a charge of 10% of the debt amount will apply for contentious and non-contentious)</i></li> </ul>



	<p><i>debt matters. If the event of litigation, the client will cater for all court filing charges and disbursements)</i></p> <ul style="list-style-type: none"> <li>◇ Review of terms and conditions on delivery note, invoices, LPO e.tc</li> <li>◇ General Advisory on Insolvency laws and pitfalls</li> </ul>
<b>Succession and Estate Planning</b>	<ul style="list-style-type: none"> <li>◇ General tax planning advisory</li> <li>◇ Review of business ownership model</li> <li>◇ General advisory on matrimonial property rights and ownership of matrimonial property</li> <li>◇ General Advisory on business succession planning and estate planning</li> <li>◇ General advisory on wills and other estate planning tools</li> <li>◇ General advisory on set family trusts (Note: Separate fees will apply for setting up family trusts and other succession tools like living trusts and wills)</li> </ul>

### **CATEGORISATION OF MSMEs UNDER MICRO ENT. ACT OF 2002**

#### **AS PER THE MICRO AND SMALL ENTERPRISES ACT OF 2002**

**Micro Enterprises** - Annual turnover of Ksh 500,000 (\$5,000) and employ less than 10 people.

**Small Enterprises** - Annual turnover of between \$5,000 to \$50,000 and employ 10-49 people.

**Medium Enterprises** – Annual turnover of between \$50,000 and \$8million and employ 50-99 people (not covered by the Act).

#### IV. ADDITIONAL BENEFITS\*

##### Specialized legal services allowing you to focus on growing your business

Our customized SME Club membership guarantees you a dedicated legal partner allowing you to focus on growing your business while we avert unnecessary legal risk.

We are committed to your growth and upon request members will get the following additional benefits:



##### **SPECIALIZATION: AT EVERY STAGE OF YOUR BUSINESS**

Our services are tailor made for every stage of your business accordingly the Firm will routinely change account managers to ensure expertise aligns with your company's present legal needs.



##### **ADVOCATE SECONDMENT**

As your dedicated legal partner, we handle your legal and allow you to focus on growing your business and if necessary, we shall assign an advocate for personalized attention during peak legal seasons.



##### **SET UP YOUR LEGAL DEPARTMENT**

The Club is tailor made for SMEs and when your company does transition to a large enterprise, we shall help set up your legal department to ensure seamless transition yet maintain quality.

**From Just Ksh. 80,000/ – 150,000/ Monthly\***

*\*Pricing based on a minimum 12 month subscription plan with discounted quarterly, bi-annual and annual payment options.*

#### V. MEMBERSHIP DETAILS

Membership is open to SMEs with a minimum turnover of Kes. 5 million for a minimum duration of **TWELVE (12) MONTHS** at the cost of Kenya Shillings 40,000 per month.

SMEs with expanded legal needs can apply for the additional benefits at an extra cost.

#### VI. EXTRAS

◇ Leverage on our regional presence in East Africa (EA). With Law Offices in EVERY capital

city in EA, we guarantee faster turnarounds, wholesome expertise and readily available legal resources in the EA region.

◇ Referrals to other specialized product/ service offerings within the group companies. As a member, you shall have first access / invitation to other service offerings offered by the group companies including but not limited to trainings, legal alerts, legal commentaries and updates.

◇ Other Available Legal Services include:

- |                                |   |
|--------------------------------|---|
| a) Complex Dispute Resolution; | e) IP Disputes  |
| b) Estate Planning             | f) Business Acquisition, Amalgamations,<br>Take over and Mergers; |
| c) Family Business Advisory    | g) Transfer of Business Arrangements.                             |
| d) Corporate Governance Audits | h) Bankruptcy and Insolvency.                                     |

*These services are outside the scope of the Club and available through our business units and shall be billed separately in accordance with the ARO. Kindly ask your account manager to introduce you to the respective Head of Unit.*

THE SME CLUB:

A Specialized and Exclusive Club for SMEs

BY:



I&M Bank House, 7th Floor  
2nd Ngong' Avenue Off Ngong' Road  
Upperhill, Community  
P.O BOX 22588-00505, Nairobi, Kenya  
Email: law@cmadvocates.com