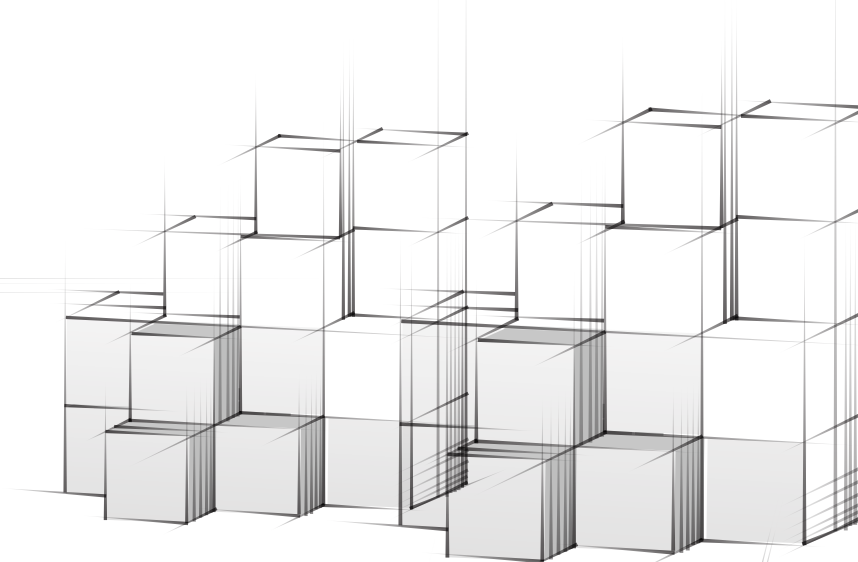
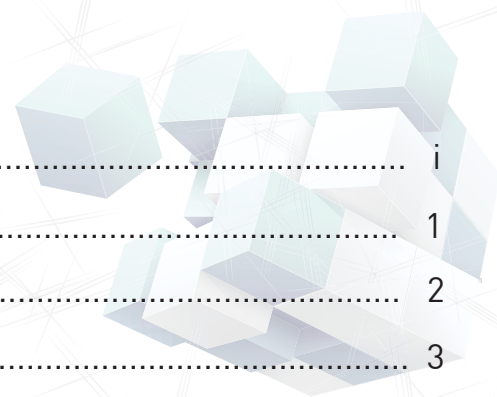




**ALTIMAT (K)
CONSULTANTS
LTD**



COMPANY PROFILE



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About Us

Altimat (k) Consultants Limited (ACL) is an integrated financial consultants firm, founded in 2015, one of the best private sector suppliers of professional services across the globe, offering audit, Tax and financial/Insurance related advisory services..

Our expertise is mainly to help our clients improve their internal and external customer satisfaction; achieve growth and competitive advantage through reliable systems, process improvement and capability building.

We are keen on compliance regulations and specialize in providing high quality audit, accounting, tax and business advisory solutions to national and international entities; wherever you are our team will collaborate to deliver solutions in a timely and professional manner.



Mission:

To meet and surpass professional advisory needs of our clients in aspects of audit, accounting, tax and business solutions.

Vision:

To be the most preferred professional service provider nationally and internationally.

Qualities:

Transparency, honesty, accountability and integrity.



Services

1. Book keeping and accounting services (Registered Accountants)
2. Audit services and Tax Consulting (Registered Tax Agents)
3. Insurance services (Life, general and medical covers) - Licensed Agents
4. Debt collection and management
5. HR Consulting and Recruitment
6. Company secretarial services(Registered CPS)



1. Book keeping and accounting services (Registered Accountants)

Altimat (K) Consultants Ltd (ACL), an integrated consulting firm, is a leading provider of accounting and book keeping services across the globe. We have a high level professional team well versed in various industries and or economic sectors operations.

We work in close liaison with your CFO, Controller, CPA's and other relevant accounts information handlers. We enter and maintain all the records for your company so that your finance department can focus on the strategic development of your business.

All organizations need to maintain their financial records in perfect order to manage their core business functions efficiently. We at, ACL provide dependable, efficient, timely and secure book keeping services

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Web: www.altimat.co.ke

P.O Box 56471 - 00200 City Square, Nairobi, Kenya



A broader look at our services at a wholistic view.



Compliance

Performance



Confidentiality

Efficiency



2. Audit services and Tax Consulting (Registered Tax Agents)

Our financial accounting and auditing services include statutory financial accounting, preparation of corporate profit tax, value added tax and other tax returns, preparation of Bank reports (if required) and preparation of annual accounts reports thereto.

Outsourcing the financial accounting function can be done in whole or in part, and is carried out with exactly the right combination of human resources, specialist processes and technological advancements to serve you most effectively. For groups of companies we offer integrated support, including preparation of consolidated accounts.

We can liaise with your external auditor to enable the timely preparation of financial statements and the accounted reports thereto, interface with the tax authorities in respect of day-to-day issues or formal tax inspections, and we guide you through all types of formalities, with respect to tax prepayments, tax withholdings and value added tax.

We conduct an audit that covers all aspects of the business and is not focused solely on the finance function evaluating specific controls over critical information systems as we create synergies with your own control systems. Our practical approach to accessing risk means that we focus our audit and tax efforts on issues that of concern to you, and on developments in your business that could have an impact on the financial statements.

To succeed with tax and auditing issues, you need a partner with professional advisors who are able to support you effectively now and in the future, engaging you pro-actively on the issues you face on your day to day activities all round your business. We believe that Altimat (k) Consultants in association with kigwulu & associates – PF/1044 Composite license holder are the best choice for your organization.





For more information on auditing and tax management, come talk to us at:

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3. Insurance services (Life, general and medical covers) - Licensed Agents

Life Insurance Covers or **Policies** ensure that your family will be financially provided for in the event of untimely death or catastrophic illness. Providing such security for your loved ones is the cornerstone of a sound financial plan.

Our customers are at the heart of all we do. We recognize the extent to which you value your business and your need to secure it against unexpected loss or damage. Therefore, our **General Insurance** products are comprehensive programs from secure insurers that safeguard your business and assets against the widest possible risks. We believe that the key to running a successful business is proper and effective risk management. Thus, we offer products that match your business needs while providing you with the appropriate protection. Our dedicated and efficient team will also promptly attend to your claims and assist in submissions, negotiations, as well as satisfactory settlements.

Altimat (K) Consultants Ltd provides a variety of comprehensive, cost effective and customized benefits and insurance solutions to meet your **Medical Insurance** requirements. Our experience and knowledge allows us to select secure local and international companies with reliable medical covers to suit our client's needs. We are committed to designing cost effective benefits to assist our clients in maintaining optimum employee retention and loyalty.

What sets us apart from other businesses is our total dedication to consistently deliver the best insurance products both now and in the future. Focusing on sustainability is how we constantly improve our business, and of course, our service to you, our loyal client.



We are grateful that you trust us., and we shall reward the trust with maximum security for your Life, Liabilities and Properties.



4. Debt collection and management

Altimat (K) Consultants Ltd (ACL) has a debt collection system that is tailor made to suit various clients in respect to the matter at hand. Collectively, we have over a handful of experience among co - members, which is why we are able to provide a vast selection of debt recovery options to our clients, resulting in reliable and effective recovery processes and solutions to suit your business.

We are committed to setting the standard of excellence in the recovery of account receivables. We want to develop beneficial and lasting relationships with our clients through a process of continuous improvement, complete transparency and optimal debt recovery rates with the highest standards of ethical and professional conduct, while remaining sensitive to our clients' image in the market place. Our collection team are well trained and are constantly updated on the ever changing laws that pertain to the collection, tracing and legal processes. The team are all individually and collectively registered with the respective councils and all calls are recorded and audited to ensure the best service possible to both the client and debtor. We utilize the top collection, tracing and listing systems in the country and therefore have high success rates with our clients.

In cases where debtor delays or refuses to execute a court decision, we recommend opting for the support of ACL collection professionals. The support we offer to our clients in case of hard collection, includes the following activities:

- Launching of the enforcement procedure;
- Mediation of dispute at debtor's home/office;
- Efficient collaboration with licensed enforcement agents.

Debt recovery through court action is the most efficient method when working with debtors, who refuse to repay the debt amicably. The aim of legal debt recovery is to obtain writ of execution and to force a non-paying debtor to pay his debt through a court order.



Come talk to us, and together, we will make them pay.

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5. HR Consulting and Recruitment

At Altimat (K) Consultants Ltd, we work closely with our customers to increase their readiness level to implement Enterprise Project Management and **Human Resources Management** systems. This includes training, methodology development, tools implementation, assessment, and other services.

Our differentiation from others is in its focused business model and its specialized Management Consultancy service portfolio that makes us a unique, credible and unbiased service provider.

Our achievements in many organizations are a result of our continuous endeavors to combine talent, quality, and values together. Human Resource Planning involves various tasks that identify and document the different HR processes that will govern all the HR activities within the organization by establishing a Human Resource Management System (HRMS) that will help the organization to streamline the HR activities.

We work closely with the organization to implement the HRMS and follow up on the implementation to ensure a successful roll out by identifying the right number and type of employees necessary to implement a chosen business plan or the organization's strategic objectives.

This will in turn identify and initiate programs needed to develop organizational capabilities upon which future strategies can be built, while forecasting demand for labor, performing supply analysis, and balancing supply and demand consideration.



When it comes to **Recruitment and Selection**, we will conduct the recruiting and selection process. This can be as an integrated joint service or a completely outsourced one. This service involves the following tasks:

1. Identify the staffing management system for the organization. The staffing management system will perform the following functionalities:
 - a) Tracking application information
 - b) Scanning resumes
 - c) Making the information immediately accessible to line managers to search online for internal and external talents.
2. Provide as much reliable and valid information as possible about applicants so that their qualifications can be carefully matched with job specifications.
3. Perform the screening process to short list candidates.
4. Go through the interviewing process and provide the Customer with the recommended candidate or set of candidates.



6. Company secretarial services (Registered CPS)

Altimat (K) Consultants Ltd (ACL) Secretarial Services includes assisting clients to manage and mitigate risks of non-compliance (due to legal challenges). Innovative techniques coupled with years of professional experience help ease administrative burdens across functional and geographical boundaries. Due to the extensive experience we have had over the years, we have identified the company secretarial services provision to include but not limited to:

1. Arranging, scheduling and attendance at board and general meetings
2. Recording minutes and action points at board and general meetings
3. Drafting and maintaining the minutes of the meetings
4. Liaising with service providers to collate board papers, compilation of board packs and electronic distribution and hard copy materials (where required) to the directors or involved individuals in good time prior to each meeting
5. Preparing the necessary documentation in relation to the holding of general meetings including notices, proxy forms, consent to short notice and minutes
6. Preparing required Companies Registration Office (CRO) forms, arranging execution and attending to filing of the CRO documentation with the CRO within the prescribed time limits, including registrar company annual filling of returns, BOI updates etc
7. Maintaining and making available for inspection, the company's registers on behalf of the directors, including the register of directors', management staff and secretary's interests
8. Provision of board room and other support facilities for meetings of the Company and its directors
9. Preparing ad hoc board resolutions and circulating for board approval and signing
10. Provision of registered office address
11. Dealing with company correspondence as instructed
12. Custody of the company seal
13. Maintenance of the Compliance Calendar
14. Identification of issues specifically reserved for the Board's consideration



Come talk to us for more information on Secretarial Objectives and how to go about them.

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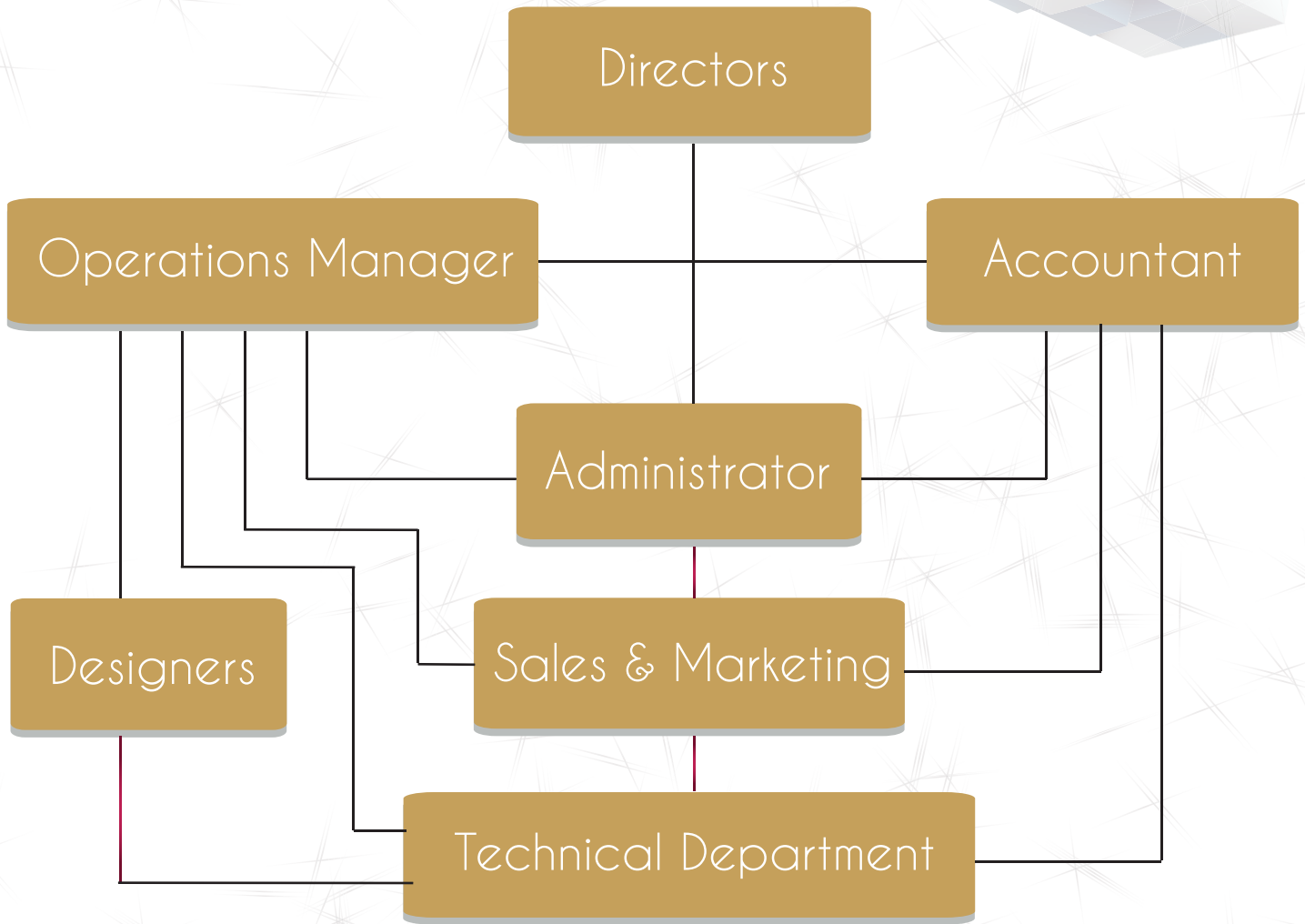
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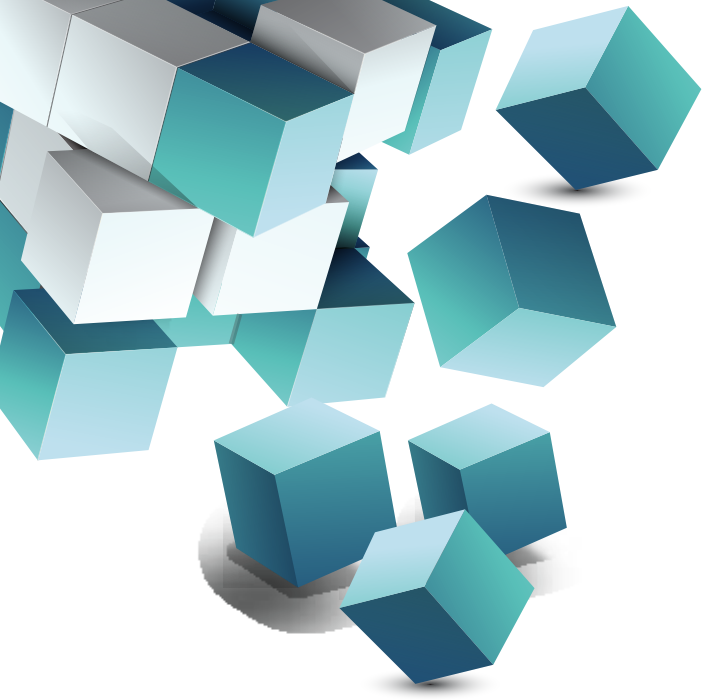
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Organization Structure





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