

1.0 INTRODUCTION

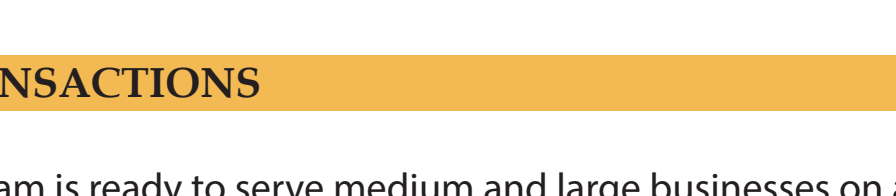
Matrix Attorneys is a legal and consulting firm with its headquarters in Arusha - Tanzania.

Depending on the nature of assignments, the firm has capacity to offer its services to clients throughout Tanzania in association with its affiliate sister firms in Dar es salaam, Kilimanjaro, Tanga, Mwanza, Mbeya, Mtwara, Tabora, Kagera, Dodoma and other parts of Tanzania.

Matrix was registered with the Registrar of Companies on the 29th day of July, 2013 vide Certificate of Registration No. 268281.

The firm provides a wide range of legal advisory and consulting services in commercial law, corporate law, governance, tax management, civil societies, public policy and regional integration. The firm boasts of working with advocates and consultants who have accomplished professional backgrounds and who know how to get the deal done. They are committed to assisting clients by offering lasting solutions to complex business deals.

Our firm is distinguished by the depth and scope of its legal advisory services and an unmatched understanding of business environment, socio-economic and political culture in the country. The firm's lawyers are committed and experienced in multi-disciplinary issues of law, corporate, governance and tax matters.



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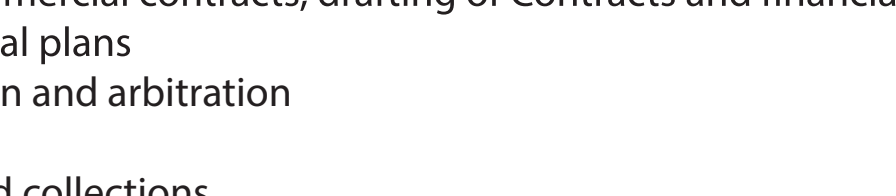
2.0 AREAS OF PRACTICE

2.1 TAX LAW

Our team of professionals will be at your disposal to advise you in building a strong tax compliance system and putting in place a sustainable tax management system. Proper tax management system will make your business grow with confidence while keeping a sound working relationship with tax authorities.

Our Tax services include the following:

- Legal representation in Tax Disputes
- Tax compliance
- Investment incentive taxes
- VAT registration
- Customs and excise duties
- Withholding Taxes
- Corporate Tax Management
- Tax assessment advisory services
- Annual returns
- Appeals and waiver applications in case of penalty impositions



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2.2 CORPORATE TRANSACTIONS

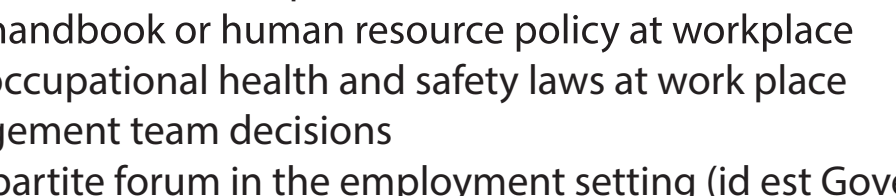
Our uniquely structured team is ready to serve medium and large businesses on all aspects of corporate legal transactions. This department specifically deals with;

Property Law and Real Estate

- Land transfers
- Title Registration
- Real estate planning and development
- Property Leasing
- Environmental law

Investment and Natural Resources Law

- Tourism law
- Mining law
- Environmental law
- Negotiating for project financing
- Land Ownership by Foreigners
- Investment incentives



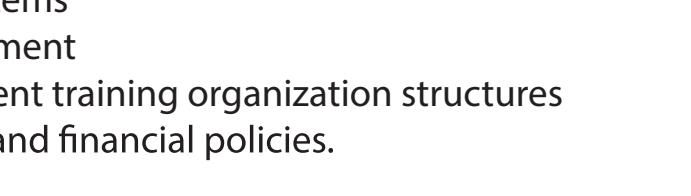
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Corporate Legal services

- Acting as company secretaries for companies in statutory filings, preparation of minutes, issuing of notices, and statutory compliance.
- Incorporation of local and foreign companies
- Incorporation of NGOs, Trusts, and Voluntary Associations
- Licensing and Tax Clearance
- Securities and share transfers
- Trademarks, Copyrights and protection of patents and industrial designs.

Commercial law

- Negotiations of commercial contracts, drafting of Contracts and financial instruments
- Business and financial plans
- Commercial litigation and arbitration
- Competition law
- Debts recoveries and collections



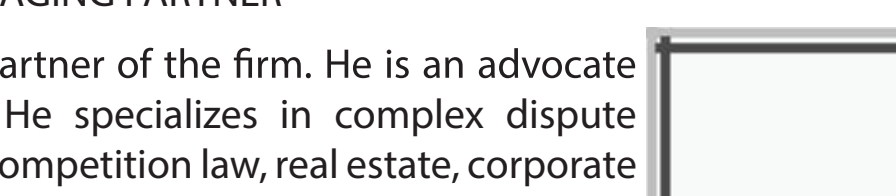
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2.3 CORPORATE GOVERNANCE

We offer advisory services to senior management and boards of directors to achieve their business objectives within the framework of best practices in today's corporate world.

Our corporate attorneys advise clients on a broad range of corporate governance and compliance matters, including;

- Compliance with statutory obligations Governance and management structures
- Formation of governing boards of directors and sub-committees
- Remunerations and incentive schemes for Top Executives
- Mitigation of conflicts of interest, codes of conduct and business ethics
- Internal controls, risk assessment and compliance matters
- Corporate Social Responsibility (CSR)



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2.4 EMPLOYMENT AND INDUSTRIAL RELATIONS

- Consultation on contentious and non contentious labour issues
- Preparation of Human Resource policy
- Work permits for foreign employees
- Employment relations at workplace
- Employment contract management
- Compliance with labour laws at workplace
- Developing of staff handbook or human resource policy at workplace
- Implementation of occupational health and safety laws at work place
- How to make management team decisions
- How to deal with tripartite forum in the employment setting (id est Government, Trade unions and employers Associations).
- Alternative dispute resolutions in employment matters
- Collective Bargaining Agreements between employer and employee
- Industrial litigation, mediation and arbitration rules



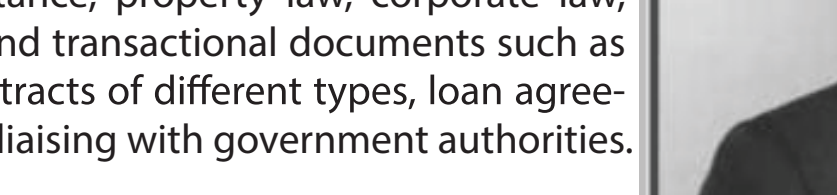
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2.5 PUBLIC POLICIES ENGAGEMENT AND CIVIL SOCIETY

Our team of experts brings deep legal expertise, technical understanding and forward thinking approach on organization development, regulatory framework and policy-making environment that is becoming increasingly complex. The way civil societies engage with government and development partners, the political environment and law making process can be critical to the success of organization operation and we are always available for any organization that needs professional advice.

We will help you understand the political process, legal environment, policy formulation and how to align organization's internal policies to achieve results. Our competence extends to the following areas;

- Constitution and Human Rights issues
- High impact litigation services
- Governance structures
- Internal accountability systems
- Legal aid services management
- Leadership and management training organization structures
- Internal human resources and financial policies.

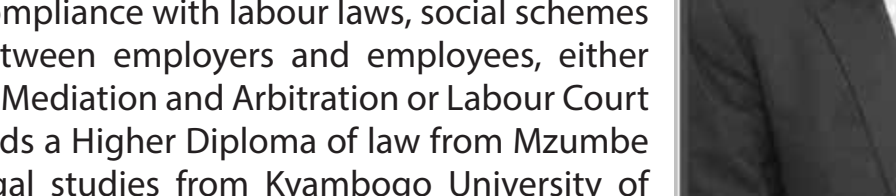


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2.6 REGIONAL INTEGRATION

Matrix's menu of legal services also includes regional integration law where we offer services which include:-

- Consultancy in regional integration law
- Compliance with regional integration law
- Settlement of regional integration disputes
- Regional trade and investment



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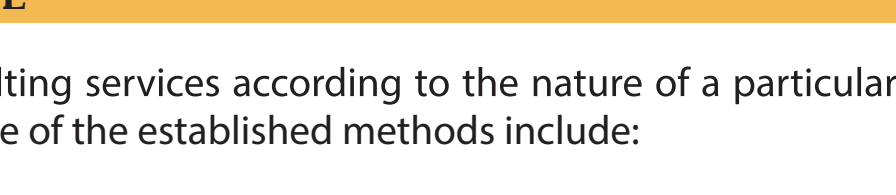
3.0 THE TEAM

Francis K. Kiwanga - MANAGING PARTNER

Francis is the managing partner of the firm. He is an advocate and governance expert. He specializes in complex dispute litigation, regulatory and competition law, real estate, corporate law and public policy. He makes legal representations on behalf of clients in complex litigation both before the High Court of Tanzania and the Court of Appeal of Tanzania. His working philosophy is centered on preventive lawyering approach to dispute settlement for serving time and costs to clients. He provides consultancy services to a number of public institutions within the Governments of Tanzania and Zanzibar, private sector, Diplomatic missions and Non Governmental Organizations.

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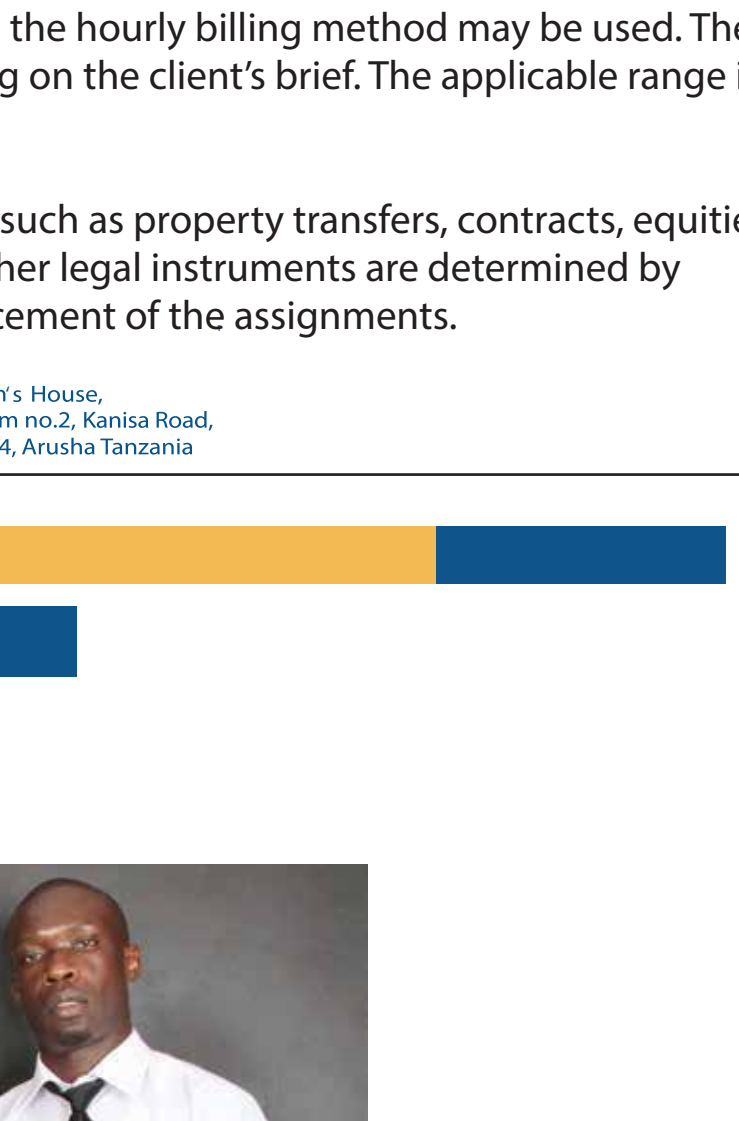
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Hamis R. Mayombo – PARTNER

Hamis' specialty is in Labour Law, International Trade Law, Human Rights Law, Contractual Negotiations, Litigation, Tort Law and Land law. Before joining the firm he worked as Litigation officer with Kings Law Chambers. He has over 10 years experience in legal practice with focus in contentious labour and commercial disputes. He is an advocate of the High Court of Tanzania, Member of the Tanganyika Law Society and the East African Law Society. He holds a Bachelor of Laws degree from Mzumbe University where he completed in 2007. He is responsible to oversee the Firm's general practice and litigation.

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Magdalena Sylister – PARTNER

Magdalena holds a Master of Laws degree (LL.M), specialising in regional economic integration from the University of Dar es salaam in association with the University of Bayreuth, Germany (2013). She is also a graduate of a Bachelor of Laws degree (LL.B) from the University of Dar es salaam. She has been a practicing advocate since end of June, 2010. Before joining Matrix, Magdalena worked for four years with a first-rate law firm in Arusha, initially as a legal officer and later as an advocate. There she had the advantage of learning from gurus of legal practice thereby acquiring massive exposure, experience and expertise. Her legal proficiency is centred on regional integration, corporate, investment, natural resources, tort, civil aviation, civil litigation and international trade.

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Salvatory Mosha – PARTNER

Salvatory is a practicing advocate, Member of the Tanganyika Law Society and the East Africa Law Society. He obtained his law degree from St. Augustine University of Tanzania. His key areas of competence include intellectual property, mining law, family law, legal succession and inheritance, property law, corporate law, legal drafting of pleadings and transactional documents such as mortgage deeds, leases, contracts of different types, loan agreements, sale agreements and liaising with government authorities.

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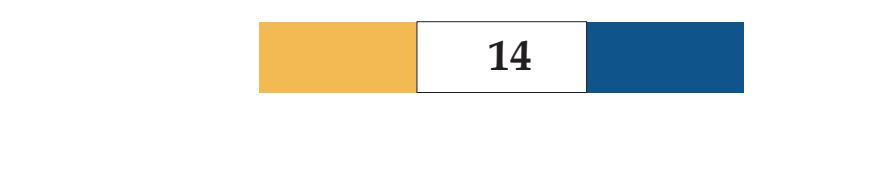
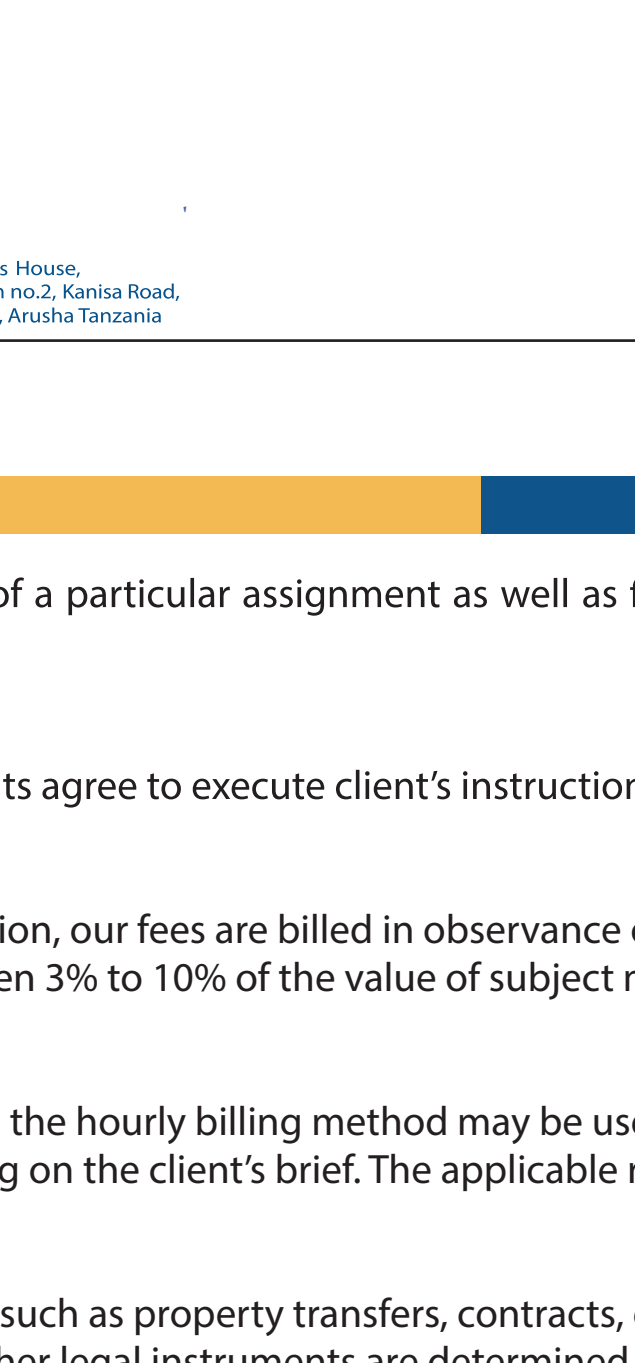
Fadhili Makumba – ASSOCIATE PARTNER

Fadhili Makumba is an associate partner of the firm. He has previously worked as a zonal manager with the Association of Tanzania Employers, (ATE) covering Arusha, Tanga, Manyara, Singida and Kilimanjaro.

He is a highly experienced expert in labour law, management and industrial relations. He specializes in dispute resolution, decision making, social dialogue, compliance with labour laws, social schemes and complex disputes between employers and employees, either before the Commission for Mediation and Arbitration or Labour Court or any other forum. He holds a Higher Diploma of law from Mzumbe University, Bachelor of legal studies from Kyambogo University of Uganda in association with the Atlantic International University, USA, Postgraduate Diploma in Mediation and Arbitration from International Training Center Turin-Italy as well as Postgraduate Diploma in Industrial relations from International Training center Turin-Italy Turin.

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4.0 FEES STRUCTURE

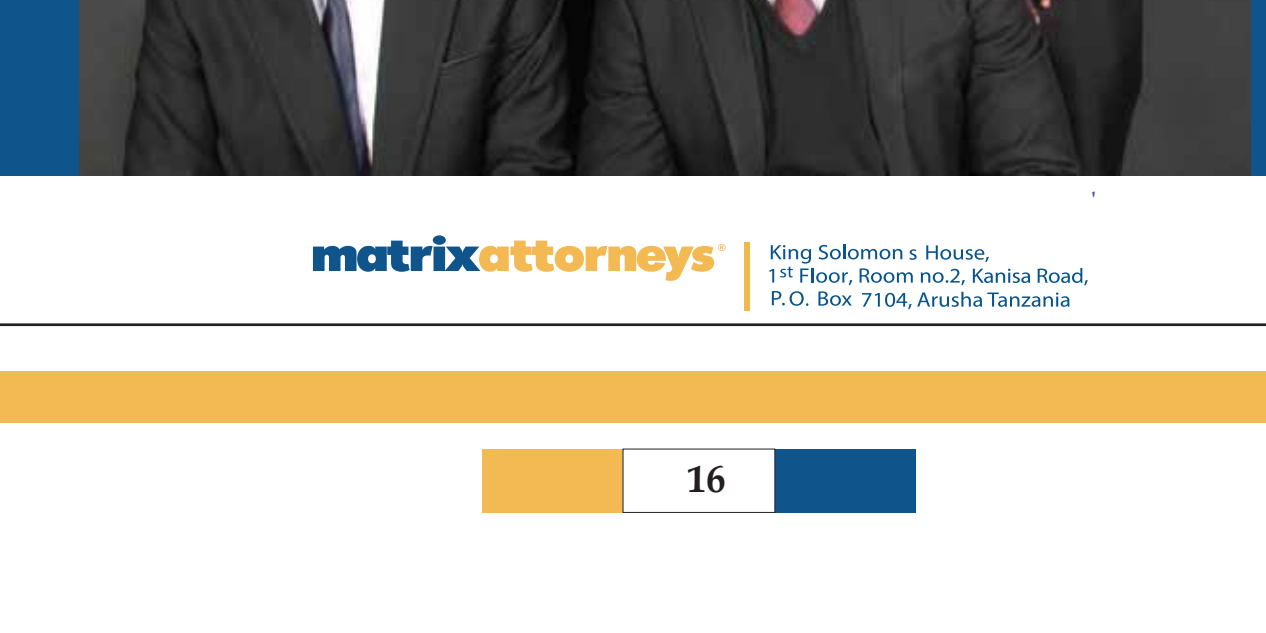
We charge legal and consulting services according to the nature of a particular assignment as well as financial capacity of each client. Some of the established methods include:

- A: RATAINER FEES - Under this arrangement, the firm and clients agree to execute client's instructions on an annual basis in consideration of a fixed or flat agreed fee.
- B: STATUTORY FEES - For services in matters that involve litigation, our fees are billed in observance of Advocates Remuneration Rules, which allow the rate between 3% to 10% of the value of subject matter and subject to complexity of the matter.
- C: TIME BASED FEES – Subject to an agreement with the client, the hourly billing method may be used. The client will be billed on the amount of time we spend working on the client's brief. The applicable range is between \$100 - \$400 per hour.
- D: SHORT ASSIGNMENTS FEES - legal fees on transactional work such as property transfers, contracts, equities, business registration and licensing, mortgages, deeds, or other legal instruments are determined by mutual agreements with clients in advance of the commencement of the assignments.



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The Team



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The Team



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