



**BELLMAC**  
CONSULTING LLP



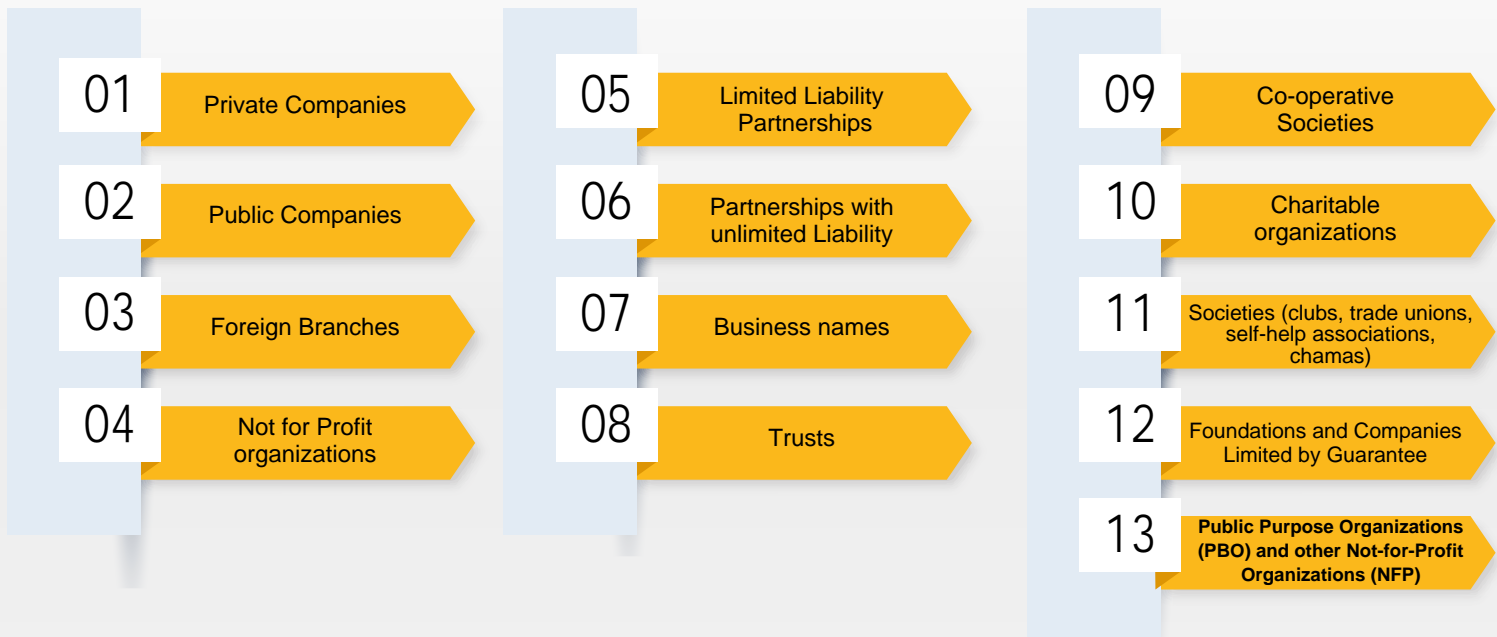
**CORPORATE SECRETARIAL  
AND COMPLIANCE SERVICES**

**Bellmac Consulting LLP** offers comprehensive scope of Corporate Secretarial and Compliance Services to Multinational and National Organizations. The firm has a team of professionals comprising of experienced Compliance Experts and Certified Secretaries to assist entities operate efficiently and meet their standard statutory requirements.

**In this respect, the Firm undertakes the following services:**

## **I) REGISTRATION OF ENTITIES**

*Our services include the registration of:*



## **II. POST REGISTRATION AND STATUTORY COMPLIANCE**

**In this respect we offer the following services:**

- Convening, attendance and documenting of minutes of board, board committees and annual general meetings
- Custody of statutory registers
- Attending to changes in shareholding and directorship
- Drafting of Board Charter, board policies, terms of reference, and shareholders' agreements
- Drafting, amendment and adoption of company's Memorandum and Articles of Association
- Filing statutory returns
- Attending to changes in company name and registered office
- Deregistration and restoration of companies
- Registered office services
- General advisory and monitoring compliance of the relevant laws and regulations
- Applying, processing and renewal of trade Licenses and single business permit





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[WWW.BELLMACCONSULTING.COM](http://WWW.BELLMACCONSULTING.COM)

#### **HEAD OFFICE**

I&M Bank House  
3rd Floor, 2nd Ngong' Avenue  
P.O. Box 102- 00202, Nairobi, Kenya  
**Cell: +254 110 835-834**  
**info@bellmacconsulting.com**

#### **MOMBASA, KENYA**

Links Plaza,  
4th Floor, Links Road, Nyali  
**Cell: +254 719 818 292**  
**mombasaoffice@bellmacconsulting.com**

#### **UGANDA OFFICE**

Rovis Apartments,  
1st Floor, Plot 49, Ntinda Rd.  
P. O. Box 22276, Kampala, Uganda  
**Cell: +256 776 739 6438**  
**info@cymbelladvocates.com**

#### **ZAMBIA OFFICE**

Ground Floor, Blue Building  
Lot 58, Part of Stand 2374  
Great East Road (Opposite  
Mulungushi Conference Centre)  
P.O. Box 30279, Lusaka, Zambia