

A BRIEF PROFILE OF TKA COMPANY LIMITED

TKA is a limited liability company, first registered in 1988, and therefore earning the accolade of being one of the oldest firms in the country with an excellent track record of offering consultancy services as well as works, related to real estate.

Assignments under the brief of TKA include those in the following areas of expertise:

Property Valuation, i.e. carrying out of the valuation of all physical and non-physical assets including landed property, plant and machinery, equipment, furniture, going concerns, goodwill, etc., for various purposes such as sale, purchase, acquisition, mortgage, taxation, compensation, insurance, accounts, financial reporting, investment, shares, rent assessment, and so on.

Asset Coding and Preparation of Fixed Assets Registers: This involves the design of a coding system and the fixing of the codes on properties. Codes are fixed by freehand, stencil, Dymo print or Bar Codes. It involves inventory control by verifying, listing and preparation of inventory cards to control fixed assets movements.

Moreover, it involves the preparation of a fixed assets register either manually, using the Kalamazoo system, or using an existing or designing a customized Fixed Assets Register Software.

Preparation of Asset Management Policies: This involves the preparation of a number of policies and procedures for an organization, related to the management of their assets. These policies include: Assets acquisition and disposal; asset depreciation, asset

capitalisation, asset labeling, asset recording and tracking, and related policies.

Property Development: TKA carries out feasibility studies for real estate projects, putting together development packages, overseeing project realization, and managing property development schemes, including construction. These also include schemes related to land use planning and land surveying.

Property Management and Land Administration: TKA engages in managing real estate assets in various senses including the securing of title deeds; surveying, arranging leases; securing and managing property income such as rent; maintaining property; arranging sales and transfers; dealing with tenants; estate agency, advice on the optimum use of property; conversions, managing moving into or out of property, furnishing, drapery, managing taxes and charges on property, border reinstatement, and so on.

Provision of Municipal Services: TKA undertakes contracts to provide, to institutions, individuals, public and private authorities, services such as solid and liquid waste management; maintenance of infrastructure; landscaping and cleaning of public and private spaces; gardening; and caring for the environment.

Research and Publications: TKA engages in research in areas of: land, property, housing, and urban development problems; local government and governance; provision of infrastructure and services; urban poverty and other developmental issues; gender with relation to land and property; efficiency and equity in access to and use of property; property markets, values and returns; the

environment; land corruption; application of modern technology to enhance the use and management of property.

TKA publishes professional books, papers, guidelines, manuals, newsletters, and legislation in areas related to land, property, and urban development, in both analog and digital forms.

Professional Support Services: TKA provides support to clients in order to assist them realize their goals. Such support includes the writing and/or editing of marketing material; professional reports; books; journals, and newsletters, and project proposals

Training and Application of modern Information and Communication Technology:

TKA provides general and tailor-made training services to professionals and non-professionals in all aspects related to land, property and urban development; as well as training in information technology particularly as it related to property, and lingual and numerical skills.

We develop and market software. We also act as software resellers and agents.

Legal Status

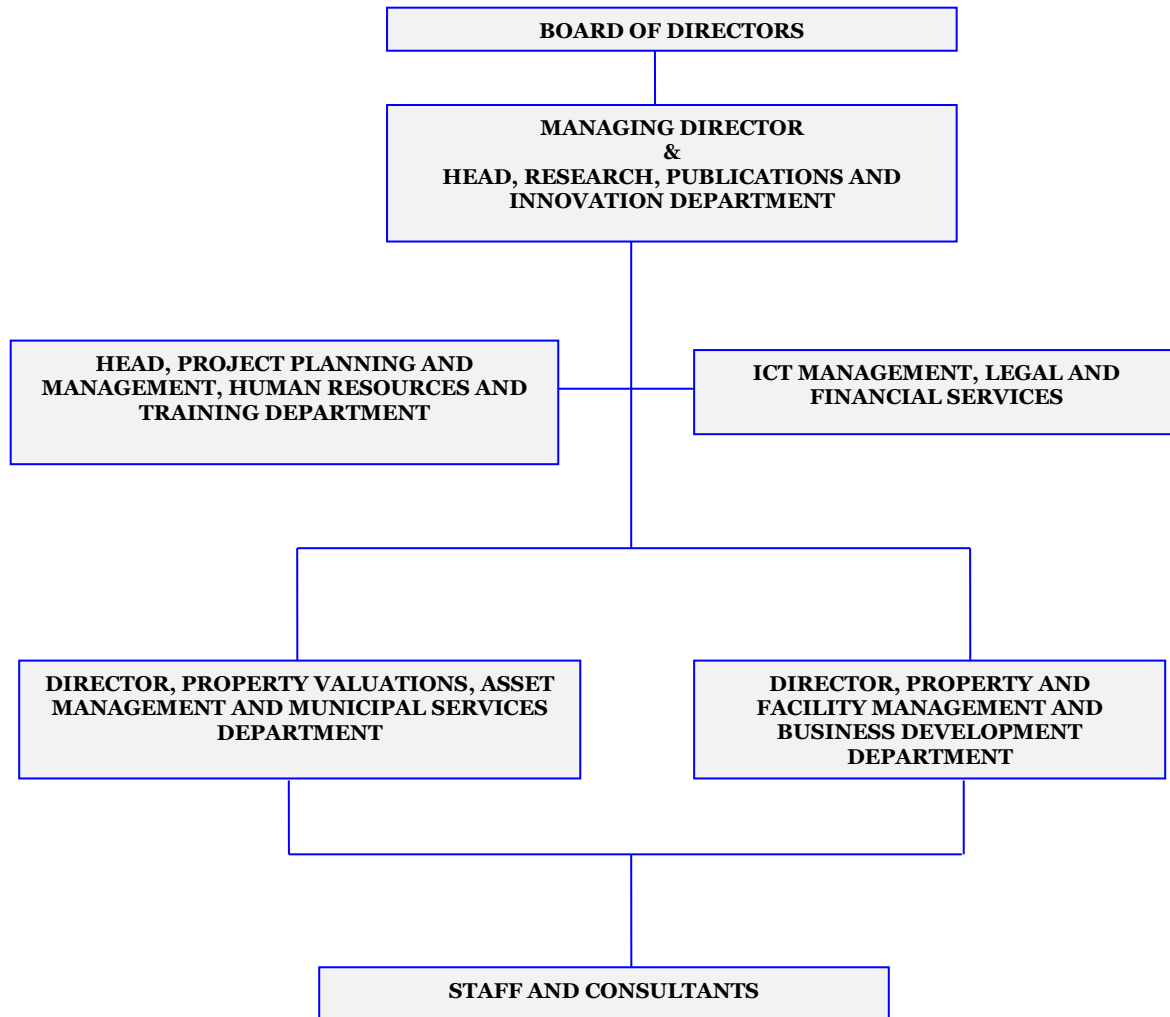
TKA was first registered in 1988 as a Limited liability company incorporated in Tanzania and registered with the registrar of companies with **Certificate Number 15987**. The original name has been changed to the current one of TKA Company Limited and the change was endorsed by the Registrar of Companies.

TKA is registered and licenced as a Valuation Firm by the Valuars' Registration Board, under the Valuers and Valuation Registration Act 2016.

Organisation Structure for TKA

TKA's Organisation Structure is as shown in the Figure below.

Figure: Organisation Structure of TKA Company Limited



The set up allows TKA to offer a wide-ranging spectrum of services related with property and assets

Directors and Firm’s Professional Status

TKA Directors have a long experience in property m is Managing Director of the Company. He is a longtime Professor of Land and Urban Economics Development, Land Management and Valuation. The Professor is fully registered with the Valuers’ Registration Board (Tanzania) and is also a Member of the Association of Real Estate Professionals in Tanzania (AREPTA), as well as Member of the African Real Estate Society. The Company TKA, is also is registered by the Valuers’ Registration Board. Prof Kironde has taught and practiced

real estate for over 40 years and has worked in Tanzania, Kenya, Uganda, Rwanda and Zambia. He has also carried out numerous consultancies for organizations such the World Bank, UN-Habitat, UNECA, USAID, APRM, AU and national and regional organizations including TAMISEMI, TRA, and various government ministries and public corporations. The Company has close links with firms in Kenya, Uganda, Rwanda, United Kingdom, South Africa.

Mr Medard M. Mshasha, a founding Director of TKA, is a Graduate of Ardhi Institute, with an Advanced Diploma in Land Management and

Valuation. He is also the holder of a Masters Degree in Business Administration (Real Estate). He has a wide ranging experience in the property valuation and real estate management profession. He has participated in many assignments as a key person, supervisor or team leader. The undertakings have ranged from valuation for market value, compensation, sale or purchase, taxation, financial reporting, and collateral. He has expanded his horizon to include assignments related to inventorization, preparation of fixed assets registers, coding, development of asset management policies. Mr Mshasha also has experience in property development and management, managing a sizeable portfolio of properties for various clients.. He is fully registered with the Valuers' Registration Board and Member of the Association of Real Estate Professionals in Tanzania (AREPTA).

Mr Gerson J. Marisa oversees the important Portfolio of Director of Company Business Development and Expansion at TKA. He is a graduate of Ardhi Institute with an Advanced Diploma in Land Management and Valuation and has a wide ranging experience in property valuation, property management, property related technology. He has worked within and without Tanzania. He spent several years in the UK doing property valuation and property management. He also hold a a postgraduate diploma in Land Management and Valuation and is an MSc Real estate candidate. Mr Marisa, besides being a renowned valuer, he has long experience in property management, including helping clients to address intractable problems with their ownership and use of real estate. This includes using modern technology to resolve disputes. He is registered with the Valuers Registration Board and a fellow member of the

Member of the Association of Real Estate Professionals in Tanzania (AREPTA).

Business Licence, Tax Registration and Professional Indemnity

The Company holds a valid trading licence, TIN and VAT Registration Numbers and a Professional Indemnity Insurance.

Experience

TKA is among the oldest real estate companies in Tanzania having been in business since 1988, that is over 40 years. Clients of our valuation, assets management, property management services have included: Bankers and other financial institutions, central and local government, public and private institutions, civil society organizations and private individuals.

Research and Training has been carried out for local governments, CSOs and public corporations

We are now at the forefront of preparing and publishing professional guidelines and manuals in order to ensure that the general public benefit and enjoy their ownership or occupation of real estate.

Management Policies

a) Employee Integrity

All staff are introduced to the Company Policy which require that each employee must be committed to the Company and its Clients and must endeavour at all times to work efficiently and professionally. All the staff are academically and professionally qualified and have to provide at least two referees who know them well. There is an evaluation process every year

b) Code of Conduct/Ethics

The Company's Code of Conduct includes an anti-corruption policy, and a policy against

discrimination of all kinds. Staff is also required to conduct themselves in a professional manner. This ranges from dressing, to market research. The Company subscribes to the Valuers' Registration Board which has a Code of Conduct/Ethics Policy and makes close follow up of the Valuation Firm's behavior.

c) Company Employment Policy

The Company follows the National Employment Policy in terms of hiring, disciplining and remunerating. The Company also engages Consultants on a Project to Project basis.

d) Customer Service

The Company issues a Newsletter from time to time. In the newsletter, customers are informed of the Company's activities and are given contact addresses and how they can access TKA services. The Company has a front desk with fulltime staff that reply to queries and assist customers.

d) Corporate Social Responsibility (CSR)

TKA participates in CSR activities in forms of: Cause Promotion; Corporate Philanthropy; Employee Engagement; Environmental Greening; Environmental Cleaning Campaigns; and Heritage Conservation and Tourism Promotion.

Contacts

TKA is located Plot 204 Block 44, Kijitonyama, House No 6, in the Mwenge area. The Post Office Box number is P.O. Box 31787, Dar es Salaam; Telephone (Mobiles) 0754 635 246; 0745 381 475; 0715 770 488: and email: tka1988@yahoo.co.uk; **website:** www.tka.co.tz, **email:** info@tka.co.tz

We are here to serve you Dear Customer, so,
Karibu Sana!



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