

CORPORATE PROFILE



CONSULTING LIMITED

CORPORATE ORIENTATION

1.0 Management /Contact

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1.1 About us

Taxplan Consulting Limited was registered on 14th August 2003 as a business name, later, it was incorporated on 6th January 2006 to provide Business Process Outsourcing (BPO) on the fields of financial management, Forensic Investigations, Tax Consultancy, Trainings, Business advisory and other business-related consultancy services.

On tax matters, our objective is to go beyond the traditional compliance process to identify potential tax savings and generate future tax planning opportunities. We clarify issues, develop, and implement a customized strategy to minimize tax liabilities. Our tax specialists constantly monitor the changing tax landscape to provide forward thinking advice and solutions to accomplish set goals and meet financial and operational objectives. Our advice is tailored to the specific needs of each client, we do not offer aggressive tax avoidance arrangements but only apply recognized tax planning methods in a bespoke and innovative way to achieve clients' specific requirements.

We work collaboratively with our clients while maintaining independence and integrity and we are proud to be our clients' trusted advisors. The growth in the range and breadth of advisory services within our firm reflects our determination to provide the best possible assistance for clients who operate in an increasingly complex and fast-changing business environment. We dedicate nothing short of our best, and pledge to continually bring innovative approaches with the passion, drive, listening skills and can-do attitude that are vital to succeeding in today's business environment.

CORPORATE ORIENTATION



1.2 Our Vision

To be the most sought bpo solution provider that clients use the most and grow with.



1.3 Our Mission

To be a leading professional firm, recognized for our ethics, integrity, values, and professionalism with a strong culture of management led and personalized quality service supported by empowered human capital and use of modern technology.



1.4 Core Values

We pledge that all our organizational activities and decisions are based on and guided by the following values:

- Trustworthy:** We are dependable
- Assertive** : We are confident
- Xenial** : We value our partners
- Potential** : we have the ability
- Loyalty** : We are devoted
- Alert** : We are cautious
- Noble** : We are ethical



1.5 Our Strive

To be customer-focused and committed to growth, profitability, and satisfactory returns to our shareholders through professionalism and use of modern technology, To continuously attract, develop and retain a pool of qualified and experienced staff. To be socially responsible and environmentally conscious by observing high ethical standards in our business practices.

2.0 OUR SERVICES



2.1 Tax Services

Tax legislation is dynamic and currently undergoing change with respect to both its content and the interpretation as given by Kenya Revenue Authority. Clients need to be up to date with any tax changes and regulations affecting their businesses. Some of the relevant services include:

- Securing registration for PIN, PAYE, VAT, NITA, NSSF and NHIF.
- General payroll tax administration and filings
- Handling all general tax matters with Domestic Tax Department.
- Advising clients on tax efficient structuring of their businesses.
- Handling estimated assessment objections and attending to local committees
- Provide clients with compliance assistance in meeting all governmental regulations for Income Tax, WHT, CGT, VAT, PAYE, NITA, NSSF, NHIF and excise duty taxes.
- Representing clients in tax audits and administrative hearings.
- Keeping clients well informed on current tax developments and changes.
- Filing of annual self-assessment tax returns for businesses and individuals
- VAT refunds and recovery audits.
- General tax health check on all tax heads

2.2 Business Process Outsourcing services

Business process outsourcing (BPO) is a method of subcontracting various business-related operations to third-party vendors. Outsourcing is widely known as the strategic use of outside resources to perform activities traditionally handled by internal staff and resources. This action is as a direct response to a more competitive global business environment or as a differentiating factor. The main advantage that business process outsourcing offers a company is flexibility. By outsourcing non-core and administrative functions, a company can better allocate resources and time to its core competencies. A business that is able to perfect its core operations develops a competitive advantage over competing businesses in its industry. Some of our outsourced services are: -

- (a) Internal Audit
- (b) Bookkeeping and Accountancy
- (c) Office administration
- (d) Human Resource Management
- (e) Accountant/Financial controller
- (f) CFO Services Accounting system design and set-up
- (g) Preparation of accounting policies and procedure manual
- (h) Maintenance of books of accounts,
- (i) Computerization of accounting procedures
- (j) Internal control design and implementation,
- (k) Preparation of payroll and filing of related returns,
- (l) Preparation and filing of VAT returns,
- (m) Preparation of cash flow statements
- (n) Preparation of financial statements,
- (o) Reconciling bank statements, payables, and receivables accounts.
- (p) Preparation of budgets, budgetary controls, and variance analysis,
- (q) Fixed Assets Register development.

2.3 Payroll Administration Services

Our experienced personnel handling payroll services are geared towards comfort to clients on the general payroll management by affirming.

- a) Payroll set up.
- b) Registration for PAYE obligation for the Company
- c) Registration of staff for PIN, NSSF and NHIF facilitation
- d) Obtaining all employee data for payroll purposes (PIN, I/D, Pay, Deductions, Bank)
- e) Timely payroll preparation and disbursements of payments in time
- f) Compliance with relevant laid down procedures.
- g) Proper and secure data storage
- h) Generation of payroll related reports and facilitate filing of annual statutory returns.
- i) Statutory deductions payments facilitation and filing
- j) Generation and distribution of payslips to employees

2.4 Business Advisory

Our Business Advisory services are strategically crafted to empower organizations grow sustainably, operate more efficiently, and make well-informed decisions. We combine industry experience and expertise with deep analytical capability to deliver solutions that are both practical and forward-looking.

We partner with businesses to provide hands-on support and data-driven insights that help them navigate evolving challenges, capitalize on emerging opportunities, and achieve remarkable results.

Every engagement is tailored to the client's unique goals and needs. We deliver actionable recommendations, support implementation, and promote financial discipline, internal controls, and strategic clarity.

From start-ups in need of a clear growth roadmap to mature organizations seeking transformation, we work closely with clients to chart a path forward. Our goal is to help you make bold, confident moves—built on clear insights, backed by expertise, and designed for long-term sustainability.

- (a) Valuations
- (b) Deal negotiation and structuring
- (c) Due diligence
- (d) Feasibility studies
- (e) Mergers and acquisitions
- (f) General business advice and support
- (g) To provide pertinent information on business information system control and processes
- (h) Independent appraisal of internal control and recommend change where necessary,
- (i) Develop procedures suitable for smooth operations of various functions of the firm,
- (j) To review and recommend an effective financial control for implementation,
- (k) To carry out investigations on wastage and inefficiencies and advise thereon,
- (l) Assisting management on providing leadership, coaching, and monitoring the operations,
- (m) Identify and report noncompliance to company policies and procedures,
- (n) Undertake special assignments and/or investigations as requested by management.
- (o) To liaise with external auditors to ensure external audit is cost effectively undertaken,
- (p) Monitoring expenses against budgets and do variance analysis report.
- (q) Identify major business risks, analyse them, and make recommendations,
- (r) To review and report on the accuracy, timeliness, and relevance of financial and other management information,
- (s) Enforcing financial discipline through strict controls, sensitizing others, resource allocation and cost control, and
- (t) Enhance accountability and transparency in the organization.

2.5 Forensic Investigations

Business valuation is a process, a set of procedures used to estimate the economic value of an owner's interest in a business. Valuation is used by financial market participants to determine the price they are willing to pay or receive to affect the sale of a business. A due diligence procedure must be carried out meticulously to assist a prospective buyer to understand the state of the business they intend to acquire. We have gained invaluable experience in this, which includes.

2.6 Information Technology (IT) Systems Audit

IT systems audit is an examination of the management controls within an Information technology (IT) system which involves: -

- a) Understanding of the clients' businesses, assessment of strategic businesses risks and IT risks.
- b) Review of the Information System for its efficiency and effectiveness in value addition,
- c) To review the integrity, reliability, and availability of the Information System.
- d) Undertaking reviews to ensure that controls put in place by management mitigate IT risks.
- e) Reporting to the management on findings and our recommendations.

2.7 Training

We provide tailor-made training courses, workshops, facilitations and consultancy services for individuals and organizations in both public and private sectors including Non-Governmental Organizations (NGOs) and Faith Based Organisations (FBOs). Our services are dedicated to strengthening managerial and organizational capacity required to ensure relevant, effective and efficient performance. Besides our training and facilitation services, we offer support to both alliances and individual organizations in the design and implementation of new strategies and capacity development plans, as well as the implementation, monitoring, and evaluation of development interventions. Our team of experienced consultants' impacts need-driven training services on need basis; some of the areas we train on are as indicated here-in below:

- a) Bookkeeping and accountancy
- b) Finance Management
- c) Business development skills
- d) Entrepreneurship
- e) Business Start-up procedures & support

2.8 Tender process administration

Organizations seek to prequalify suppliers for goods and services for a certain predetermined period. To achieve this, Taxplan Consulting Limited undertakes: -

1. To receive and list the applications,
2. Analyze the applications to identify the responsive/nonresponsive, qualified, and unqualified.
3. Review the prequalification categories and advise on alterations and inclusions as appropriate.
4. Review and make alterations of the advertisement write up.
5. Review the existing suppliers' prequalification document and advise on any essential revisions.

Tender process administration

6. Review (develop where not applicable) the current marking scheme and advise on any critical alterations.
7. Direct and supervise the activities of the assigned staff to ensure that respective pre-qualification procedures and processes are adhered to and implemented.
8. Ensure the following general principles are given due consideration while executing procurement on behalf of the organization:
 - Best value for Money
 - Fairness, integrity, transparency
 - Effective competition
 - The interest of the organization
9. Grade suppliers from the results of the marking scheme
10. Prepare analytical report detailing the prequalified suppliers.
11. Give feedback to all the applicants.

3.0 FEE PHILOSOPHY

The fee for professional services rendered is based on standard rates per hour for each level of staff necessarily employed on an assignment. The fee is payable in three stages as follows: -

a) 50% on signing of the contract and start of work.

b) 30% on submission of draft report

c) 20% on submission of final report

In addition to the fees, we charge for other out-of-pocket expenses (disbursements) e.g. travelling, accommodation, communication, printings, stationery, etc. The fee plus disbursements is subject to Value Added Tax (VAT) based on Government regulated rate, which currently stands at 16%.

3.1 CHARGE OUT RATES

	KES	USD	GP	EURO
Managing Director	15,000	150	115	125
Directors	12,500	125	95	105
Manager	10,000	100	80	85
Supervisor	7,500	75	60	65
Senior	5,500	55	40	45
Semi-Senior	3,500	35	25	30
Associates	1,500	15	10	13

4.0 SOME OF OUR CLIENTS



Commodities Fund
"Financing crops for prosperity"



5.0 HUMAN RESOURCE PLAN

The most valuable asset of a business is the personnel. Restricting ourselves to the best-trained and experienced staff has always been our priority. To achieve this, we endeavour to:

- (a) Assign staff with relevant experience to the task involved
- (b) Observe professionalism in handling confidential information
- (c) Maintain client data and information securely
- (d) Design, implement and review systems to ensure compliance with clients 'needs
- (e) Network with other professional firms for any specialized tasks

Through competent management and staff, we are assured of giving our clients high quality services. Some of our senior managers and staff are as follows:



Staff and Management

HUMAN RESOURCE PLAN

Felix Kimoli *Managing Director*



Mr. Felix Kimoli is a holder of Bachelor of Commerce (BCOM, Finance option), a Certified Public Accountant (CPA), member of the Institute of Certified Public Accountants of Kenya (ICPAK), a Certified Secretary (CS), and a member of the Institute of Certified Secretaries (ICS).

He is founder and Managing Director of Taxplan Consulting Limited, vision bearer, founder, and Partner in both Batian Registrars LLP (CSs) and MGI Alekim LLP (CPAs)

Felix had gained invaluable experience in the field of finance and Business Advisory, having worked with various distinct audit firms for a period of 20 years prior to plugging into private practice in January 2005. He brings on board a wide range of skills in Leadership, Entrepreneurship, Auditing, Investigations, Tax advisory, Business Process outsourcing, Business Advisory, Trainings and Corporate Secretarial services. It is from this hands-on exposure that he has been able to offer seamless, incisive, and practical value addition advisory services to entities seeking to streamline their business processes ranging from individuals and corporates in diverse sectors.

MGI Worldwide international accounting network, of which MGI Alekim LLP (a sister firm) under the stewardship of CPA Felix is proud to be a member, held their 2019 AGM at Dubai. It is at that event we take great pleasure to announce our firm was named a winner of The **MGI Worldwide 2019 Medium size firm of the year award**.

Out of office, Felix is a member of the Board of Governors for Mutomo Mission Hospital and Finance Committee member of the Catholic Diocese of Kitui both of which he chairs the Audit and Finance Committees. He is a founder member of the Friends of Kitui Catholic Diocese (FOKD) a church support group and an active member of Kenya Railways and Machakos Golf Clubs.

HUMAN RESOURCE PLAN

Evelyne Kayume *Director*



CPA Evelyne is a Certified Public Accountant of Kenya (CPA-K) and a member of the Institute of Certified Public Accountants of Kenya (ICPAK). She holds a Bachelor of Business Management degree from Moi University. Evelyne got her initial training from a well-established audit firm Russell Bedford Alexander & Associates (formerly called Ashwin Brothers) where she worked to a level of audit senior by the time she left. Evelyne joined us in 2016 and has worked her way up quickly.

CPA Evelyne is the technical partner, a director of Taxplan Consulting Limited, registered on 14th August 2003 and, Partner in Batian Registrars LLP (CSs), registered on 20th August 2007.

Evelyne's strong business skills, coupled with her knowledge of various accounting concepts, make her a formidable part of any project. Perhaps, her greatest strength is her level of organization and planning with a logical mind combined with a practical approach to problem-solving and a drive to see things through to completion.

As a technical partner, her main role includes that of overseeing all audit engagements to ensure quality is maintained and all audit assignments are compliant to International Standards on Auditing (ISA) and International Financial Reporting Standards (IFRS) requirements. She has managed various audits ranging from statutory audits, forensic investigations/audits, inventory audits, project and special purpose audits, across various entities; commercial, manufacturing, construction, distribution, hospitality, commission agents, health facilities, learning institutions, real estate, professional firms, faith based and Non-Governmental Organizations (NGOs) among others.

She aspires to continue bringing excellence and flavor to different businesses and institutions; drawing from the accuracy and telling nature of numbers while guiding and informing the strategy to drive them.

On 25 October 2019, CPA Evelyne Kayume Julius attended a truly unique desert safari and dinner at the Dubai Desert Conservation Reserve, which brought together more than a hundred delegates from firms all over the MGI Worldwide international accounting network, of which MGI Alekim LLP (a sister firm) is proud to be a member. It is at this event that CPA Evelyne Kayume was awarded The MGI Worldwide 2019 professional staff of the year.

HUMAN RESOURCE PLAN

Vascalia Kanini

Director



Vascalia a Certified Public Accountant hold a Bachelor of Commerce from KCA University and is a member of the Institute of Certified Public Accountants (ICPAK). She is a director of Taxplan Consulting Limited, a Manager in both Batian Registrars LLP (CSs), and MGI Alekim LLP.

A highly skilled analytical individual with over (8) years experience, examining and analysing accounting records to determine financial status of establishment and auditing financial reports including operating procedures. Highly competent in Collecting and analyzing data to detect deficient controls, duplicated efforts, extravagance, fraud, or non-compliance with laws, regulations, and management policies. Has been involved in monitoring and review of accounting and related system reports for accuracy and completeness. Solid knowledge of conducting audit engagements successfully from beginning to end.

She has strong organizational and follow-up skills including the ability to handle competing priorities and meeting all deadlines and commitments. Excellent ability to apply audit standards through practical applications.

Technical proficiency in computer applications: Sage, QuickBooks, Tally ERP and CaseWare audit software.

She has a wide experience in Auditing, Taxation, Accountancy, Corporate secretarial and Management consultancy acquired over the years since 2012, She has consistently climbed the ladder from her entry level of management trainee to her current position.

Ireen Shion

Admin & Operations Manager



Ireen Shion holds a Bachelor's degree in Communications and is currently pursuing a Master of Business Administration (MBA) with a specialization in Human Resource Management. She brings over 10 years of experience spanning Business Administration, Human Resources, And Customer satisfaction across diverse industries including retail and professional services.

In her current role, Ireen plays a vital part in overseeing and streamlining the firm's daily operations. She is known for her proactive leadership, exceptional organizational skills, and ability to foster strong team collaboration. Her people-first approach and keen attention to detail ensure that the firm not only runs efficiently but also consistently delivers top-tier service and quality work to clients.

Her passion for continuous improvement, coupled with her commitment to excellence, makes her an asset to both the team and the firm's clients.

6.0 OUR ORGANISATION STRUCTURE

DIRECTORS



Felix Kimoli



Evelyne Kayume



Vascalia Kanini

MANAGERS



Ireen shion



Frank Muoki



Fridah Kananu



Clement Ochieng

SENIORS



Ann Gichuhi



Dennis Rutto



Benson Karimi



Felix Maithya



Benard Nyambala



Daniel Machari



Evans Okatch



Douglas Mwangi

ASSOCIATES



Fridah Jeruto



Sammy Kilonzo



Cynthia Ngikwa



Josphine Lutu



Antony Mbugua



Kennedy A Atubwa



Felix Rutto



Wellington Mutuku



Rosemary Ochieng

7.0 WE SUPPORT THE SUSTAINABLE DEVELOPMENT GOALS - SDGS

The 17 Sustainable Development Goals (SDGs) adopted by the United Nations in 2015, is a collection of independent but interconnected goals carefully designed to give all on the planet a better future by the year 2030. While each goal matters on its own, they all interconnect, incorporating social, economic, and environmental sustainability, or global blueprint for dignity, peace and prosperity for people and the planet, now and in the future. They recognize that action in one area will affect outcomes in others, and that development must balance social, economic, and environmental sustainability. Creativity, knowhow, technology, and financial resources from all of society is necessary to achieve the SDGs in every context. We support and align our strategies to the following set of SDGs.

3 GOOD HEALTH AND WELL-BEING 	Ensuring healthy lives and promoting wellbeing is important building prosperous societies	4 QUALITY EDUCATION 	Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	5 GENDER EQUALITY 	To achieve gender equality and empower all women and girls, who represent half of the world's population and therefore half of its potential
8 DECENT WORK AND ECONOMIC GROWTH 	Sustained and inclusive economic growth can drive progress, create decent jobs for all and improve living standards.	13 CLIMATE ACTION 	Taking urgent action to combat climate change, the aim is to strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries.	17 PARTNERSHIPS FOR THE GOALS 	Strengthening the means of implementation and revitalize the global partnership for sustainable

It is our policy to appreciate the simple fact that we exist in a society through which the foundation of our business is based. We are committed to the protection and management of our environment as well as the humanitarian needs of our society. As part of our contribution to the health and safety wellbeing of our people, we have continued to take part in all the socio-economic issues affecting our community at large. We offer support both financially and in kind, to various social causes such as famine relief, education of the needy and blood donation.

We have partnered with a rehabilitation home for street children in one of the slums in Nairobi (**NEEMA MERCY CENTRE**) where we have taken commitment to educate two students a boy and a girl through the secondary education. In addition, we occasionally visit the Centre and spend time with children.

WE SUPPORT THE SUSTAINABLE DEVELOPMENT GOALS - SDGS

Also, on April 22nd, 2023, we celebrated Earth Day by planting trees at Karura Kanyungu Primary School which was aimed to create a healthy planet. The health of our planet is essential to our own health and well-being and to our future. On this day, we aligned ourselves with SDG 13 “Climate Change”. We managed to plant about 500 trees. Thanks to all social change makers who participated in this noble activity. We believe that our little actions can change the world and create a very green environment around us.



Where to Find us



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