



REPUBLIC OF KENYA



SERIAL NO. FL .....  
001330

# NATIONAL EMPLOYMENT AUTHORITY

## REGISTRATION CERTIFICATE

REF/NEA/FE&LE/S/.....1529.....

Issued to

AL MENA RECRUITMENT LIMITED

Located at

STEM PLAZA, ALONG BUSAYA ROAD INDUSTRIAL AREA, NAKURU

As an accredited Private Employment Agency involved in the recruitment of Kenyan Nationals for Overseas and Local Employment including domestic workers destined to Saudi Arabia, UAE and Qatar only in line with the requirements of the Labour Institutions Act, 2007.

Valid from .....9<sup>th</sup> MAY 2024.....

To .....8<sup>th</sup> MAY 2025.....

Signed .....  
Director of Employment

Date .....22<sup>nd</sup> MAY 2024.....



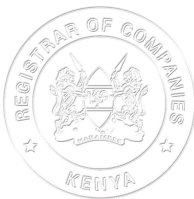
No. **PVT-8LU2BVBG**

## **CERTIFICATE OF INCORPORATION**

I hereby **CERTIFY** that,

# **ALMENA RECRUITMENT LIMITED**

is on this date 18 Jan 2024 Incorporated under the Companies Act, 2015 and that the Company is a **PRIVATE LIMITED COMPANY**.



.....  
**Registrar Of Companies**

This is a system generated certificate. To validate this document send the word **BRS** to **21546**



BUSINESS REGISTRATION SERVICE  
P. O. BOX 30031  
NAIROBI  
13 DEC 2024

To  
ALMENA RECRUITMENT LIMITED  
P.O. Box 2717  
00100 - G.P.O NAIROBI

## THE COMPANIES ACT, 2015

Records relating to the below company held by the Companies Registry as at 13 Dec 2024

COMPANY	ALMENA RECRUITMENT LIMITED
COMPANY NUMBER	PVT-8LU2BVBG
NOMINAL SHARE CAPITAL	5,000,000.00
NUMBER AND TYPE OF SHARES (VALUE PER SHARE)	ORDINARY: 50000 (KES 100.00 EACH)
DATE OF REGISTRATION	18TH JAN, 2024
REGISTERED OFFICE	P.O BOX 59886 CITY SQUARE TELEPHONE: +254717944299, EMAIL: ASMACSGH@GMAIL.COM COUNTY: NAIROBI, DISTRICT: NAIROBI EAST DISTRICT , LOCALITY: NAIROBI EAST STREET: LUSAKA ROAD, BUILDING: SHEM PLAZA
POSTAL ADDRESS	P.O BOX 59886 CITY SQUARE
ENCUMBRANCES	

Name of Directors and Shareholders of the above company with their particular are as follows

NAME	DESCRIPTION	ADDRESS	NATIONALITY	SHARES
COLLINS ELIJAH MWIZENDE PERU	DIRECTOR	P.O BOX 59886 CITY SQUARE	KENYAN	
BOADU NANA KWABENA	DIRECTOR/SHAREHOLDER	P.O BOX DS 1299, DANSOMAN- ACCRA, ACCRA- GHANA	GHANA	ORDINARY: 25000
MOHANTY DEV	DIRECTOR/SHAREHOLDER	P.O BOX ASMACS LTD, 411- SAI CHAMBERS, SANTACRUZ EAST, MUMBAI-400055, INDIA	INDIA	ORDINARY: 25000
HANNAH NGINA NJUBI	SECRETARY	P.O BOX 102831 JAMIA	KENYAN	
TOTAL				50000

Yours Faithfully,  
REGISTRAR OF COMPANIES



REF NO: OS-52F5ZR68

**DISCLAIMER:** THIS IS A SYSTEM GENERATED CERTIFICATE AND DOES NOT REQUIRE A SIGNATURE

Serial No: 060524150259



This is to Certify that

ALMENA RECRUITMENT LIMITED

is a member of the  
Kenya National Chamber  
of Commerce and Industry  
From

June 2024

to

June 2025

FRIENDS OF THE CHAMBER  
MEMBERSHIP

Dr James Mwaura  
Nairobi Chairman

Dr. Erick Rutto  
Chamber President



## NAIROBI CITY COUNTY

City Hall Building,  
City Hall Way,  
Nairobi, Kenya

P.O. Box 30075-00100  
Nairobi, Kenya  
info@nairobi.go.ke

# UNIFIED BUSINESS PERMIT TRADE LICENCE

LICENSE NO.: **TLA042720**  
VALIDITY: **ANNUAL**

EFFECTIVE DATE: **29 JAN, 2024**  
EXPIRY DATE: **30 JAN, 2025**

Nairobi City County grants this Trade License to

BUSINESS NAME: **ALMENA RECRUITMENT LIMITED - HEAD OFFICE**

Registration details:

Registration No.: **PVT-8LU2BVBG**  
KRA PIN:  
Postal address: **59886**

Physical address:

Unit: **1, Floor: 5TH, SHEM PLAZA,**  
Plot: **209/5017/14, LUSAKA ROAD, Landimawe,**  
**Starehe, Nairobi**

To engage in the following activities/businesses/occupations:

600 PROFESSIONAL, TECHNICAL AND FINANCIAL SERVICES

**Mini professional services firm with 1-5 employees/ professionals. Technicians guards etc.**

- ADMINISTRATIVE AND SUPPORT SERVICES

Having paid a license fee of **KES. 16,500.00 (SIXTEEN THOUSAND FIVE HUNDRED SHILLINGS ONLY)**

100	SBP	KES. 10,000.00
200	FIRE	KES. 6,000.00
400	PEST CONTROL	KES. 500.00

Business under this permit shall be conducted at the address as indicated

### DISCLAIMER

Issuance of this permit does not exempt the permit holder from compliance checks, inspections, top-ups or adherence to applicable laws. The Nairobi City County Trade Licensing Act 2019 Section 17(1) gives the Director the powers to suspend or cancel a permit in case of false information or non-compliance with the applicable laws.

Date of Issue: **29 Jan, 2024**

By Order of:



POWERED BY



TLA042720



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Alternatively visit [nairobiservices.go.ke/verify](https://nairobiservices.go.ke/verify) and type in the document number



## NAIROBI CITY COUNTY

City Hall Building,  
City Hall Way,  
Nairobi, Kenya

P.O. Box 30075-00100  
Nairobi, Kenya  
info@nairobi.go.ke

# TERMS & CONDITIONS

This licence is issued under section 12 of the Act subject to the following terms and conditions: -

1. Compliance with the provisions of the Nairobi City County Trade Licensing Act and any other legislation relevant to the trade.
2. This licence is not transferable.
3. Where a business is carried on in or from more than one premise, the business carried on in or from each premise is deemed to be separated business and as such a separate license is required;
4. The licence holder must notify the Director of any changes in the nature of trade, directorship or ownership of the business, location of business or cessation of trade.
5. The licence is a Nairobi City County Government property and must be displayed in a conspicuous place within the business premises and the licence holder must produce the licence whenever an authorized officer requires him or her.
6. The owner of the business should not sell/display their goods outside their licensed premises.
7. A person who forges or alters a licence without authority commits an offence and shall be liable on conviction to a fine not exceeding Kenya shillings fifty thousand or to imprisonment for a term not exceeding three months, or both.
8. A person who fails or neglects to renew a licence as required and continues to operate the business or trade commits an offence and shall be liable on conviction to a fine not exceeding Kenya shillings fifty thousand or to imprisonment for a term not exceeding three months, or both.
9. Granting of this License does not legitimise any illegal activity including occupation of a county road reserve or any prohibited area.
10. Under this license, it shall be the duty of every occupier, or owner or agent of a house, or other premise to clean or cause to be cleaned ten meters radius around his or her house or other premises or any area otherwise in his or her control
11. The licence holder shall ensure that appropriate safety measures are in place to mitigate fire and other hazards.
12. The licensed business shall only be conducted in full compliance with National and County health and safety laws and regulations.
13. The licensed business shall submit to periodic inspections for compliance with applicable standards, regulations and laws.
14. The licence holder shall comply with any other condition or directive as shall be necessary for purposes of health, hygiene and safety.
15. Subject to compliance to provided signage dimensions, siting & location requirements as per Outdoor Advertising & Signages policy (2015), NCG Advertising Act (2018) & PLUPA (2019).

POWERED BY



Certificate Date : 18/01/2024

Personal Identification Number

P052290843X

This is to certify that taxpayer shown herein has been registered with Kenya Revenue Authority

## Taxpayer Information

<b>Taxpayer Name</b>	ALMENA RECRUITMENT LIMITED
<b>Email Address</b>	asmacsg@gmail.com

## Registered Address

<b>L.R. Number</b> : NA	<b>Building</b> : SHEM PLAZA
<b>Street/Road</b> : LUSAKA ROAD	<b>City/Town</b> : NA
<b>County</b> : Nairobi	<b>District</b> : Nairobi East District
<b>Tax Area</b> : Nairobi East	<b>Station</b> : East of Nairobi
<b>P. O. Box</b> : 59886	<b>Postal Code</b> : 00200

## Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till Date	Status
1	Income Tax - Company	18/01/2024	N.A.	Active

The above PIN must appear on all your tax invoices and correspondences with Kenya Revenue Authority. Your accounting end month is December unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Dormant' status will automatically change to 'Active' on date mentioned in "Effective Till Date" or any transaction done during the period. This certificate shall remain in force till further updated.

## NATIONAL POLICE SERVICE

**DIRECTORATE OF CRIMINAL INVESTIGATIONS****DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS**

P.O.Box 30036-00100 GPO  
NAIROBI, KENYA

Ref. No. **PCC-LLT5K6D5**Date **10 January 2024****POLICE CLEARANCE CERTIFICATE**

*I hereby certify that the fingerprints recorded from*  
**COLLINS ELIJAH MWIZENDE PERU**

*holder of ID No. **23708523** have been searched in Criminal Records Office's  
database with/without previous record. The validity of the information on this  
certificate is as of the date of issue.*

**REMARKS IN CASE OF PREVIOUS RECORD****OFFENCE(S): NIL****RESULTS OF TRIAL: NIL****DATE: NIL**

***This Certificate has been issued without any alteration or any erasure***

  
**(W.N KIRAI)**

***For: Director, Directorate of Criminal Investigations***  
**(P.T.O)**

**NOTE:** This is a computer generated certificate, to verify the authenticity of this document,  
use the link <https://dci.ecitizen.go.ke/verify>,  
send DCI to 21546 Then Dial \*512# and select "Police Clearance"

**REMARKS**

2. OFFENCE(S): **NIL**  
.....  
RESULTS OF TRIAL: **NIL**  
.....  
DATE: **NIL**  
.....
3. OFFENCE(S): **NIL**  
.....  
RESULTS OF TRIAL: **NIL**  
.....  
DATE: **NIL**  
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4. OFFENCE(S): **NIL**  
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RESULTS OF TRIAL: **NIL**  
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DATE: **NIL**  
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5. OFFENCE(S): **NIL**  
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RESULTS OF TRIAL: **NIL**  
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DATE: **NIL**  
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OFFENCE(S): **NIL**  
.....  
RESULTS OF TRIAL: **NIL**  
.....  
DATE: **NIL**  
.....
7. OFFENCE(S): **NIL**  
.....  
RESULTS OF TRIAL: **NIL**  
.....  
DATE: **NIL**  
.....

DATED this 1<sup>ST</sup> Day of January 2024

LEASE AGREEMENT

BETWEEN

DEBRA LIMITED  
(as the "Landlord")

-and-

ALMENA RECRUITMENT LIMITED  
(as the "Tenant")

---

- in respect of -

Office Number G13, G29 situated on Shem Plaza, Lusaka Road measuring approximately  
700 square feet situated on LR. NO.  
209/5017/14



JM KIRIMI & COMPANY ADVOCATES  
HOUSE 232 EAST CHURCH ROAD  
OFF RHAPTA ROAD WESTLANDS  
P.O. BOX 25663-00100  
NAIROBI

**LEASE**

<b>Date of Agreement</b>	<b>1<sup>ST</sup> January 2024</b>
<b>Landlord</b>	<b><u>DEBRA LIMITED</u></b> a limited liability company incorporated in the Republic of Kenya having its registered office at Nairobi in the Republic aforesaid and of Post Office Box Number 4742500100, Nairobi (hereinafter called “the <b>Landlord</b> ” which expression shall where the context so admits include its successors in title and permitted assigns) of the one part;
<b>Tenant</b>	ALMENA RECRUITMENT LIMITED of certificate of incorporation no ALMENA RECRUITMENT LIMITED of Post Office Box Number 4283-00506 Nairobi, (hereinafter referred to as “the <b>Tenant</b> ”) which expression shall where the context so admits include its successors in title/personal representatives and permitted assigns, as the case may be) of the second Part.
<b>Premises</b>	Office Number G13, & g29 situated on Shem Plaza, Lusaka Road measuring approximately 700. square feet situated on LR. NO. 209/5017/14.
<b>Term &amp; Commencement</b>	The period of <b>Six (6) years from ..... 1<sup>st</sup> day of February 2024 to 31<sup>st</sup> day of January 2029</b>

<b>Rent</b>	<ol style="list-style-type: none"> <li>1. <b>From 1<sup>st</sup> February 2024 to 31<sup>st</sup> December 2025 Kenya Shillings Thirty Nine thousand Nine hundred and Twenty (Kshs.39,920) plus VAT per month payable monthly in advance. On or before 5<sup>th</sup> of every month</b></li> <li>2. <b>From 1<sup>st</sup> February 2026 to 31<sup>st</sup> January 2027 Kenya Shillings fourty three thousand Nine Hundred and twelve ( Kshs 43, 912) only plus VAT per month payable monthly in advance. On or before 5<sup>th</sup> of every month</b></li> <li>3. <b>From 1<sup>st</sup> February 2027 to 31<sup>st</sup> January 2029 Kenya Shillings fourty Eight thousand Three Hundred ( Kshs 48,300) only plus VAT per month payable monthly in advance. On or before 5<sup>th</sup> of every month</b></li> </ol>
<b>Service Charge</b>	<b>The Monthly Rent is inclusive of the service charge</b>
<b>Parking Facility</b>	<b>NIL</b>

**NOW THIS AGREEMENT WITNESSES AS FOLLOWS: -**

**1. Definitions and Interpretations**

In this Agreement except where the context otherwise requires the following words and expressions shall have the following meanings:

**“Additional covenants”** means the covenants set out in the Third Schedule;

**“Common Parts”** mean pedestrian ways, forecourts, entrance halls, landings, lifts, lift shafts, staircases, passages and other areas which are from time to time provided by the Landlord for common use by the tenants and occupiers of the Building and all persons expressly or by implication authorized by them.

**“Insured Risks”** means the risks defined in the Fourth Schedule;

**“Interest rate”** means interest calculated month to month at the rate of two-point five percent (2.5 %) per month;

**“Pipes”** means all pipes, sewers, drains, mains, ducts, conduits, gutters, watercourses, wires, cables, channels, flues, and all other conducting media including any fixtures, louvers, cowls and other ancillary apparatus;

**“Valuer”** means an independent valuer, acting as an expert not as an arbitrator, appointed by agreement between the parties or, failing agreement, appointed by the Chairman for the time being of The Chartered Institute of Arbitrators, Kenya Branch, Nairobi on the application of the Landlord;

The expressions **“the Landlord”** and **“the Tenant”**, wherever the context so admits, include respectively the person for the time being entitled to the reversion immediately expectant on the determination of the Term and the Tenant's successors in title; References to **“the Premises”**, in the absence of any provision to the contrary, include any part of the Premises;

References to **“the last year of the Term”** include the last year of the Term if the Term shall determine otherwise than by effluxion of time and references to "the expiration of the Term" include such other determination of the Term;

References to **“consent of the Landlord”** or words to similar effect mean consent in writing signed by or on behalf of the Landlord;

References to any clause or schedule without further designation shall be construed as a reference to the clause or schedule of this lease so numbered; and

The clause and schedule headings do not form part of this lease and shall not be taken into account in its construction and interpretation.

## **2. Grant of Lease**

The Landlord leases to the Tenant for the Term the Premises together with the rights specified in the First Schedule but excepting and reserving to the Landlord the rights specified in the Second Schedule subject to all rights, easements, privileges, restrictions, covenants and stipulations of whatever nature affecting the Premises and subject to the payment to the Landlord of the Rent payable without any deduction by equal monthly payments in advance the first of such payment to be made on or before 1<sup>st</sup> day of May, 2022.

## **3. Tenants Covenants**

The Tenant hereby covenants with the Landlord as follows: -

- 1.1 To pay the rents on the days and in the manner set out in this lease, not to exercise or seek to exercise any right or claim to withhold rent or any right or claim to legal

or equitable set off and, if so required by the Landlord, to make such payments by banker's order to the bank and account which the Landlord may from time to time nominate;

- 1.2 To pay a two months' security deposit of **Kenya Shillings Sixty seven thousand eight hundred and forty only (Kshs. 67,840)** and increase the deposit during the Term as to ensure that the amount of the deposit shall not be less than three months' rent and such deposit shall be repaid to the Tenant without interest at the expiration of the Term after deduction of all sums owing to the Landlord in connection with the discharge of the Tenant's covenants;
- 1.3 To pay and indemnify the Landlord against Value Added Tax or any tax of a similar nature which may be substituted for it or levied in addition to it chargeable in respect of any payment made by the Tenant under any of the terms of or in connection with this lease or in respect of any payment made by the Landlord where the Tenant agrees in this lease to reimburse the Landlord for such payment;
- 1.4 To pay and to indemnify the Landlord against all charges for electricity, telephone and other services consumed at or in relation to the Premises;
- 1.5 To repair the Premises and keep them in repair excepting damage caused by an Insured Risk other than where the insurance money is irrecoverable in consequence of any act or default of the Tenant or any one at the Premises expressly or by implication with the Tenant's authority;
- 1.6 To clean the Premises and keep them in a clean condition;
- 1.7 At the time of leaving the Premises to redecorate the Premises in a good and workmanlike manner with appropriate materials of good quality to the satisfaction of the Landlord and any change in the colors and patterns of such decoration to be approved by the Landlord;
- 1.8 Not to commit waste nor make any alterations or additions or do any construction work whatsoever to the Premises or any part thereof without the prior written consent of the Landlord, which shall not be unreasonably withheld, provided always that the Lessor may as a condition of giving any such consent require the Tenant to enter into such covenant with the Landlord as the Landlord shall reasonably require in regard to the execution of any such alterations or additions or construction work and the reinstatement of the Premises at the determination of the Term hereby granted or otherwise. The Tenant further covenants to remove at the expiration of the Term such alterations or additions or construction work if required by the landlord and to make good any damage to the Premises caused by the removal;

- 1.9 Not to paint place or exhibit any sign (which expression shall include notices flag bills hoarding advertisements notice boards and placards) outside the Premises without prior consent of the Lessor;
- 1.10 To permit the Landlord to enter on the Premises for the purpose of ascertaining that the covenants and conditions of this lease have been observed and performed and to carry out immediately all work required to comply with any notice given by the Landlord to the Tenant specifying any repairs, maintenance, cleaning or decoration which the Tenant has failed to execute in breach of the terms of this lease;
- 1.11 Not to assign, sub-let or part with the possession of or share the occupancy of the demised premises or any part thereof without prior consent from the Landlord (which consent shall not be withheld unreasonably by the Landlord);
- 1.12 Not to do nor allow to remain on the Premises anything which in the opinion of the Landlord may be or become or cause a nuisance, annoyance, disturbance, inconvenience, injury or damage to the Landlord, his tenants or the owners or occupiers of neighboring premises;
- 1.13 To observe and perform the Additional Covenants;
- 1.14 Within seven days of receipt to produce to the Landlord any notice, direction, order or proposal for the Premises made, given or issued to the Tenant by any competent authority and without delay to take all necessary steps to comply with the notice, direction or order and, at the request of the Landlord but at the cost of the Tenant, to make or join with the Landlord in making such objection or representation in respect of any notice, direction, order or proposal as the Landlord shall deem expedient;
- 1.15 To give notice to the Landlord of any defect in the Premises which might give rise to an obligation on the Landlord to do or refrain from doing any act or thing to comply with the provisions of this lease or the duty of care imposed on the Landlord pursuant to the provisions of any law and at all times require to be displayed on the Premises;
- 1.16 To pay to the Landlord on an indemnity basis all costs, fees, charges, disbursements and expenses incurred by the Landlord in relation or incidental to every application made by the Tenant for a consent required by the provisions of this lease or in relation or incidental to the recovery or attempted recovery of rents or other sums due from the Tenant;

- 1.17 To be responsible for and to keep the Landlord fully indemnified against all damages, losses, cost, expenses, actions, demands, proceedings, claims and liabilities made against or suffered or incurred by the Landlord arising directly or indirectly out of any act, omission or negligence of the Tenant or any person at the Premises expressly or impliedly with the Tenant's authority or out of any breach or non-observance by the Tenant of the covenants, conditions or other provisions of this lease;
- 1.18 In the event of failure to pay the rents or any other sum due under this lease within seven days of the due date whether formally demanded or not, to pay to the Landlord an interest at the Interest rate on the overdue amount from the due date to the date of actual payment provided that nothing in this covenant shall entitle the Tenant to withhold or delay any payment of the rents or any other sum due under this lease after the date on which it falls due or in any way prejudice or affect the rights of the Landlord contained in this lease including the proviso for re-entry;
- 1.19 To pay the fees and disbursements of the Landlord's advocates and all other costs and expenses incurred by the Landlord in relation to the preparation, execution and registration of this lease and the stamp duty thereon; and
- 1.20 At the expiration of the Term to yield up the Premises in good and satisfactory condition and in accordance with the terms of this lease and to give up all keys of the Premises to the Landlord.

#### **4. The Landlord's Covenants**

The Landlord hereby covenants with the Tenant as follows: -

- 4.1 To permit the Tenant peaceably and quietly to hold and enjoy the Premises without any interruption or disturbance from or by the Landlord or any person claiming under or in trust for the Landlord; and
- 4.2 To keep the Structure of the Premises particularly the exterior of the Premises, the walls and roof and other exterior structural parts of the Premises in good repair.

#### **5. Insurance Covenants**

The provisions of the Fourth Schedule shall have effect and the parties covenant with each other to observe and perform their respective obligations set out in those schedules.

#### **6. Provisos**

1. If and whenever during the Term the rents or any part of them are outstanding for fourteen (14) days after becoming due whether formally demanded or not or there is a breach by the Tenant of any covenant or other term of this tenancy agreement, the Landlord may re-enter the Premises or any part of them in the

name of the whole at any time and even if any previous right of re-entry has been waived and then the Term will absolutely cease but without prejudice to any rights or remedies which may have accrued to the Landlord against the Tenant in respect of any breach of covenant or other term of this lease including the breach in respect of which the reentry is made.

2. Each of the Tenant's covenants shall remain in full force notwithstanding that the Landlord shall have temporarily waived or released any such covenant.
3. This Agreement embodies the entire understanding of the parties relating to the Premises and to all matters dealt with by any of the provisions of this lease.
4. Any notice or communication, demand or other document to be given or made by one party to any other under or in connection with this lease shall be in writing and shall be delivered personally or by registered post or by electronic mail (E-mail) to the addresses shown below or to other address as the recipient may have notified to the other party in writing. Any notice or communication, demand or other document served by registered post shall be deemed to have been served within five (5) business days following the day on which it is posted and if served by E-mail shall be deemed to have been served six (6) hours following the E-mail having been sent (the same being within working hours on a weekday) unless a non-delivery of the E-mail is received and if delivered by hand shall be deemed to have been served upon such delivery.

**1. in the case of a notice to the Landlord, to:**

Address:

P.O. Box 47425-00100

Nairobi, Kenya

E-mail Address: [debra.ltd@gmail.com](mailto:debra.ltd@gmail.com) and or such other address or e-mail address as the Landlord shall have specified to the Tenant.

**2. in the case of a notice to the Tenant, to:**

Address:

P.O. Box 4283-00506

Nairobi

E-mail Address: [asmacsgh@gmail.com](mailto:asmacsgh@gmail.com) and or such other address or e-mail address as the Tenant shall have specified to the Landlord.

**7. Option to Renew**

The tenant and the landlord may consent to a renewal of the lease for another term to be agreed upon and at a monthly rent to be negotiated between both parties after the expiry of this lease.

## **8. Dispute**

Any dispute, controversy or claim out of or relating to this Agreement, or the breach, termination or validity thereof, shall in the first instance be resolved through amicable negotiation within fourteen (14) days and where such resolutions through negotiations fail, be referred to court of law with appropriate jurisdiction.

## **9. Applicable law**

The applicable law referred to and governing this agreement shall at all times be the law of Kenya.

## **10. Acceptance**

The Tenant accepts this lease subject to its covenants, conditions, restrictions and stipulations.

### **FIRST SCHEDULE RIGHTS GRANTED**

#### **1. Common Parts**

The right for the Tenant and all persons expressly or by implication authorized by the Tenant, in common with the Landlord and all other persons having a like right, to use the Common Parts for all proper purposes in connection with the use and enjoyment of the Premises.

#### **2. Services**

The right in common with the Landlord and all others persons having a like right, to the free and uninterrupted passage and running, subject to temporary interruption for repair, alteration or replacement, of water, sewage, electricity, telephone and other services or supplies to and from the Premises in and through the Pipes which are laid in, on, over or under other parts of the Building and which serve the Premises.

#### **3. Support**

The right of support and protection for the benefit of the Premises as now enjoyed from all other parts of the Building.

### **SECOND SCHEDULE RIGHTS RESERVED**

#### **1. Services**

The right to the free and uninterrupted passage and running of water, sewage, electricity, telephone and other services or supplies from and to other parts of the Building in and through the Pipes which are laid in, on, over or under the Premises.

## **2. Pipes**

The right to construct and to maintain in, on, over or under the Premises any Pipes for the benefit of any other part of the Building.

## **3. Entry**

The right, at reasonable times and on reasonable notice except in the case of emergency, to enter or in the case of emergency to break into and enter the Premises in order to:

3.1 Inspect, cleanse, connect to, repair, remove, replace, alter or execute any works whatever to or in connection with the Pipes or services referred to in paragraph 1 and 2 of this Schedule;

3.2 View the state and condition of and repair and maintain the building where such viewing or work would not otherwise be reasonably practicable;

3.3 Carry out work or do anything whatever comprised within the Landlords obligations in this lease; and

3.4 Exercise any of the rights granted to the Landlord by this lease.

## **4. Easements**

The right of light, air, support, protection, shelter and all other easements, and rights now or after the date of this lease belonging to or enjoyed by any parts of the Building.

### **THIRD SCHEDULE ADDITIONAL COVENANTS**

1. Not to use the Premises for any purpose other than for office use.
2. Not to leave the Premises continuously unoccupied for more than thirty days without notifying the Landlord and providing such caretaking and security arrangements as the Landlord and the insurers shall require in order to protect the Premises from vandalism, theft, damage or unlawful occupation.
3. Not to permit to be discharged into the Pipes serving the Building any oil or grease or any deleterious, objectionable, dangerous or poisonous matter or substance and to take all reasonable measures to ensure that any effluent discharged into the Pipes will not be corrosive or otherwise harmful to the Pipes or cause obstruction or deposit in them.
4. Not to bring or permit to remain on the Premises any safes, machinery, goods or articles which may strain or damage the Premises or any part of them and, before

bringing onto the Premises and such safes, machinery, goods or articles, to obtain from the Landlord written consent.

5. To comply with all laws, rules, regulations and by-laws relating to the use or occupation of the Premises and to maintain and renew all necessary licenses and authorities.

#### **FOURTH SCHEDULE INSURANCE**

**"Insurance Cost"** means the sums which the Landlord from time to time pays by way of premium for insuring the Premises in accordance with this Schedule and for insuring in such amount and on such terms as the Landlord considers appropriate against all liability of the Landlord to third parties arising out of or in connection with any matter involving or relating to the Premises.

**"Insured Risks"** means fire, lightning, explosion, aircraft (including articles dropped from aircraft), riot, civil commotion, malicious persons, earthquake, storm, tempest, flood, bursting and overflowing of water pipes, tanks and other apparatus, impact by road vehicles and such other risks as the Landlord may from time to time in its absolute discretion think fit.

1. The Landlord will insure the Premises and maintain the insurance unless it is vitiated by any act of the Tenant or by anyone at the Premises expressly or by implication with the Tenant's authority.
2. The insurance will be effected against damage or destruction by the Insured Risks with such reputable insurance company as the Landlord may from time to time decide for:
  - (a) such sum as the Landlord may from time to time be advised as being the full cost of rebuilding and reinstating the Premises including architects', surveyors' and other professional fees, the cost of debris removal, demolition and site clearance; and
  - (b) the loss of Rent and Service Charge payable under this lease from time to time, for three years or such long period as the Landlord may from time to time deem to be necessary for the purpose of planning and carrying out the rebuilding or reinstatement.
3. If and whenever during the Term the Premises or any part of it is damaged or destroyed by any of the Insured Risks so that the Premises are unfit for occupation and use and payment of the insurance money is not refused in whole or in part by

reason of any act or default of the Tenant or anyone at the Premises expressly or by implication with the Tenant's authority:

- (a) the Rent or a fair proportion of it, to be determined by the Valuer in the event of dispute, according to the nature and extent of the damage sustained will cease to be payable until the Premises or the affected parts have been rebuilt or re-instated so that the Premises or the affected parts are made fit for occupation or use; and
- (b) the Landlord will immediately apply all moneys received in respect of the insurance, except sums in respect of loss or Rent, in rebuilding or reinstating the Premises so destroyed or damaged making up any difference between the cost of rebuilding and reinstating and the insurance money received out of the Landlord's own money.

4. The Tenant agrees with the Landlord:

- (a) to comply with all the requirements and recommendations of the insurers;
- (b) not to do or omit anything which could cause any policy of insurance on or in relating to the Premises to become void or voidable wholly or in part nor anything by which additional insurance premiums may become payable;
- (c) to keep the Premises supplied with such firefighting equipment as the insurers may require and to maintain such equipment in efficient working order;
- (d) not to store or bring on the Premises any article, substance or liquid or a specially combustible, inflammable or explosive nature; and
- (e) to give notice to the Landlord immediately on the happening of any event which might affect any insurance policy on or relating to the Premises.

**AND** the Tenant hereby accepts this lease subject to the covenants conditions provisions stipulations and agreements contained herein.

**IN WITNESS WHEREOF** the parties have executed this Lease this 1<sup>ST</sup> day of January Two Thousand and Twenty four

**SEALED with the Common Seal**  
of the LANDLORD

Name: Dr. Shadrack Muriuki  
ID/Passport No. 2368412  
PIN No. A001215354M  
Signature: [Signature]

**JULIUS MATOKE ANYOKA**  
**ADVOCATE, COMMISSIONER**  
**FOR OATHS & NOTARY PUBLIC**  
**P. O. Box 29667 - 00100, NAIROBI**  
SIGNATURE: [Signature]

.....  
**Signature & Designation of**  
**the Person Certifying**

**Executed**

By the **TENANT** in the presence of

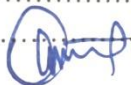
**Director**

Name: COLLINS ELIJAH MWIZENDE PERU

ID No. 23708523

PIN No.....

Signature.....



**JULIUS MATOKE ANYOKA**  
**ADVOCATE, COMMISSIONER**  
**FOR OATHS & NOTARY PUBLIC**  
**P. O. Box 29667 - 00100, NAIROBI**  
**SIGNATURE:.....**

**Signature & Designation of  
the Person Certifying  
Drawn By:**



**JM KIRIMI & COMPANY ADVOCATES**  
**HOUSE 232 EAST CHURCH ROAD**  
**OFF RHAPTA ROAD, WESTLANDS**  
**P.O. BOX 25663-00100**  
**NAIROBI**  
[info@jmkadvocates.co.ke](mailto:info@jmkadvocates.co.ke)

MEMBERSHIP NO

0\_0\_/551



**ASMAK**

ASSOCIATION OF SKILLED  
MIGRANT AGENCIES OF KENYA

DATE OF ISSUE: 29 / 04 / 2024

DATE OF EXPIRY: 28 / 04 / 2025

SERIAL NO: 2024/098

# Certificate OF MEMBERSHIP

This is to certify that

*Amena Recruitment Limited*

is a member of the

**ASSOCIATION OF SKILLED MIGRANT AGENCIES  
OF KENYA**

Chairman

Secretary

