

TASK-ME HOLDINGS LIMITED



COMPANY PROFILE

INCORPORATED IN 2017

"we are not satisfied till you are"

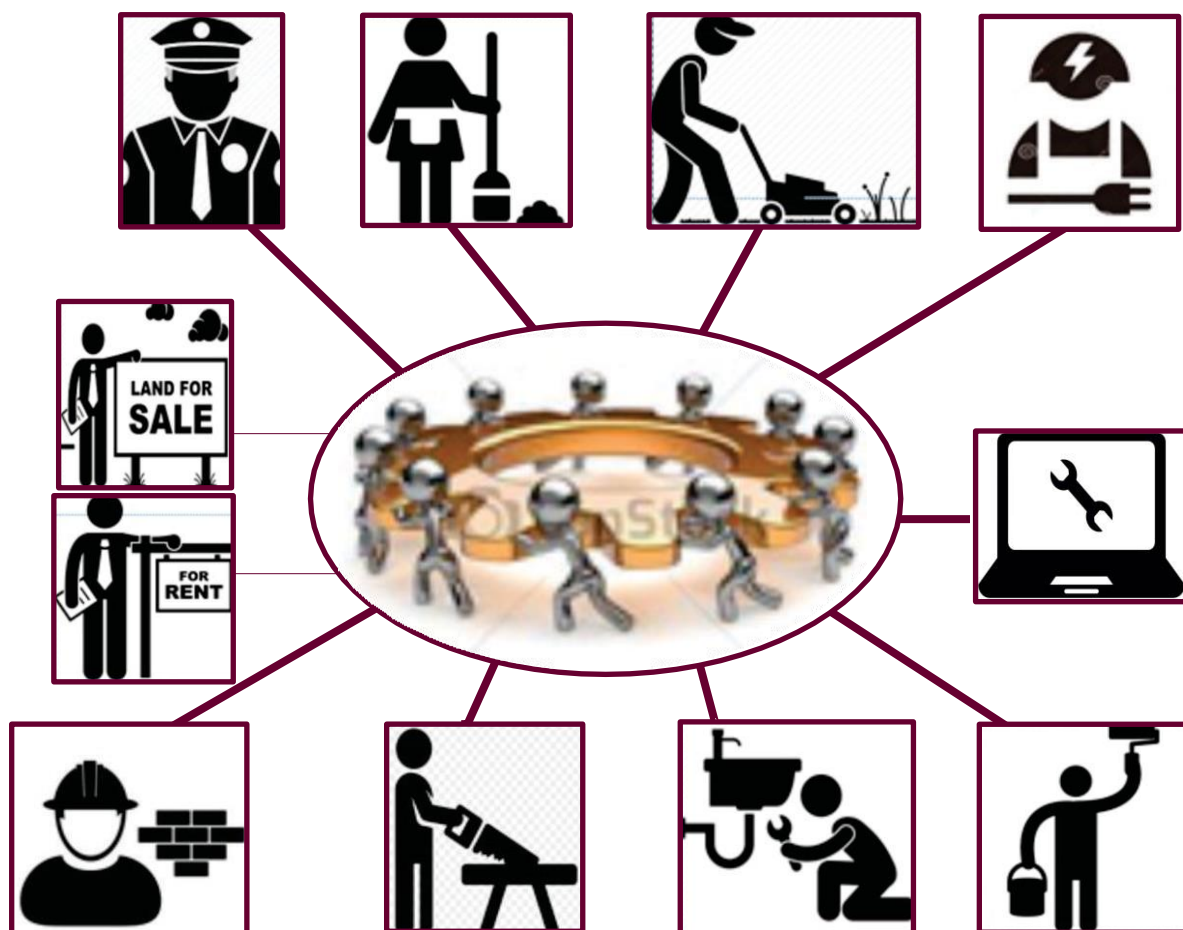
INTRODUCTION

TASK-ME HOLDINGS LIMITED was incorporated in Kenya in the year 2017. Our company is based in Kericho and is duly registered under the companies act (CAP 486) of company registration. Its an integrated service oriented company that provides a one - stop comprehensive facility management services.

The one—stop approach provides a well coordinated and organized service provision in real estate management, security, cleaning and general maintenance to any given premises or institution.

Our core services are:-

- 1. Cleaning Services**
- 2. Security Services**
- 3. Property Maintenance & repairs**
- 4. Management of properties.**
- 5. Man power provision**



MISSION STATEMENT

To excel in the provision of efficient and seamless customer driven and cost effective facility management, cleaning, security, property maintenance and man power provision by:

- **Ensuring that the client remains the focus and center of our activities.**
- **To differentiate through superior service which adds value but remains affordable?**
- **To provide operational excellence.**
- **To continually invest in employing and developing quality personnel.**
- **To stay innovative in the application of technologies and solutions.**
- **To remain the market leaders who lead by example**

OUR VALUES

Our core values have their origin in the respect of ethical practices in our business and personnel practices. Honesty, integrity and good practices at all times while nurturing the aspirations of our stake holders is at the heart of our business through:

- **Focus on our customer needs.**
- **Uphold high Integrity in all our actions**
- **Ensure the ongoing success and good returns to all our stakeholders.**
- **Forge teamwork so as to succeed.**
- **Encourage our employees to always go the extra mile**

VISION STATEMENT

To be the most recognized comprehensive facility management company in the provision of customer focused, personal and corporate services in the region and Kenya
Through being the pre-eminent provider of comprehensive support services through the consistent achievement of excellence in every sphere of facility management.

OUR GOAL

To provide effective support services to our customers so as to enable them concentrate on their core business.

TASK-ME PROPERTY MANAGEMENT DIVISION

A property can be nicely designed and in a desired area, but it will not attract the right clientele if the property is not managed professionally, Security is not assured and cleanliness is not at its best.

Task-Me Holdings is able to provide these services with a seamless coordination because all these services are given by the same company but managed by interdependent divisions headed by Divisions managers.

Under these divisions we provide elaborate facility management services that leaves our clients not only satisfied but also assured of full occupancy of their premises by providing:

- 1. An efficient and effective rent collection system.**
- 2. A reliable and effective security service**
- 3. A professional cleaning & gardening services**
- 4. A credible bio-degradable garbage collection system**
- 5. A prompt response to repairs and maintenance work (painting, electrical, plumbing & carpentry services)**

RECRUITMENT, TRAINING AND SUPERVISION.

We actively recruit our staff and our target group are young, energetic and agile individuals mostly between 25-35 years. This age set is normally alert and able to endure our strenuous military like training and have over time proven to be more alert and focused.

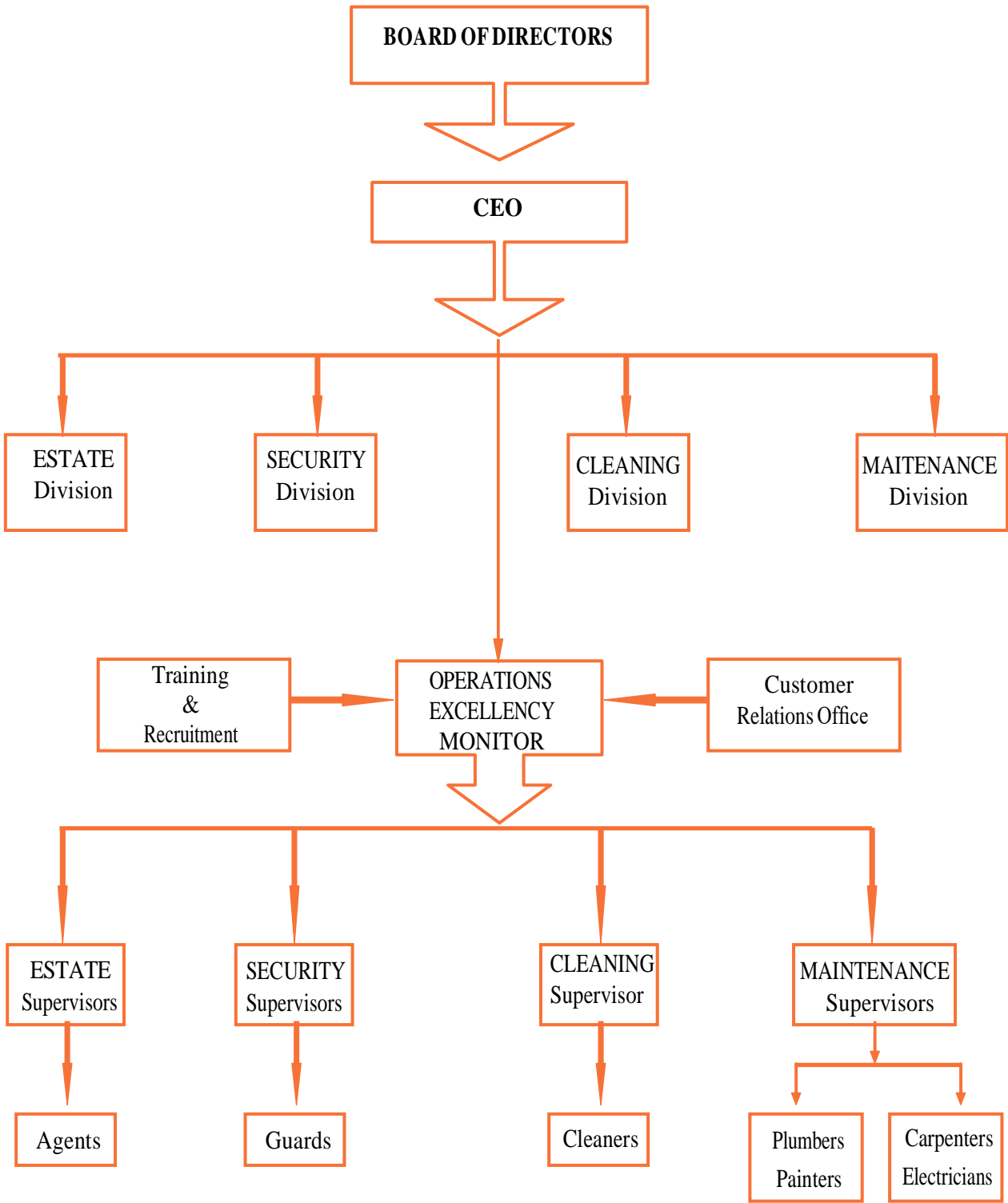
We also ensure that only candidates with a clean criminal background are hired by undergoing thorough vetting systems that include acquiring Certificates of Good Conducts from the police that is renewed annually. Medical checkups are a must to make sure that the recruits are fit to undergo our rigorous training programme as well as perform the task before them.

GOVERNMENT REQUIREMENTS

The company ensures that it has complied with all the government regulations such as NSSF, NHIF contributions, PAYE, VAT compliance, Single Business permit by local Government.

In every aspect of our business, we strive to earn and keep the trust our clients give us when they choose Task-Me Holdings Ltd.

OUR ORGANISATION STRUCTURE



"we are not satisfied till you are"

PROFESSIONAL QUALIFICATIONS

G.N. OSINDI-OPERATIONS EXCELLENCY



He holds a Bachelor's degree from Moi University. He has been running his own businesses for over 20 years and has vast experience in various fields. He coordinates all company operations and ensures our clients are well served and satisfied.

LYDIA MARITIM: HEAD OF CLEANING DIVISION



She holds a Bachelor's degree in Food Science and Technology from Egerton University. A Diploma in Human Resource Management as well as an Advanced Certificate in Business Management from Kenya Institute of Management. She has over five years' experience in the Tea industry having worked in a multinational tea company. She is also well equipped with various skills, trainings and certifications in Food Safety Management and as well as in a private tea factory. Systems-ISO 22000:2005, FSSC 22000, OSHA, First Aid and Fire fighting.

FRED MARIENGA-HEAD OF SECURITY DIVISION



He has acquired skills in the protection of an organizations systems, network and information assets from security threats. He serves as the point of contact for overseeing the security program of a given organization and ensure safety of both property and employees. He also recruits, trains and supervise security guards

FRANCIS SELIM-HEAD OF MAINTENANCE DIVISION



He holds an Advanced Diploma in Telecommunication Engineering from former KCCT now Multi Media University. He has a lot of experience in Telecommunication Engineering having trained and worked with Telkom Kenya for 18 years.

He oversees all maintenance of minor repairs, fixtures and fittings, painting, landscaping and other activities that upkeep the value of a property.

CHARLES KOSKE-HEAD OF ESTATE MANAGEMENT

He has extensive experience and great interest in Real estate management and a good track record in debt collection.

He's charged with handling complaints, violations and other issues from tenants. Finding and allocating space to tenants when properties are vacant and also handles evictions

COMPANY INFORMATION

Company Name: Task-Me Holdings

Head Office Address: P.O Box 2150-20200, Kericho.

Physical address: Task-Me Holdings Limited

Silver cinema Building 1st floor room 001

Email Address: taskmeholdings@gmail.com

Website: www.taskmeholdings.co.ke(under construction)

Contact person: Lydia C. Maritim

Telephone Numbers: +254 722605573

+254 722712300

Division Of Heads:

1. Lydia Maritim

Manager, Cleaning Division

Contact Information: 0722605573

2. Charles C.Koske

Manager, Property Management Division

Contact Information: 0720423131

3. Fred Marienga

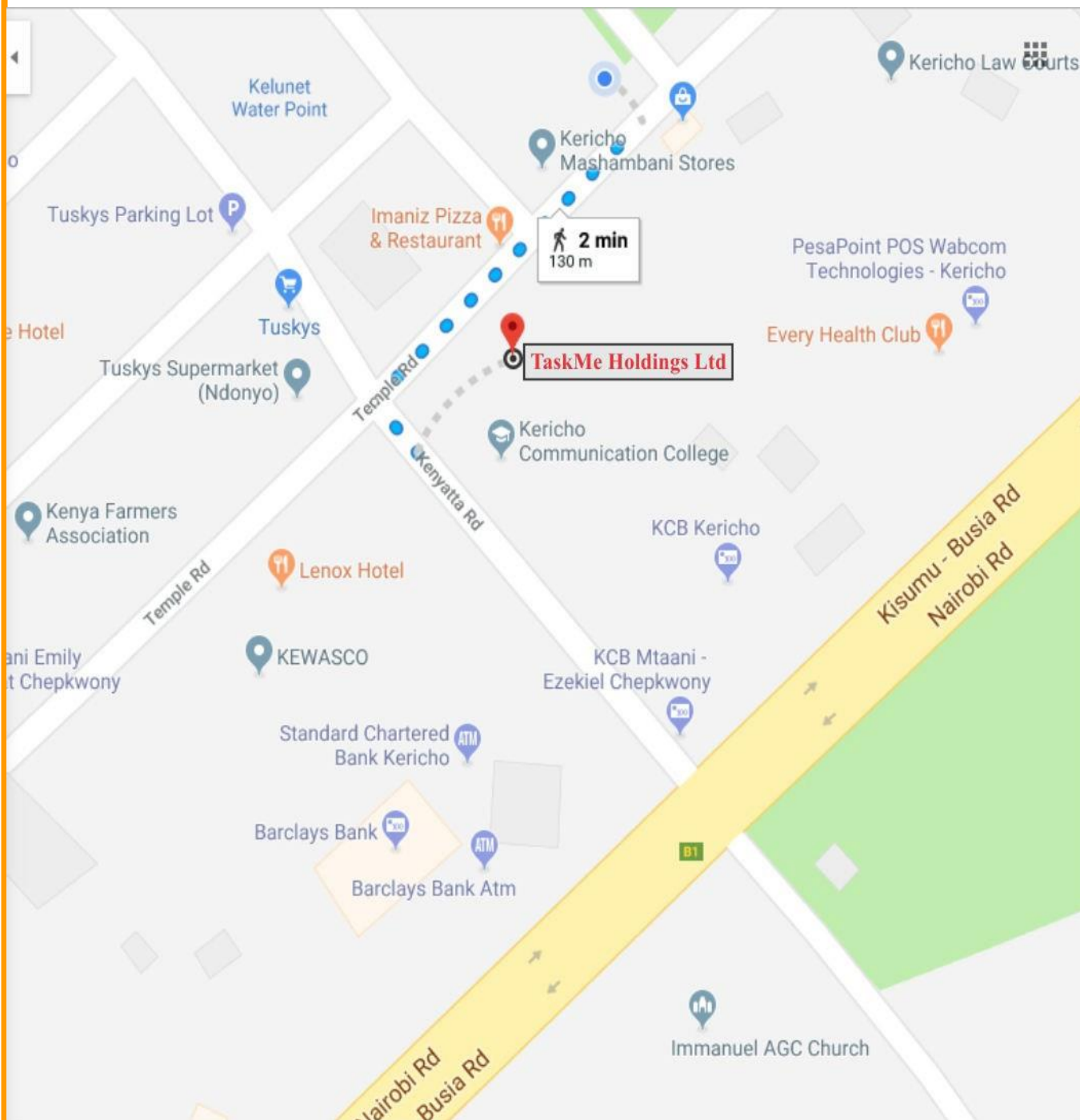
Manager, Security Division

Contact Information: 0703 366654

4. Francis Selim

Manager, Maintenance Division

Contact Information: 0722652040



“we are not satisfied till you are”



No. PVT-MKURGJA

CERTIFICATE OF INCORPORATION

I hereby **CERTIFY** that,

TASK-ME HOLDINGS LIMITED

is on this date 21 Nov 2017 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**

SINGLE BUSINESS PERMIT

31-**No. 31792**
YEAR: 2018



REPUBLIC OF KENYA

Permit No: 78977/2018



COUNTY GOVERNMENT OF KERICHO KERICHO TOWN GRANTS THIS SINGLE BUSINESS PERMIT TO

Business No: **BC78977**

Business Name: **TASK-ME HOLDING LTD**

Certificate of Registration No/ID No:

12483178

Pin No:

P051679172Y

VAT No:

Customer Name: **NYAUMAH G. OSINDI**

To engage in the activity/business/professional of occupation of:

Business Activity:

SMALL COLD STORAGE FACILITY: UP TO 100SQ.M

Activity Code: **350 - (CLEANING MATERIALS AND SECOND HAND)**

Ksh (In Words): **Ten Thousand Shillings Only (10,000.00/=)**

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

P.O Box:

2150

Postal Code:

20200- KERICHO

Physical Address:

SANSORA BUILDING

Plot No:

631/15/063

Phone:

0722712300

Email:

taskmeholdings@gmail.com

Valid From:

Date of Issue:

15-03-2018

**ISSUING OFFICER
KERICHO COUNTY
P.O. Box 112 - 20200
KERICHO.**

Expiry Date:

31-12-2018

**SUB-COUNTY
KERICHO**

Name & signature of Issuing Officer

RICHARD TONUI

Name & signature of Authorized Officer

[Signature]

(COUNTY GOVERNMENT OF KERICHO)

NOTICE: Granting this permit DOES NOT EXEMPT the Business identified above from complying with regulations on Health and Safety as established by the Government of Kenya and the COUNTY GOVERNMENT OF KERICHO.

PIN Certificate
www.kra.go.ke

Certificate Date : 06/12/2017

Personal Identification Number
P051679172Y

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

Taxpayer Information

Taxpayer Name	TASK-ME HOLDINGS LIMITED
Email Address	TASKMESECURITIES@GMAIL.COM

Registered Address

L.R. Number :	Building : SILVER CINEMA BUILDING
Street/Road : KENYATTA ROAD	City/Town : KERICHO
County : Kericho	District : Kericho District
Tax Area : Kericho Municipality	Station : KERICHO
P. O. Box : 2150	Postal Code : 20200

Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till Date	Status
1	Value Added Tax (VAT)	28/11/2017	N.A.	Active
2	Income Tax - Company	28/11/2017	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.



Tax Compliance Certificate

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callcentre@kra.go.ke

www.kra.go.ke

Taxpayer PIN :P051679172Y

Certificate Date: 14/09/2018

Name and Address :

Task-me Holdings Limited

SILVER CINEMA BUILDING, KERICHO, Kericho District,
PO Box:2150,
Postal Code:20200

Certificate Number:

KRAKCO2681172018

This is to confirm that Task-me Holdings Limited, Personal Identification Number P051679172Y has filed relevant tax returns and paid taxes due as provided by Law.

This Certificate will be valid for twelve (12) months up to 13/09/2019.

This certificate is issued on the basis of information available with the authority as at the Caveat certificate date mentioned above. The Authority reserves the right to withdraw the certificate if new evidence materially alters the tax compliance status of the

Disclaimer : This is a system generated certificate and does not require signature.

S/No.: E105739



Certificate of Registration

This is to certify that

TASK-ME HOLDINGS LIMITED

of

P.O. BOX 2150-20200 KERICHO

has been Registered as Employer Number 21196443

under the NSSF Act No. 45 of 2013 of the Laws of Kenya

this 04 day of JANUARY Year 2018


For: MANAGING TRUSTEE

This Certificate has been issued without any alteration whatsoever

RE_0001

27/09/2018

THE DIRECTOR,
TASK-ME HOLDING LIMITED,
PO BOX 2150,
KERICHO.

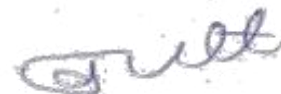
RE: REGISTRATION WITH NHIF

This is to notify that you have been officially registered with NHIF under NHIF Code Number 159603.

NHIF contributions of your employees must be received on or before 9th of every subsequent month with effect from SEPTEMBER, 2018. Any payments (s) made after due date i.e. 9th OCTOBER, 2018 equals to 2 (Two) times the amount due.

Your cooperation on this matter is highly appreciated.

Afya Yetu. Bima Yetu.



JANETH C. MARITIM (Compliance Officer)
FOR BRANCH MANAGER.



NATIONAL HOSPITAL INSURANCE FUND, Sinendet Plaza 1st Floor
P.O. Box 1948 - 20200, Kericho. Tel: (052) - 2020518, (052) 2020618. Email: kericho@nhif.or.ke

