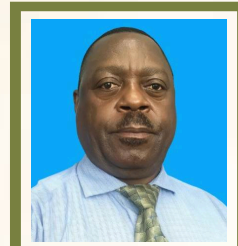


Registration:

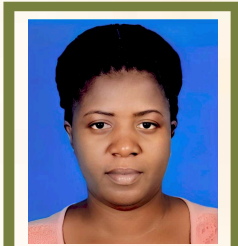
MATENA Associate is registered as Audit Firm vide Registration number 105850 issued on 5th April 1995 and with the National Board of Accountants and Auditors vide Registration number P.F. 065.

Partners:

The following are the Practicing Partners of the Firm:



Baraka O. Maerere
FCPA-PP
Managing Partner



Happy J. Mvuyekule
ACPA-PP
Partner

The key professionals on full time basis include inter alias;

A. PARTNERS:

➤ Baraka Onema Maerere - Managing Partner

He holds an Advanced Diploma in Accountancy (IFM), Post – graduate Diploma in Accountancy (IFM), CPA (T) Professional degree and is a registered Fellow Certified Public Accountant (FCPA) with over 40 years post qualification professional experiences as auditor and accountant.

Baraka is based in Dar es Salaam and his over 8 years with Tanzania Audit Corporation (TAC) saw him rising to the rank of senior Auditor. At TAC he was a key team member and Team leader on a variety of audit assignments. He has also gained a lot of work experience as Chief Accountant of National Milling Corporation and latter Agip Tanzania Limited.

➤ Happy Jonas Mvuyekule – Partner (Audit and Tax)

Happy has post professional qualification of over 10 years in the field of Accountancy, Auditing and Taxation. She holds the following academic and professional qualifications

- Certificate in Accounting (2008) - Tanzania Institute of Accountancy
- Advance Diploma in Accountancy(2011)- Tanzania Institute of Accountancy
- Certified Public Accountant - CPA (T) (2013) - NBAA
- Certified Public Accountant - CPA (PP) (2018) - NBAA
- Diploma in IPSAS(2022)

At Matena Associate firm as an Associate Partner she assists Partners in executing audit plans, translating audit plans into action programs, supervises audit teams, reviews completed assignments, prepares financial statements into a form for publication and compiles management audit reports for final review by Partner and clears technical problems raised by team members in the field. She was promoted to full Partner in 2022

B. HUMAN RESOURCES:

The Firm's human resources comply of highly talented, self-motivated, goal directed and skilled professionals as partners, employees and consultants. They possess the creativity, experience and business knowledge which enables MATENA Associates to provide efficient, high value added services, and innovated solutions tailored to the need of broad spectrum of clients.

C. AUDIT SOFTWARE

We are Subscribed to AudiTech



Audit Digitization & Automation Platform

AudTech Solutions Private Limited has developed cloud-based Audit Platform, to Digitize and Automate the Audit process for an Audit/Accounting firms. This will help firms to ensure compliance, increased efficiency, enhanced quality & reduced cost.

At AudTech, we support Practicing firms to keep pace with the changing regulatory environment, adoption of new technologies and trainings.



PHYSICAL ADDRESS:
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Phone +255 764 492 864, +255 754 763 097
Office: +255 795 859 305
E-mail: info@matenaassociates.co.tz
Website: www.matenaassociates.co.tz

Our Firm:

MATENA Associates is a growing professional services firm supplying the best in **accounting, taxation, auditing, general business consultancy and related professional services** to companies, enterprises and public institutions.

Our Vision

“MATENA Associate vision is to become a premier accounting and consulting firm of international repute where we believe that, our success depends first and foremost on people. By respecting people in everything we do, we will be developing and maintaining high quality and mutually beneficial relationships with our clients, professional colleagues, referral sources, vendors, community members and each one of us”

Mission Statement:

“We seek to create long-term client loyalty by developing a deep understanding of each client’s business and goals by demonstrating unwavering reliability and integrity in our work and by acting independently and objectively to serve our clients and the general society.

We seek to maintain an environment where, commitment to quality, honesty, respect, fairness and professional ethics govern the actions and decisions of everyone within our firm”

Our Services

MATENA Associates offer a fairly complete range of business services to our clients. Our accounting and auditing professionals ensures that our clients are provided with responsive and proactive advises as well as assurance services. Our tax experts develop strategies for clients and that all tax matters are professionally handled and elaborated. To provide focus and enhance value to our clients, our firm’s professional services are organized along the following service lines:

- Auditing
- Assurance
- Accountancy
- Tax Consultancy and Planning
- Financial Management and Business Operations
- General Business Consultancy

Because every client is important to us, we treat our entire client on individual basis. A specially designated qualified accountant and relevant consultants from our different service areas looks after every Matena Associates' client. Leading by principals, each staff takes the time to understand client's business to be able to offer the right services just when they are needed. We add value to your business and understandings.

Accounting, Auditing and Investigations

Our auditing and accountancy services are not limited to meeting statutory requirements. We help our clients achieve their objectives, measure performances and manage risk characterizing their business undertakings.

Our Auditing and Accountancy units provide the following services:

- Statutory audits
- Management audits
- Special audits and Investigations specifically tailored to client’s needs
- Advises on regulatory compliance, accounting standards and accounting practices
- Development, design, review and implementation of:
 - Accounting /operational controls and systems
 - Accounting policies
 - Accounting and Financial Manuals

We appreciate and recognize that every client is unique in outlook, thus requiring audit plan tailored to its particular obligations and requirements. Our firm observes professional independence and integrity with resultant objectivity.

The key principles that guide our approaches are as follows:

- Clear understanding of the assignment and planning
- Supervision of the engagement for effectiveness and efficiency
- Keeping close and continuous communications with the client
- Continuous evaluation of performances to identify areas for improvement
- To provide our clients with meaningful advises and insights of their business

Our sum up guide is therefore to emphasize on strengthening of systems and controls relating to the business in addition to the audit of financial statements.

To ensure that our audits are in accordance with the requirements of International Standards on Auditing our firm uses the following audit systems:

 AudTech Audit Workflow Management System

We adhere to: **IFAC Code of Ethics fundamental principles for all Accountants**



Taxation:

Tax Laws are characterized by frequent new and complex changes in statutory requirements. Slight oversights may lead to overpayment of taxes thus affecting your cash flow and / or paying less tax, and thereby risking penalties.

It is therefore, with this view that our experienced and specialized tax experts offer the following:

- Tax planning
- Maintain tax records and ensure compliance with tax regulations
- Liaise with the relevant revenue authorities

Our firm provides tax services in the following areas:

- Preparation and filing tax returns for all forms of business undertakings and individuals
- Tax review of financial statements and giving appropriate tax advises
- Preparing tax computations
- Computing tax payments and pursuing tax refunds
- Filing PAYE and other payroll taxes and end of year returns
- Lodging objections for incorrect assessments
- Assist clients in VAT Compliance and planning
- Undertakes audits for VAT Refund claims

Financial Management and Business Operations:

Our Finance Management and Business Operation Unit provide the following services:

- Budget preparations and review
- Cash flow forecast preparations and review
- Company registration Processing
- Trading / Business Licences Processing
- Financial feasibility studies
- Staff Recruitment
- Job analysis and evaluation

Clients:

We have now more than 120 business clients covering wide ranges of business activities.

MATENA Associate’s clientele includes the following (to mention a few):

- Mansons Mines Logistics Limited
- Lotus Valley Limited
- Rashal Petroleum Limited
- Tanzania Petroleum Services Limited
- China Petroleum Pipeline Engineering Limited
- Rashal Energies Limited
- Easy Travel and Tours
- Oryx SACCOSS Limited

- Starpeco Limited
- PL Dispatch Limited
- E A Capital Limited
- Twiga Tanzania Limited
- Widen Family Company Limited
- Petroafrica (T) Limited
- Africa Brand Corporation
- RC International Ltd
- Kibaha Conference Center
- Dalasho Enterprises Limited
- Gobsan Company Limited
- Web Corporation Limited
- Sprint Cargo Logistics Limited
- K&M Archplans (T) Ltd
- Jambo Freight Limited
- Jaffery Ind. Sain Limited
- Pendharkar Associates
- Bashe Diary Farm Limited
- Mikalile Trading Limited
- Mika Meats Limited
- Tanzania Chamber of Commerce Industry and Agriculture
- AK Management and Outsourcing Limited
- Interactive Tours and Safaris Limited
- Domaka General Supplies
- CAMFED Tanzania Limited - NGO
- Panone and Company Limited
- Hexagon Limited
- Missionary Sisters of St. Pauline
- White Ribbon Alliance - NGO
- Kijana Jasiri Resilience Organization - NGO
- Kumi Industrial Tanzania Limited

Business is challenging. That’s why clients seek our sound business judgment and innovative, yet disciplined, application of specialist skills. They know that finding the right answers means more than just technical competence.

We always approach issues from a business perspective. Our clients receive relevant, balanced advice, alerting them to the arguments for and against. We believe that by understanding both sides of arguments, our clients can make the best decisions for their businesses.

We have performed several part-time engagements to our clients on retainer system basis. This arrangement assists client to have monthly accounting consultancy without employing a full time Accountant.