



Profile and Capability Statement 2023

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1. Technical Background

1.1 About ark

Ark, an approved ACCA employer, is a full-service firm registered to engage in professional consulting, accounting, audit, and assurance services. The practice consists of Ark Associates Limited, a company that handles taxation, accounting, and Company Administration related services while Ark Partners is a partnership handling audit and assurance services. At ark, we pride ourselves in being the mark of compliance. Our desire is to encourage awareness in all our clients “that compliance from day one sets one free from non-compliance costs”. We have a robust and rich professional background. All Directors have the Big 4 labelled firms experience that span over 15 years working in auditing, assurance, tax, company administration services, accounting, and finance areas. The firm positions itself as being “clearly different” as it is made up of a good mix of partners with high professional integrity, character, commitment, consistency, relevant knowledge, and experience to work with various business entities and development partners on program for results.

1.2 Our Vision

To be a trusted accountancy & business consultancy practice offering practical and innovative solutions.

Ark’s mission field is to be a country leader in the profession by:

- Providing dynamic opportunities, open environment that encourage creative and innovative thinking and challenge our people to meet optimal levels of success.
- Meeting the current and future needs of our clients and help them to cultivate long term success.
- Supporting and promoting the highest ethical, governance and professional standards.
- Creating a harmonious balance between work, family, and community life.

1.3 Our core values

Since our inception, we have held a set of core values which still drive us today, giving ark its distinctive character and defining our approach to the profession.

- **Servant’s heart:** Serving its people and clients
- **Integrity:** Trustworthy, Honest, Principled, Compliant, Accountable, Transparent and Ethical
- **Creativity & Innovation:** Learn, Grow, Live
- **Teamwork:** Team Leaders, Proactive, Team Players, Dependable
- **Respect:** Passionate, Approachable, Warm, Attentive
- **Balance:** Health, Family, Community and Fun.

1.4 Our Practicing Licenses, affiliations, services, and approach

▪ Company's practicing licenses

Our key certifications can be summarized as follows:

Criteria	Metric
Staff with tax consultancy certificates	4
Staff with NBAA membership (local CPA)	3
Staff with ACCA (UK) membership	4
Staff practicing as advocates (lawyers)	3
Staff with certification to sign under PP designation	2

Our associate employees are currently pursuing either the ACCA profession or the local CPA certification.

▪ Our services

Ark provides several professional services including:

1. Accounting support services
2. Audit and Assurance (statutory and internal)
3. Legal (labour, immigration, corporate administration, litigation, liquidation support)
4. Mergers, acquisition, and investment support services
5. Tax compliance and advisory services including transfer pricing compliance support

The firm provides these services based on deep industry knowledge and experience that the partners and staff have developed overtime and through the on the job learning experience. Our company administration services have given our clients tangible results and our clients have placed high reliance on our support. We provide accounting services using accounting software available online where our clients will have access to relevant summaries that keep them informed of key financial metrics.

For more information on our services, please visit our website www.ark.co.tz.

▪ Affiliations

We are affiliated with Moore, an international audit and consultancy firm where we have access to relevant knowledge pertaining to management consulting, auditing, and accounting frameworks which are updated regularly and are available to each of Ark's professional staff. We also work with professional legal firms, and we have always relied on their professional input on matters where we lack expertise. With these associations, we work with a pool of sufficient knowledge and expertise, something that has always put our firm at a competitive advantage.

▪ Our approach to delivery of services

The size of our team ensures that we are always able to promptly deal with our clients' compliance needs. Our speed of response is always enhanced by efficient work processes as well as our unique focus on knowledge management and clear understanding of needs. We strive to offer a timely and distinctive quality

service by making sure that the tasks we carry out are thoroughly reviewed and refined by our senior team members with relevant expertise before they are delivered to our clients' management.

1.5 Statement of experience in professional services

Partners and professional staff at Ark possess extensive knowledge and experience in audit, assurance, taxation, and general compliance in professional services. The firm is equipped with staff with required knowledge relating to taxation, human resources, company administration, accounting, and audit & assurance services. With more than 15 years' experience in consultancy services, we have advised quite several businesses ranging from group restructuring, staffing requirements, tax efficiency plans and tax implications on planned business structures, permanent establishments, and other tax implications on services from foreign firms. We have also advised most clients in managing business risks in areas of document management highlighting key risk areas mainly taxation and other corporate business aspects. Our legal team when combined with our motto makes a complete blend and total enterprise value to our clients.

Our technical expertise does extend to international taxation including local content legislations, transfer pricing assignments, withholding taxes on international related billings, taxation of returns from investments by foreigners, land acquisition and formalization (mainly in Zanzibar), branch profit taxes including other regulatory reforms. We also have worked on donor funded projects and have experience in tax exemption procedures in Tanzania.

Within ark, we believe in Continuous Professional Development (CPD) and staff development. Our partners and professional staff have been attending various trainings, in-house and outside the office e.g., seminars and/or workshops organized by professional bodies. From our motto "compliance is freedom", we keep abreast with emerging issues driven by international standards, and local legislations from relevant regulatory authorities which are key in ensuring our clients are up to date in compliance at the same time remaining focused on core functions of their business. Some of the clients that our staff have advised/worked with include:

Client	Sector
ACCA Tanzania	Professional Association
Alistair Group of Companies	Logistics and transportation
Almar Containers Tanzania Limited	Trading, container business
Ara Petroleum Tanzania Limited	Oil and gas - exploration and production
Buckreef Gold Tanzania Limited	Mining
Capsele Medical Consulting	Medical Consulting
China Harbour Engineering	Construction (marine)
CNBMI Tanzania Limited	Trading, building material
Container Concepts Limited	Trading, container business
CPS Group of Companies	Real estate - Zanzibar
Dar Urban Development (DUD)	Real estate - timber technology
DEC International	Hydropower engineering
DHL Supply Chain Tanzania Limited	Logistics
Echotel Tanzania Ltd	Internet Service providers

Egynile	Investment and trade
Essential Expertise Tanzania Limited	Hydropower engineering
GardaWorld	Private security services
GLFD Logistics Tanzania Limited	Logistics
GOPA-Gesellschaft für Organisation	Environmental engineering
GOPA Worldwide	Consulting – Donor Funded Projects
Henderson Asset Protection services	Private security services
Ifakara Health Institute	NGOs - health
Jac Rijk Africa Limited	Mining contractors
Lindi Jumbo Limited	Mining
M&C Aviation Tanzania Limited	Aviation
Mbeya Cement Tanzania Limited	Manufacturing
Morogoro International School	Education
National Oil Tanzania	Oil Marketing
National Social Security Fund	Social security funds (Government)
Ndovu Resources	Oil and gas - exploration and production
Nguru Hills Ranch LTD	Ranching and abattoir
ROM Solutions Tanzania Ltd	Security technology
Rukwa Generating Co. Ltd	Hydro-Electrical Power Generation
Sellhorn Africa Consulting Limited	Marine consulting engineering
Sokowatch Trading/Services	IT, General Trading Services
The Green Room	Manufacturing (furniture)
T-Marc Tanzania	NGOs - donor funded activities
Trillium Holdings LTD	Hospitality - restaurant
WBHO	Construction (full spectrum)

We also have assisted many other clients, a portfolio of more than a hundred clients serving them in taxation, audit, company administration services, labour and immigration, accounting, and transfer pricing services.

2. Code of Ethics

At Ark, we conduct our business within the framework of applicable professional standards, laws, regulations, and internal policies. Ark follows TRACE anti-bribery guidelines and TRACE has completed its 'TRACE Certification Due Diligence' review of ark. All ark employees have undergone TRACE training with valid compliance certificates. Certification by TRACE signifies that ark has completed internationally accepted due diligence procedures and have been forthcoming and cooperative during the review process. TRACE certification underscores ark's commitment to transparency in international commercial transactions.

3. The ark teams

The single most important commitment we can make to you is to ensure that you will have access to capable and right mix of consistent teams that possess the requisite experiences and dedication. Our team comprises of 27 professional staff [Taxation (13), Audit (10) and Legal (4) legal]. Our administration and support team comprises of 10 staff, and we have attracted 7 Associate Trainees who are training with us (mostly fresh from university). We set out below brief profiles for our Senior Management Team.

3.1 John Shimbala - Partner (Tax, accounting, and Compliance)

John heads the tax, accounting, and compliance practice within ark. John is the practitioner of the firm philosophy, “compliance is freedom”, which we have embedded in our service delivery. He well known in the tax compliance and administration space in Tanzania and is currently heading the consulting arm of the Ark practice in Tanzania. John has worked for PwC for more than 10 years before he branched out to co-find and own the ark business and brand with his fellow partner Godfrey Temba in May 2016. John has more than 15 years in tax consultancy, accounting and audit practice and remains passionate and determined in service delivery. John has simplified compliance matters for clients by making sure compliance is effective from day one. John has worked with the revenue authority in supporting clients thus knowledgeable of the tax administration landscape in Tanzania. John is easily accessible and is passionate about clients’ services and always eager to support enterprise value. His industry experience includes advising large players in various industries ranging from oil and gas, not-for-profit organizations, pension funds, mining companies, construction, retail, and other disciplines. John is a certified accountant in public practice with valid practicing certificates with the Tanzania National Board of Accountants and Auditors (NBAA) and a fellow with ACCA (UK). John also has a valid practicing certificate issued by the Tanzania Revenue Authority (TRA) identifying him as a registered tax consultant in Tanzania.

3.2 Godfrey Temba - Partner (Audit and Assurance Services)

Godfrey is ark’s co-founder offering a clear vision, focused strategy, and impeccable execution of clients’ assignments. He has over 15 years’ experience as a hands-on strategic leader with strong expertise in Auditing, Accounting, Finance and Commerce with insights that guide strategic decision-making and align priorities to the overall business needs. Godfrey has worked on assurance engagements starting with KPMG Tanzania for 7 years, later worked in agriculture sector, processing and extractive industries (with Tanzanite One Mining Tanzania Limited) focused on financial, operational, and commercial and risks for 6 years before finding ark. He has also served on the boards of both Richland Resources and ACCA Tanzania. Godfrey is a certified accountant in public practice with valid practicing certificates with the Tanzania National Board of Accountants and Auditors (NBAA) and a fellow with ACCA (UK).

3.3 Johnpaul Thadei – Director and advocate (Corporate Administration)

Johnpaul brings significant experience from his area of specialisation, namely Company Administration Services and currently heading the Company Secretarial Services Department within ark. Johnpaul worked for PwC for more than 6 years working experience with PwC where he started his career fresh from the University of Dar es Salaam in 2014. Johnpaul has worked on several clients from various industries. In

particular, he has dealt with matters relating to registration of the companies with registrar of companies (BRELA), TRA, Bank of Tanzania (BOT), Contractors Registration Board (CRB), Engineers Registration Board (ERB) and other licensing and regulatory authorities. Johnpaul has been instrumental in advising our clients in Zanzibar especially on matters relating to land acquisition, and formalization including working with our client to obtain investment incentives with Zanzibar Investment Promotion Authority (ZIPA). Johnpaul has also assisted clients with post registration compliance requirements such as filing of statutory annual returns, application and renewal of business licences and permits. Johnpaul is also an expert on Immigration issues as he has been assisting clients in application for work and residence permits for expatriates. Within PwC, Johnpaul was the jurisdiction author and national expert of “Getting the deal through – Corporate Immigration” a magazine published by PwC Global. Johnpaul is a director and advocate within ark and currently supporting our new market in Zanzibar where we have established our branch office.

3.4 Linda Mwambete - Manager and Advocate Corporate Administration

Linda is currently working with ark as legal counsel (Advocate) currently handling the legal and tax administration aspects of the business including handling corporate due diligence matters for our clients. Linda has been very influential in ensuring all legal aspects of engagements (such as compliance with the registrar of companies, employment related matters including mediation and related dispute resolution matters, contract drafting and review, Human resources manuals, mergers, acquisition and liquidation support services, business license application and renewal, Tax exemption and Incentive Scheme in Tanzania, etc.). Linda has further supported clients in compliance with Labour and Immigration departments and handled land related issues for clients. Linda's prior experience includes fraud investigation, consultancies, and related training aspects.

3.5 Brenda Bayona - Manager (Taxation, Investments and Transfer Pricing)

Brenda holds a bachelor's degree in accounting and Finance from Coventry University, United Kingdom. Brenda is a certified accountant, and currently an ACCA (UK) member. Brenda's experience includes roles in accountancy, finance, tax compliance and advisory (full range covering corporate income tax, employment taxes, social securities, VAT, withholding tax, duties and levies, transfer pricing, etc), company administration, transfer pricing, audit, and assurance engagements. Brenda's experience includes various industries such as oil and gas, mining, pension funds, tourism, transportation, manufacturing, consultancy, etc. Brenda has worked with various multinationals and has developed a sound knowledge in international taxation and how this interacts with the Tanzanian local legislations.

3.6 Frida Ngowi - Manager (Audit and Assurance)

Frida holds a bachelor's degree in Banking and Finance and a master's in finance and Investment from the Institute of Finance Management. Frida is a certified accountant, and currently holds a CPA (T) certificate. Frida's experience includes roles in audit and assurance, accountancy and finance, financial reporting, donor funded assignments, budgeting, and tax compliance. While at ark, Frida manages and serves a variety of clients from different industries including mining, oil & gas, manufacturing, real estates, gaming, business entities, government entities and not for profit organizations. Frida has worked extensively and gained practical experience in NGOs with donor funded projects and the banking industries.

3.7 Neema Revocatus – Assistant Manager (Accounting, and Taxation - Zanzibar)

Neema holds a certification in accounting technician from the National Board of Accountants and Auditors with great accounting skills. Neema's experience generally includes working experience in accountancy, tax compliance and advisory services (covering corporate income taxes, employment related taxes, VAT, and withholding taxes for both Tanzania mainland and Zanzibar). Neema's experience includes industries such as construction of buildings, real estates, engineering, consultancy, restaurant etc. Neema has developed interest with accounting through Xero accounting system, and the preparation of financial accounting reports in accordance with International Accounting and reporting standards.

4. Our Contacts

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© 2023 ark. Ark Associates Limited is an independent Tanzanian resident entity with incorporation number 126462 dated 17 May 2016 and tax identification number 130-210-392. With its affiliate Ark Partners, Ark is licensed to provide professional services including tax consultancy, accounting, audit and assurance, company administration, transfer pricing and other professional services. Ark provides the same services in Zanzibar through Ark Limited and Ark Partnership which are duly registered and operational in Zanzibar.

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