



## COMPANY PROFILE

MATUNDU VILLAS – UNIT 1

WESTLANDS, ALONG MATUNDU LANE – OFF SCHOOL LANE/ OR BROOKSIDE DRIVE

### CONTACTS

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## CORPORATE STATEMENTS

### Mission

To provide professional consultancy services that focus on sustainable environmental management, real estate development and management solutions and professional debt collection agency.

### Vision

To become a distinguished consortium in sustainable environmental conservation and set high standards in the property management, real estate agency and professional debt collection agency.

### Purpose

To build long term relationships with our customers and clients and provide exceptional customer services by pursuing business through innovation and advanced technology.

### Philosophy Statement

Our philosophy is sensitivity to client needs, prompt response to the required professional support in environmental services and property management.

### Our Values

We believe in team, creativity, invention, professionalism, accountability and integrity.

## ABOUT US

Eco-Ethics and Development Limited is an independent property management and environmental consultancy firm providing an integrated prime commercial and residential offering, real estate agency and a wide range of sustainable environmental and landscaping solutions. We also offer professional debts collection services.

We work together as a team in a unique approach to design solutions. Working in partnership with clients, we are able to bring professionalism, knowledge, expertise, innovation and enthusiasm to any project.

## SERVICES OFFERED

Eco-Ethics has a firm hands-on expertise in the following distinct fields:

### 1. Property Management and Real Estate Agency

We provide exceptional and reliable service in mapping, maintaining, renovating, leasing and selling of residential, commercial and industrial establishments for busy property owners.

As Property Managers and Real Estate Agents, our goal are to help you achieve your objective, generate a steady stream of income, preserve and enhance the value of your property through the following personalized services:

- (i) **Letting & Leasing of Residential, Commercial and Industrial Establishments**  
We facilitate letting and leasing residential, commercial and industrial establishments. By entering into legal lease agreements, we ensure that the tenants do not vacate the premises before the stated period, adhere to their financial obligations and follow the set rules and guidelines.
- (ii) **Landlord Representation**  
We provide landlords with strategic leasing programs that enhance asset value, maximize cash flow, and decrease carrying and transaction costs. This relieves landlords the hassle of managing tenants and conducting day to day maintenance of their premise.
- (iii) **Rent Administration and Review**  
We facilitate timely collection of rent and service charge. We make prompt payments of rents collected to our clients and take measures against the defaulters. We conduct periodic market research to advice our clients on current market charges and conduct rent reviews on all properties managed.
- (iv) **Buying and Selling of a Wide Range of Property**  
We conduct direct solicitation of property owners and sellers and connect them to our extensive list of potential buyers. We further advise our clients on optimum pricing recommendations for their property and conduct negotiations on their behalf.
- (v) **Building Renovations and Value Addition**  
We facilitate and supervise renovations on establishments to ensure they attain current market standards and meet the needs of prospective clients. We are able to reposition an underperforming asset or portfolio of assets through competitive analysis, pro-active leasing strategies and tenant retention programs.
- (vi) **Professional Landscaping Services**  
We undertake construction projects of drive ways, jogging lanes, swimming pools, fish ponds, water features (fountains and waterfalls), landscaping, greening and maintenance of gardens, sport arenas, private and commercial buildings. We also facilitate supply of turf equipment, lawns and potted plants.

(vii) Property Valuation Contracting

We facilitate property valuation to ascertain open and market value for purpose of sale, insurance, mortgage, book record, rent review and litigation purposes.

(viii) Property Development Contracting

We facilitate property development by sourcing funding, supervising development projects to completion and providing a full range of advisory and practical management services to property owners on sale, lease and letting.

(ix) Supply of Building Materials

On request, we supply quality building materials to enable developers meet construction deadlines.

Observations:

We'll do everything in our power to make property ownership a smooth and profitable experience, managing your acquisition, maintenance, and tenant supervision so you can relax and watch your investment grow.

## 2. Environmental Management

We provide an unprecedented body of expertise in environmental and resource management to help clients identify, understand and comply with environmental legislation. Our goal is to integrate economic and environmental aspects to foster sustainable holistic development through the following activities and programmes:

(i) Environmental Impact Assessment and Audits (E.I.A/EA)

We conduct Environmental Impact Assessment and Audits to ascertain possible consequences of proposed activities, programmes, policies and their alternatives on the environment in accordance with the international and National Environmental Management Authority guidelines.

(ii) Waste and Waste Water Management

We advise and train on the best practices in safe handling, treatment and disposition of various types of wastes and waste water.

(iii) Social Impact Assessment

We conduct Social Impact Assessment to find the social consequences that are likely to follow from specific policy actions or project development. Social impacts include all social and cultural consequences to human populations of any public or private actions that alter the ways in which people live, work, play, relate to one another, organize to meet their needs, and generally cope as members of society.

(iv) Community Resource Mapping

We conduct community resource mapping to show occurrence, distribution, access to and use of resources; topography; human settlements; and activities of a community from

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the perspective of community members. It helps in identifying and examining relationships between a community's resources, topography, settlements, and activities.

- (v) Design and Implementation of Environmental and Community Development Interventions
- (vi) We implement, supervise and direct environmental and community development interventions to ensure efficiency and timely completion.
- (vii) Grant Proposal Development  
We develop grant winning proposals to help entities fundraise for various interventions to address emerging issues.
- (viii) Baseline Surveys  
We conduct baseline surveys to give extensive analysis of current situations to identify the starting points for a program or project.
- (ix) GIS and Digital Mapping  
We offer geographic information system and digital mapping services to capture, store, manipulate, analyze, manage and present all types of spatial or geographical data.
- (x) Natural Resources Management  
We advise and train on the best sustainable practices in management of resources such as land, water, soil, plants and animals, with a particular focus on how the management affects the quality of life for both present and future generations.
- (xi) Project Monitoring and Evaluation  
We conduct project monitoring and evaluation on an on-going or completed project, program, or policy to determine its relevance, efficiency, effectiveness, impact and sustainability and to improve its performance.
- (xii) Urban Planning  
We advise and train on design of the urban environment, including air, water, and the infrastructure passing into and out of urban areas such as transportation and distribution networks.

#### Observations

Our knowledge of local conditions, information and challenges enable us to develop tailor-made solutions for different kinds of environmental challenges.

### 3. Facilitation of Workshops and Customized Seminars

We offer intensive training sessions to organized groups. These are facilitated by highly qualified environmentalist and professionals in housing solutions within and outside Nairobi. Some of our thematic areas include:

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- (a) Biodiversity conservation and green energy
- (b) Funded environmental and socio-economic development projects
- (c) Environmental conflict management
- (d) Sustainable eco-tourism
- (e) Environmental advocacy
- (f) Appropriate building technologies
- (g) Wetland management
- (h) Solid and liquid waste management
- (i) Recycling of waste or refuse (domestic and industrial)
- (j) Projects planning, implementation, monitoring and evaluation
- (k) Training of Trainers (TOT) on community based development projects.

#### 4. Debt Collection Agency

Eco-Ethics and Development Ltd professional debt collection agency is an agency of its kind that offers unique and competitive services. Further, Eco-Ethics and Development Ltd debt collection agency works with individuals, companies and institutions which need to recover bad debts.

##### 4.1 Rationale of Engaging Professional Debts Collection Agency

Credit management has evolved from being a pure accounting function into a first end customer facing function. The business community has lived on the hope that whatever is sold on credit will automatically be paid back. These assumptions have proved not true and very costly with nonperforming debts with no available solutions. As a result, many companies have been forced back to the drawing board to find out the reason for the escalating debts.

In an age when credit begins to play an ever increasing role in the world both in commercial and consumer sectors the knowledge and expertise of credit practitioners becomes a vital function in any organization in order for it to achieve its goals and objectives

In this era, many organizations have suffered in the hands of bad debts and volatile business condition of the recent years which have created problems of cash flow and interest charges never

encountered in the post economies. Companies large and small have closed down as a result of non-performing debts.

#### 4.2 Objectives of Debt Collection Agency

Our main aim is to help our customers to

- (a) Minimize losses that occur due to bad and delayed debts
- (b) Guarantee growth and expansion due to cash flow improvements
- (c) Maximum overall profitability from trading by effective collection
- (d) Help develop proper and clear collection systems (e) To get a workable and liberal credit policies.

#### 4.3 Why Use Eco-Ethics and Development Debt Collection Agency

##### Professionalism

Eco-Ethics and Development Ltd professional debt collection agency has young and vibrant task force who are professionals in Credit Management and have a considerable working experience. They are a pillar to reckon with as they are capable of;

- (a) Analyzing your debt, categorize and do debt scoring.
- (b) Assess reasons for late payment and push defaulters while maintaining strong customer relationship.
- (c) Carrying out credible accounts reconciliation to quantify the debts.
- (d) Setting up a working collection system that give clients monthly reports.
- (e) Work out credit risk assessment and rating in collaboration with Credit Reference Bureaus (CRB)
- (f) Designing of proper and appropriate Credit Control Policies (CCP).

- (g) Ensure proper implementation and compliance with Credit Control Policy (CCP).
- (h) Work with relevant line managers to ensure collection is done effectively and on time.

#### 4.4 Advantages of Using Our Debts Collection Agency

- (i) No cure no pay business.
- (ii) Retain the relationship between the customer and the principal.
- (iii) The money is paid in to the account of the Debt collector or as may be agreed.
- (iv) It becomes a basis for taking a further action.
- (v) Identification of would be defaulters and the necessary measures to avoid bad debts.

#### 4.5 Our Rate Levels

1. The debt collection service will be based on a No Cure No Pay basis.
2. The client is required to pay a one off fee of Kshs. 15,000 being files handling fees
3. Our focus and charges rates are between 10% to 20% for every shilling collected and cleared through your bank account in a no cure no pay basis.
4. We always request for a brief history about relationship with the customer.
5. The following is the breakdown of our tariffs (charges) for debts collection services.

<h4>DEBT COLLECTION TARIFFS (RATES)</h4>
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Number of Days Debt Overdue at Date of Placement with Eco-Ethics and Development Limited	Commission Rates in Percentages (%)
1-180 days	10%
181-360 days	15%
361 days and above	20%

#### 4.6 Information Requested from the Client Concerning the Debtors

The Client shall, when transferring a debt, submit to Eco-Ethics and Development Limited the following information:

- (a) The full Name and full Address (physical and postal) of the Debtor (Contact persons e.g. Chief Accountant, Director, etc).
- (b) Debtors national identification number (where available) or in the case where this is not available, the passport number and/or alien registration certificate number where the Debtor is not a Kenyan citizen or (in the case where the Debtor is a company or a registered business) the certificate of incorporation or certificate of registration of business and details of the registered office (as the case may be) of the Debtor;
- (c) All current telephone and mobile telephone contact number(s) of the Debtor known to the Client at the time of referring the debt to Eco-Ethics and Development Limited;
- (d) The amount in the relevant currency of the Debt as at the date of Referral of the Debt to EcoEthics and Development Limited (including a breakdown of the principal amount and accrued and capitalized interest and any other fees and charges payable by the Debtor to the Client under the Contract;
- (e) In cases of dishonored Cheques, a copy of the bounced Cheque signed by the relevant party.

- (f) A brief history of the client`s conduct and payment pattern. (g) Terms and mode of payment agreed on with the customers.
- (h) Date of last payment made by the Debtor to the Client;
- (i) A description of the underlying contract between the Debtor and the Client in respect of which the Debt is payable (the “Contract”) and, if required by Eco-Ethics and Development Limited, a copy of the Contract/Facility Letter and if the Debt arose other than from a Contract/Facility Letter, details of such transaction; stamped and certified copies of invoices, delivery notes, statements of Account and Initial Public Offering-IPO certificate (where applicable);
- (j) Names, telephone number and contact details of personal referees if available and/or applicable to the Referred Debt;
- (k) Details of the Debtors employer(s) and employers’ contact details where available and/or known to the Client;
- (l) Such other reasonable information as may be requested by Eco-Ethics and Development Limited during or after the due diligence process which may include, inter alia, demographic information, credit information and other historical data of the Referred Debtor.

## CAPACITY AND EXPERIENCE

Eco-Ethics brings together a team of seasoned experts, with the aim of being a one stop shop for consultancy services in the field of property management, real estate agency and environmental and landscaping services.

Our senior staff comprises of professionals who are respected researchers and consultants. Other members of staff are graduates in the fields of Business, Marketing, Finance, Environmental Sciences, Occupational Health and Safety, Community Development, Hydro-geology, Civil Engineering; Real Estate Development and Management.

Our team boasts of over 20 years in Property Management and Real Estate Agency, Environmental Consultancies, Professional Landscaping Services and Debts Collection Services.

## COMMITMENT TO CUSTOMER AND COMMUNITY SERVICE

Eco-Ethics and Development Limited is committed to providing superior customer service and an unwavering dedication to the satisfaction of customers. Proactively seeking to improve quality, value and service as hallmarks of our company. Our commitment to personalized service, continuing innovation and overall expertise has ensured satisfied customers who refer others to experience our unlimited expertise.

The management team has enhanced the community and profession by serving in many local and regional capacities. Team members in our company participate as volunteers for worthy courses that include the Mater Heart Run, Beyond Zero Marathon and Standard Chartered Marathon.

## WHY WORK WITH US

1. We deliver timely and efficient services.
2. We work with professionals who are experts in different aspects of sustainable environmental management.
3. We have the top of the notch knowledge on environmental management and professional landscaping legislation in the country.
4. Our team in property management is comprised of qualified staff in specific areas of concern.
5. Our team has built key relationships with financial experts who advise on professional debts collection.
6. We are knowledgeable of the local housing and property management market.
7. We mitigate risk and minimize returns, saving both time and money.
8. We have invested in personalized customer service to ensure best customer experience and relationship.
9. We collaborate with real estate developers, architects, surveyors, valuers and other related professionals.

**ENVIRONMENTAL & COMMUNITY DEVELOPMENT, REAL ESTATE, DEBT  
COLLECTORS CONSULTANTS**

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Complete Environmental Consultancy, Housing and Financial Solutions

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Note:

Eco-Ethics & Development Limited collaborates and engages other relevant professionals/ experts based on specific environmental consultancies and other services required.