



**REQUEST FOR PROPOSAL:
REGISTRAR SERVICES FOR SHARE TRANSFERS**

INTRODUCTION

Cytonn Investments Management Limited PLC. 'Cytonn Investments' is an investments and real estate firm, with offices in Nairobi - Kenya and DC Metro area - U.S. We are primarily focused on offering alternative investment solutions to global institutional investors, individual high net-worth investors, local institutional investors and diaspora investors interested in the East-African region. Our alternative investments solutions are based on three main products: real estate, structured solutions and private equity. We currently have over Kshs. 80 billion of investments and projects under mandate, mainly in real estate.

Cytonn Investments trades its shares through an online OTC platform and seeks to solicit for proposals for registrar services for the transfer of shares, including but not limited to the scope of services below.

SCOPE OF SERVICES

- A. Duties
 1. Following up on execution of transfer deeds with OTC Clients
 2. Liaise with the company Auditor to ensure execution of the Form D's
 3. Submitting the executed Form D's and transfer documents to the collector of stamp duty for assessment
 4. Making the necessary filings at the company's registry
- B. Estimated Workload and Support Services
 1. Cytonn Investments does not guarantee a set workload or billable hours.
 2. All services provided are billed to Cytonn Investments Management Limited.

RFP INFORMATION

Cytonn Investments has tried to make this submission as brief as possible while still collecting sufficient information to ascertain the experience and capabilities of your firm.

*** Firms failing to meet any one of the following requirements or minimum eligibility criteria will be rejected without further evaluation*

- The proposal must include all required information requested in this section of the RFP.
 - A minimum of one (1) years' experience in handling Registrar Services and more particularly, to do with share transfers.
- A. Provide background information on your firm to include the following:
 1. Office location(s)
 2. Explain why your firm is qualified to handle the Registrar services for Cytonn Investments and why you are interested in this work.
 3. Identify the key contact person for the firm for this proposal.
 - B. Describe how your firm will handle the day-to-day activities of this assignment.
 - C. Provide a list of recent and/or current share transfer clients, including a contact person with address and telephone number.

- D. Provide a brief resume of qualifications for the team members to be assigned to provide services to Cytonn Investments under this proposal.
- E. Provide a statement that the firm will maintain comprehensive liability, professional liability and workers' compensation insurance on all staff assigned to work for Cytonn Investments.
- F. Cytonn Investments will not be liable for any costs incurred by any firm in responding this RFP.
- G. Provide any further information you consider to be of value in evaluating your firms' qualifications, including other value added services that you may think useful under this Request for proposal. This must be included in a separate section from the completion to the attestation of the Scope of Services.
- H. Cost Proposal
 - 1. Please list the rate(s) to be charged to perform the services.
 - 2. Indicate cost reimbursement expenses. (E.g. mileage, photocopying, phone service, etc.)

REVIEW AND EVALUATION PROCESS

It is our intention to select the firm that presents the best combination of experience, cost and capacity. We will review the documents submitted, call referees and others who have worked with your firm. We may request a site visit to your office to meet the firm's staff and principals working on this matter.

INSTRUCTIONS ABOUT SUBMISSIONS AND KEY DATES

A copy of your proposal and all attachments and exhibits must be received by close of business on **11th August, 2017** to the Legal department of Cytonn Investments Management Limited
All proposals should be sent to the address below:

Cytonn Investments Management Limited,
3rd Floor Liaison House, State House Avenue
P.O Box 20695-00200,
Nairobi.

Email: Legal@cytonn.com