

## ADDITIONAL BENEFITS

**Upon request,  
members get**



### SPECIALIZATION: AT EVERY STAGE OF YOUR BUSINESS

Our services are tailor made for every stage of your business, accordingly the Firm will change the account managers to ensure their expertise aligns with your company's present legal needs.



### ADVOCATE SECONDMENT

As your dedicated legal partner, we handle your legal and allow you to focus on growing your business where necessary, we shall assign an advocate for personalized attention during peak legal seasons.



### SET UP YOUR LEGAL DEPARTMENT

The Club is tailor made for SMEs and when your company does transition to a large enterprise, we shall help set up your legal department to ensure seamless transition yet maintain quality.

**FROM JUST  
KSH. 50,000/ - 150,000/ MONTHLY\***

*\*Pricing based on a minimum 12 month subscription plan with discounted quarterly, bi-annual and annual payment options.*

## OUR MISSION

The CM SME & Family Businesses Club membership is your dedicated legal department

We take care of your business-as-usual legal work as you focus on running your business



### AT THE CLICK OF A BUTTON

We have a dedicated services portal



+254 716 209 673



[www.cmadvocates.com](http://www.cmadvocates.com)



[cmsmeclub@cmadvocates.com](mailto:cmsmeclub@cmadvocates.com)

**CM SME & Family Owned Business Club - offering an affordable skilled virtual legal officer at the click of a button.**



**sme CLUB**

**TRANSFORMING  
LEGAL  
SERVICES SUPPORT  
FOR SME'S &  
FAMILY OWNED  
BUSINESSES  
THROUGH TECHNOLOGY**

By CM Advocates LLP

**NAIROBI**

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# WHAT YOU NEED TO KNOW



## AFFORDABLE TOP-TIER LEGAL SERVICES

Leverage on our tested and proven expertise as a leading law firm in East Africa and a tier 1 firm in Kenya by joining the CM SME Club.



## ROUND THE CLOCK ACCESS; AT THE CLICK OF A BUTTON

The club is hosted on our dedicated legal services portal to facilitate download, review and sharing of all legal resources timeously.



## FREE VIDEO AND AUDIO CONSULTATIONS

Each subscription guarantees direct and dedicated access to a specialized lawyer who serves as your company's account manager and is available for virtual consultations.



## ACCESS TO BUSINESS-AS-USUAL DOCUMENTS

We have pre-empted your company's needs and availed routine business as usual documents for free on our dedicated services portal effectively simplifying routine legal processes whilst guaranteeing efficiency and quality.



## UNLIMITED REVIEW OF LEGAL DOCUMENTS

We assure top quality legal documents and services but, in the event, you need to countercheck a matter, our specialized advocates are available to review documents before execution.

# OUR SERVICE OFFERINGS

## ▶ BUSINESS SET UP AND COMPLIANCE

- Affordable registration of various forms of business organizations.
- Business Structuring Advisory.
- Advising on Licensing and Regulatory Issues.
- Routine Legal, Regulatory, Compliance & Governance Audits.
- Routine Business Policy Formulation.
- Review of Business Model.

## ▶ DAY TO DAY OPERATIONS

- 15 minutes consultation on every new matter.
- Drafting and review of labour and employment contracts and policies.
- Drafting and review of company's articles of association.
- Preparation and review of directors and senior management contracts;
- General employment and labour law advisory.
- Drafting and review of routine business contracts.
- General Tax law advisory.
- Intellectual Property filings/registration (*Note: opposition proceedings and related court proceedings will be charged separately. Clients will also cater for all government filing charges and disbursements*).
- Review of Leases/licences for Business Premises.
- Review of terms and conditions of trade and supply agreements such as delivery notes, invoices, LPOs e.t.c.

## ▶ CAPITAL RAISING AND EXPANSION

- Assisting in review or drafting capital raising documentation.
- Advice on mergers, acquisition, and other share deals.
- Advising the board and management on capital arising options.
- Issuance of legal opinions on validity of security documents.
- Review of Letter of Offers and Banking Security Documents.

- Advising on restructuring of banking facilities.
- Handling Routine Correspondence with Lenders and Financiers.
- Legal Supports during meetings with Lenders and Financiers.

## ▶ PROTECTION AND AND DEBT RECOVERY

- General advisory on enforcement of the legal rights.
- Issuing or responding to demand letters on your behalf.
- Issuing legal opinion in relation to existing or proposed litigious matters.
- Handling Debt Recovery matters (*note: a charge of 10% of the debt amount will apply for contentious and non-contentious debt matters. If the event of litigation, the client will cater for all court filing charges and disbursements*).
- Review of terms and conditions on delivery note, invoices, LPO e.t.c.
- General Advisory on Insolvency laws and pitfalls.

## ▶ SUCCESSION AND ESTATE PLANNING

- General tax planning advisory.
- Review of business ownership model.
- General advisory on matrimonial property rights and ownership of matrimonial property.
- General Advisory on business succession planning and estate planning.
- General advisory on wills and other estate planning tools.
- General advisory on set family trusts (*Note: Separate fees will apply for setting up family trusts and other succession tools like living trusts and wills*).

## ▶ UNLIMITED ACCESS TO ROUTINE BUSINESS-AS-USUAL LEGAL TEMPLATES

- Download high quality documents instantaneously.
- All documents drafted by an advocate.
- Reduced time for generating legal documents.
- Avoid legal risks and exposure even in routine transactions.