



VELOX
LAW ATTORNEYS

FIRM PROFILE



INTRODUCTION

Velox Law Attorneys is a highly specialized law firm operating in Dar es Salaam, Tanzania. It was established effectively on 14th March 2020 by Ms. Costancia Wilson Sospeter, Advocate and Ms. Specioza Ndunguru being the founding members, having worked in other Large Scale law firms, to wit, Excellent Attorneys (Advocates), Neptune Law Attorneys, just to mention a few.

The core of the firm is formed by a well-established professional team with exceptional local law capabilities, extensive knowledge of local markets as well as international level. This experience and our in-depth knowledge of Tanzania's legal system, as well as its social, economic and political processes and the local culture and mentality, help us understand the expectations and concerns of our clients. The firm's client base also includes a large proportion of notable individual persons.

The bulk of the firm's work is in Labour Law , Immigration law, Banking, Finance, , Property Conveyance, Corporate and Commercial Law ,Capital Market and Securities Law, Insolvency, Debt Recovery and Real Estate, , Insurance, Tax Law, , Mediation, International Trade and Investment law, International Contracts/Agreement Negotiations, Intellectual property law and general Civil and Criminal Litigations. The firm also acts as company secretary assisting companies comply with statutory filings, issuing notices for statutory meeting, drafting resolutions, preparing minutes, and generally enabling companies to keep up to date with all statutory compliance requirements. The firm also deals with advisory in every legal matter to the level of individual, and Association or group of people.

Velox Law Attorneys is very much specialized in Tanzanian Labour and Immigration law ensuring employers, employees and expatriates' rights to employment are accessible and protected.

The firm is also specifically well experienced in general litigation. All the partners are members of the bar and have right of audience in the High Court of Tanzania and Subordinate Courts thereto save for Primary Court.

We also assist companies in preparation of tender documents, preparation of the main agreements and their supporting legal instruments, such as security guarantees and performance bonds required in connection with tender work.



COUNSEL OF THE FIRM

MS. COSTANCIA WILSON SOSPETER [MANAGING PARTNER]

Professional Qualification : Ms. Costancia Wilson Sospeter an advocate of the High Court and Subordinate Courts thereto. Ms. Costancia has vast experience in Commercial, Civil and Criminal Litigation as well as Commercial Arbitration and dispute settlements.

Academic Qualification : LL. B (Hons) at the University of Dar Es Salaam and Post- Graduate Diploma in Legal Practice achieved from the Law School of Tanzania and is a member of the East African Law Society.

Area of Expertise : Ms. Costancia has focus on corporate law, Civil and Criminal Litigation, Labour Law, Immigration Law, Contract Law, Insurance law, Family Law, Probate succession and Trust, real estate and conveyancing and Civil Procedure in general.

Experience :

- ◆ She is an Advocate of the High Court of Tanzania and subordinate Courts thereto save for Primary Court.
- ◆ She has been involved in significant commercial disputes, including litigious loan recovery cases representing DCB Bank and Akiba Commercial Bank.
- ◆ In addition to her technical legal skills, Costancia's strengths involve the mitigation of litigation risk, which enables her to provide strategic dispute advice with particular focus on recovery of loans.

- ◆ Worked with Excellent Attorneys (Advocates) as an Advocate for Three year under the Supervision of senior Advocate Alex Mgongolwa.
- ◆ While at Excellent Attorney has entered appearance in so many cases in Court and highly succeeded.
- ◆ Moreover, at Excellent Attorneys (Advocates) Ms. Costancia has attended and settle legal needs in different corporate companies to wit Clouds Media, DSTV, Serengeti Breweries, Bahari Oilfield etc.

Contacts :



+255 719 209 932

+255 628 535 809



costancia@veloxlaw.co.tz

MS. SPECIOZA NDUNGURU [PARTNER]

Professional Qualification : Specioza Ndunguru is an advocate of the High Court and Subordinate Courts thereto save for Primary Court.

Academic Qualification : LL. B (Hons) at the University of Dar Es Salaam and Post- Graduate Diploma in Legal Practice achieved from the Law School of Tanzania.

Area of Expertise : Mrs. Specioza's practice focuses on Civil and Criminal Litigation, Labour Law Litigations both at the Commission for Mediation and Arbitration (CMA) and the High Court of Tanzania (Labour Division), Insurance Law, Banking Law, Capital Markets and Securities Law, Intellectual Property Law

Experience :

- ◆ Specioza has vast experience in legal and non-legal aspect of lending especially in the areas of lending securities, Contracts/Agreements negotiations and Conveyance.
- ◆ Ms Specioza has handled a wide range of assignments including preparation of legal opinions, conducting due diligence inquiries, perfecting security documents, debt recoveries.
- ◆ She has worked with a very prominent Law Firm namely Neptune Law Attorneys as an advocate and added value to the said firm.
- ◆ With years of Litigation experience, Ms. Specioza had an impeccable contribution to the Firm's litigation department.
- ◆ Specioza has been handling the litigation department so well and have made Velox Law Attorneys achieve Courts' awards in so many cases under the firm's representation.
- ◆ She is a team organizer toward sustainable and successful company formation and registration and ensuring companies are fully compliant. Specioza is well experience in Disciplinary Hearing for misconducts done by an employee in a Company.

Contacts :



+255 718 004 849

+255 628 896 739



specioza@veloxlaw.co.tz

MS. REHEMA MGOVANO (ADVOCATE)

Professional Qualification : Rehema Mgovano is an advocate of the High Court and Subordinate Courts thereto save for Primary Court.

Academic Qualification : LL. B (Hons) at the University of Dar Es Salaam and Post- Graduate Diploma in Legal Practice achieved from the Law School of Tanzania.

Area of Expertise : Her practice is focused on Civil Litigation, Labour Law Litigations both at the Commission for Mediation and Arbitration (CMA) and the High Court of Tanzania (Labour Division), Tax Law, Commercial Law, Banking Law, Corporate Law and Real Estate.

Experience :

- ◆ Rehema has experience in commercial dispute resolution and arbitration and real estate and conveyancing as she attended several matters of such kind and made a successful outcome.
- ◆ With just few years of experience, Ms. Rehema has proven her ability to handle corporate matter at the best performance.
- ◆ She is well versed with preparation and reviews of Agreements for Sale, Leases, Transfers, Charges, Discharges of Charge, Chattel Mortgages, Debentures and Registration of Documents in the respective registries and general Bank Securities.
- ◆ Rehema has been handling the litigation department so well and have made Velox Law Attorneys achieve Courts' awards in so many cases under the firm's representation.
- ◆ She is a team organizer toward sustainable and successful company formation and registration and ensuring companies are fully compliant.

Contacts :



+255 682 459 921
rexfredy@veloxlaw.co.tz

MR. MAKINDIJA MUSSA (LEGAL OFFICER)

Academic Qualification : Makindija holds a Bachelor of Laws (LL. B) from Tumaini University.

Experience : Makindija Mussa is skilled in contracts negotiations and drafting, alternative dispute resolutions (mediation and arbitration), banking and finance law, corporate and legal consultancy.

MS. ASILA MUSSA KASSU (LEGAL OFFICER)

Academic Qualification : Ms. Asila holds a Bachelor of Laws (LL. B) from the University of Dar es Salaam.

Experience : Asila is experience in contracts negotiations and drafting, alternative dispute resolutions (mediation and arbitration), legal consultancy.

MS. IRENE GABRIEL HENJEWLE (ADMINISTRATIVE ASSISTANT)

Irene is the firm's administrative assistant. She holds a diploma Environmental Science and Management. She has experience in Administration of an office.

AREAS OF PRACTICE

Areas of practise, among others include :

- I. Litigation and Arbitration**
- II. Corporate Financial Advisory**
- III. Estate Planning**
- IV. Employment and Labour**
- V. Banking**
- VI. Real Estate**
- VII. Corporate Law**
- VIII. Oil and Gas**
- IX. Intellectual Property**
- X. Immigration**

I. LITIGATION AND ARBITRATION

Velox Law Attorneys' litigators do represent clients in both courts of law and Administrative Tribunals. However, we endeavor to assist our clients in exhausting the out of Court methods for dispute settlement as a way of avoiding litigation whenever possible. If litigation cannot at all means be avoided, our lawyers do work hand in hand with the client to develop and execute the best litigation strategy to reach the goal of the client in the most efficient and effective manner possible. To us it is not so much about arguing cases but making a cogent and reasoned case in favour of our client's interests.

II. CORPORATE FINANCIAL ADVISORY

Our Corporate Financial Advisory segment handles transactions such as corporate expansions, acquisitions, restructurings, joint ventures and fund placement services for assorted financial institutions and investment funds. We pursue deals in the region including transactions involving early-stage businesses in high growth industries. Our principals have advised in investments in a variety of sectors and geographic locations including tourism, commercial and residential properties, financial services, telecommunications, manufacturing, transportation, pharmaceuticals and agribusiness.

We seek to provide our clients with the broadest possible range of opportunities in their markets. Our global relationships coupled with our unique understanding of local economies, industries and cultures, serve to help us consistently deliver high quality advice and service.

III. ESTATE PLANNING

Velox Law Attorneys assists its clients in planning their estate including drafting of living wills, trusts, Powers of Attorneys and other documents to facilitate the transfer and management of property after death. Our lawyers take the time to make sure the wishes of our clients are accurately carried out through proper documentation.

IV. EMPLOYMENT AND LABOUR

Velox Law Attorneys practice in this area covers both litigation and non-litigation matters mainly to the Firm's corporate clients. Has a lead in this field focusing on client employment legal service's needs. These services include review of employment policies, preparation of employment contracts, review or restructuring plans in relation to employment issues and the procedures for downsizing businesses and review of employment claims, including litigation.

We provide unparalleled service in the following areas: The whole HR systems within the organization, Conflict resolution, Training management on employment law; Representations at Commission for mediation and arbitration (CMA), High Court (Labour Division), or Court of Appeal hearings on labour matters; Drafting and/or upgrading existing employment contracts; Developing or reviewing job descriptions for all employees; and, Training HR personnel in implementing the existing policies

V. BANKING

Velox Law Attorneys provides legal support service to the banking teams. Our Banking services include controlling and secure the contractual and legal engagements obligations

involving the bank. We also offer other services to Banks and financial companies to wit making sure the proper control and follow up of client cards and send to TRA for processing to change title holder; conduct Company Search (residential license, title deed) and provide reports to the bank; ensure proper management of mortgage registration and documentation, ensure compliance with regulations of all the contracts including the client's agreement, manage the collateral management process, preparation of standard form documents and general file management.

Our banking Lawyer also enter appearance when required with Litigation in court for banking and other corporate related cases of the Bank.

VI. REAL ESTATE

Velox Law Attorneys assists clients to manage their rights and responsibilities as land owners and advising on different transactions to realize the economic potential of their properties which includes both Residential and Commercial property. Our lawyers advise on commercial transactions such as acquisitions and disposals, leasing, development, joint ventures, estate management and funding arrangements. We also litigate when disputes related to real estate and property arise. In residential property we tend to focus on conveyancing. We regularly assist residential and commercial developer clients in the preparation of legal documents necessary to drive a project from a concept to closing.

VII. CORPORATE LAW

Velox Law Attorneys maintains a sizeable portfolio of corporate assignments ranging from establishment of business entities, secretarial work, conducting due diligence, assisting in negotiations, and drafting joint venture agreements, mergers and acquisitions, corporate reorganization, business divesting, winding ups, competition, debt collection, drafting and reviewing contracts, and facilitating a large assortment of business transactions and resolving corporate matters. We ensure that we are on top of our clients' needs and that they are compliant with all requirements applicable to them. We also assist our clients list on stock exchange across the world, secure finance either from Banks or private equity players and venture capitalists.

VIII. OIL AND GAS

Tanzania being one of the major producers of natural gas, the product which has been useful in the Country for local consumption and is expected to be subject of exportation to other countries in the near future. This sector is delicate and attracts serious attention in the legal perspective. Our firm deals with oil and gas related issues in technical and commercial aspect including; advising clients so that they stand in a better position to know and accept the change in policies and laws over this industry; Negotiating, participating in preparation or reviewing and vetting farm in farm out agreements in the oil and gas sector; Tax compliance in a Company entering in farm in farm out agreement; Assisting the Company in getting approval from regulatory authority.

Apart from that our team devotes in assisting clients of different levels i.e., big oil refining Companies, small oil and natural gas producers and pipeline Companies in successfully managing matters like different negotiations, contracts and import permits for individuals.

IX. INTELLECTUAL PROPERTY

Velox Law Attorneys offers strategic legal assistance to clients in all aspects of intellectual property making sure that clients are protected from the risks and that their innovations and inventions are secured. We assist in patent applications in the Country and in African Regional Intellectual Property Organization, trademark, and copyright registration, also litigating intellectual property disputes before the Court.

X. IMMIGRATION

Most Clients fail to ascertain the status of their non-citizens employees and their families. Our firm assists clients who employ non-citizens to interpret Laws on non-citizen employees and their status, along with investors conducting business in Tanzania. We also give advice on compliances of the Law that need to be adhered to by the said foreigners on immigration and labor.

We have abundant experience in the area, and we provide sufficient advice to render a smooth entry and stay in Tanzania for foreign investors, non-employee citizens and their respective families. We also assist in dispute resolution concerning immigration and provide representation in an immigration case in the Court of Law.

THE FIRM'S BILLING SYSTEM

Billing by advocates in Tanzania is governed by the Advocates Remuneration Order, 2015 save for some matters which do not fall under the Order. Therefore, the firm's policy of billing its clients is commendatory and is tailored to suit our client's needs. Our approach is both flexible, adjustable, and transparent and the funds are accounted for at the end of each assignment. The firm usually requests a reasonable deposit in advance at the commencement of the assignment to enable it meet various disbursement as required to facilitate the assignment.

We have three methods for charging legal fees depending on the nature of the assignment given to us by a client.

- I. Time Charge**
- II. Percent Charge**
- III. Agreed Fees**
- IV. Statutory Fees**

I. TIME CHARGE

This is a charging method whereby an assignment given to our lawyer is billed in accordance with the time spent. A standard fee of equivalent to 150 US Dollar per Hour is being charged exclusive of disbursement fees such as fees paid to the government or other authorities in connection with the said assignment, telephone or fax charges, etc. This method applies to all kind of assignments in exception to litigation assignments.

II. PERCENT CHARGE

This kind of charge applies mostly to Debt collection and Tax assignments which is 10% of the tax saved upon our intervention and 10% or more (negotiable) for debt collection assignment depending on the nature and amount of debt. This is also exclusive of the litigation charges.

III. AGREED FEES

Legal fees for preparation of legal instruments such as contracts, agreements, conveyances, deeds or other instruments, may be determined by mutual agreement between the Firm and the client before commencement of the assignment.

IV. STATUTORY FEES

This is kind of charge as according to the Advocates Remuneration Order. All assignments that involve litigation and other assignments stipulated in the Order are billed in accordance with the Order which prescribed a descending scale of fees from 10% to 3% depending on the value of the subject matter.

OUR OVERALL SERVICES

Intelligence & Analysis

- Political Intelligence
- Commercial Intelligence
- Risk Analysis

Strategy

- Market Entry
- Issues Management
- Leadership Positioning

Engagement

- Change Leadership & Employee Engagement.
- Regulations & Public Policy
- Media & Digital Communications
- Investor Relations

OUR CLIENTS





OUR PARTNERS





VELOX
LAW ATTORNEYS

+255 718 004 849 +255 719 209 932

www.veloxlaw.co.tz

info@veloxlaw.co.tz

GARDEN AVENUE TOWER, 14th Floor, GARDEN AVENUE.

P. O. Box 5267, Dar Es Salaam, Tanzania.
