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Name:	Hama Limited
Type:	General Company
Founded:	04/01/2016
Registered:	In the Republic of Somalia
Founders:	Group of Business men and Technical professionals
Occupation:	Logistics & Supplies, Construction, Research & Dev.
Head quarter Office:	Banadir region, Mogadishu - Somalia
Operational area:	Southern Central Zone
Shareholders:	Prominent Businessmen and other professionals
Email: -	Hamageneralservices@gmail.com
Advanced deposit:	Any Required Amount, the Company is ready to pay



## Table of Contents

1.	Introduction form.....	3
2.	Profile Table .....	4
3.	Background .....	4
4.	Line of Business of the Company .....	4
5.	Vision Statement.....	5
6.	Mission statements .....	5
7.	The Company's Assets .....	5
7.1.1	Key Equipment's & Personnel.....	5
7.1.2	Plants and Equipment .....	6
7.1.3	Work Experience .....	6
8.	Core activities.....	6
9.	Core Values .....	7
10.	Services offered by our Company.....	7
10.1	Building Construction.....	7
10.2	Documentations and Translations .....	7
10.3	Transport Infrastructure .....	7
10.4	Water and Sanitation .....	7
10.5	Program Development, Training and Consultancy .....	8
10.6	Supplying and Transportation .....	8
11.	Management policies of the Company .....	8
11.1	Personnel Policy .....	8
11.2	Operational Policy .....	9
11.3	Procurement Policy.....	9
11.4	Vehicle management Policy .....	10
11.5	Documentation Policy.....	10
11.6	Financial Policy .....	10
11.7	Asset Policy .....	11
12.	Membership criteria .....	11
12.1	Application for membership.....	11
12.2	Duties of members .....	11
13.	Assembly highlights about article 11 of the Constitution .....	12
14.	Board of directors highlights about Article 15 of the constitution .....	12
15.	Fund source highlights about Article 17 of the constitution .....	12
16.	Structure of the Company.....	13



## 1. Introduction form

ACTIVITIES	REMARKS
Building Construction	Residential building, schools, hospitals, offices, electricity fittings, sewerage system, planning, land scoping and other social services.
Water & sanitation	Rehabilitation of water source system for drilling wells, water catchments, boreholes, shallow wells, maintenance of water storage tanks, Animal watering troughs, pipe line installation system and Borehole Drilling and all types of sanitation.
Steel Structure and installations	Construction of steel water storage Tank, installation of pipe line system and fixing water Pumps with Motors.
Transport infrastructure	Construction of Roads, Airports and Seaports.
Hard ware supplying	Supplying of computers, accessories, cements, iron sheets, construction tempers, door and windows/glass and timber for the construction purposes. Procurements of items.
Supplying and transportation	Seeds and foodstuff, medicine, stationeries, mosquito nets, blankets, tents, farm inputs and farm tools, Construction Materials.



## 2. Profile Table

<b>Name:</b>	Hama Limited
<b>Type:</b>	Private Company
<b>Founded:</b>	2016
<b>Registered:</b>	Hiran and Banadir Regions
<b>Founders:</b>	Businessmen and Technical professionals
<b>Main activities:</b>	General Construction, Goods and Services Supplies/procurement and Import/Export
<b>Head quarter office:</b>	Mogadishu - Somalia
<b>Branch Offices:</b>	Baidoa, Kismayo, Jowhar, Beledweyne, Dhusomareb, Barawe, Dolow & Elwaq.
<b>Operational area:</b>	South Central Somalia

## 3. Background

**Hama Limited** is a private company, founded in 2012 and registered in Mogadishu with Local authorities and Interior ministry. aim of the company is to provide a wide range of construction works and goods and services supplies including Building construction, water & sanitation programs, human shelter, social amenities, training and consultancy, transport infrastructure, transportation, import/export and procurement activities to governments, UN agencies, local and international organizations in, Somalia . The Company was established by Somali business community of Mogadishu regions of Somalia in 2016 in order to take advantage of the emerging opportunities in the reconstruction of Somalia, training and consultancy needs and the business growth potentially.

## 4. Line of Business of the Company

The Company has Nine departments, namely;-

- Water and Sanitation
- Building Construction
- Transport Infrastructure
- Program Development
- Training and Consultancy
- Research & Planning
- Supplying & Transportation
- Finance & Administration Department.
- Import and Export Department
- Operation Department
- Shipping & Clearance



## 5. Vision Statement

To lead in the provision of high quality goods and services to government agencies, private sector organizations, local and International agencies including UN,NGOs, CBOs and other non-governmental institutions in all over south and central Somalia

## 6. Mission statements

- To provide goods services that will meet the expectations and guidelines of the funding agencies and the local communities.
- To ensure full and timely implementation of all projects.
- To ensure professionalism, transparency and accountability
- To ensure that projects meet the required National and International quality standards.

**To employ qualified and competent staff, train and motivate them in order for them to participate in achieving the company's objectives.**

## 7. The Company's Assets

### 7.1.1 Key Equipment's & Personnel

Destination		Qualification and experience	
Site agent		Senior civil Engineer B.SC, CE (Structure) 7 years' Experience	
Equipment & Moodle Types	Capacity	Year of manufacture	Quantity
Truck	12 tons	2005	8
Excavator	1.5 cu.m	1984	1
Wheel loader	1 cu.m	1998	1
Grader	0.5 cu.m	1996	1
Compressor	5 hp	2004	2
Warehouse Storage	3000 mt		6
Concrete Supervisor		Foreman with 8 years of Experience	
Electro, mechanical Engineer		Electrical Engineer B.S.C. Certificate	
Steel structure supervisor		Foreman with 7 years' Experience	

### 7.1.2 Plants and Equipment

Equipment Model Type	Capacity	Year of manufacture	Quantity
Dumber	1.5 Cu.m	1986	1
Concrete Mixture	1/3 and ¼ Cu.m	2004	2
Concrete Vibrator	5 Hp	2004	2
Surveying Equipment	1- Leveling	1998	1
	2 – Theodolite	1998	1
Truck	8 tons	2005	6

### 7.1.3 Work Experience

1. Construction of Hand Pump Wells Dames
2. Construction of district and Regional council Centers in Middle Shabelle, Banadir, Elwaq, Lower Shabelle and Hiran Regions.
3. Rehabilitation of Wells in Middle Shabelle Regions.
4. Construction of Schools Lower Shabelle regions.
5. Rehabilitation of Roads.
6. Training and Consultancy in Jowhar.
7. Transportation/ delivery and storage of Agricultural and Construction Materials and seeds, and Hand pump Materials.

## 8. Core activities

- Rehabilitation/ Reconstruction of government and private buildings, schools, Boarding, Hospitals and other local Amenities.
- Rehabilitation of water source supply system, in drilling wells, boreholes, water catchments and shallow wells in towns and rural areas as well as sanitation programs.
- Training and Consultancy
- Reconstruction of transport infrastructure such as roads Seaports and Airports.
- Transportation/storage and procurement Services.

## 9. Core Values

- Sincerity and honesty and integrity in the work.
- Commitment to excellence and high work ethics.
- Highest professional standards in providing quality construction, Rehabilitation, offer practical skills and employment to communities/individuals.

## 10. Services offered by our Company

### 10.1 Building Construction

- Transport, Logistics and Procurement.
- Designing the facilities.
- Building and Furnishing residential, offices and other amenities.
- Fitting the Electricity and Sewerage System.
- Planning and land scraping.

### 10.2 Documentations and Translations

- Audio and Video Copywriting
- Document translations (English/Somali/Kiswahili/Arabic).
- Research and Data Analysis

### 10.3 Transport Infrastructure

- Planning the roads Seaports and Airports.
- Management and maintenance the infrastructure.
- Construction and rehabilitation of the above.

### 10.4 Water and Sanitation

- Water source management.
- Rehabilitation of water supply system in bore holders.
- Drilling, equipping and system installments of water sources.
- Intervention of water and sanitation programs during the drought.

## 10.5 Program Development, Training and Consultancy

- Training and Consultancy Services
- Project identification.
- Feasibility studies.
- Proposal development and Approval.
- Community needs assessment.
- Participatory, monitoring and evaluation.
- Impact Assessment.
- Strategic planning and resource mobilization.

## 10.6 Supplying and Transportation

- Our Company had access supplying and transportation of food staff, stationeries, mosquito nets, blankets, and farm imputes, Cements, Construction timber wood, Iron Sheets, doors & windows. Seeds, Agricultural Materials.
- Clearance and Forwarding

## 11. Management policies of the Company

The general policy of the Company is to participate in the construction and development efforts going on in Somalia. The Company has internal policies for effective operation. These policies include: - personnel policy, operational policy, procurement policy, Vehicle management policy, Documentation policy, financial policy, Asset management policy.

### 11.1 Personnel Policy

Whenever the Organization is in need of a person the following procedure is engaged:

- Announcement is made through the local newspapers.
- Questionnaires are prepared for the candidates accordingly.
- Selection is made from those who apply for the vacant post through written and oral interview.
- Update training is given to the selected candidate(s).
- STA (Short term assignment) is prepared for the new candidate (s) this lasts for two months full salary.



- After the two months if the candidate appears efficient and employment deserving he/she has to sign a full employment contract but the duration salary, allowance sort of duty being assigned for.
- Job description is given to the worker.
- Salary is paid at the end of the month.
- An individual file is maintained at the HR Department of the Company for each Employee.
- Any inconvenience of duty performance is passed to the top leadership in the form of hierarchy.
- The worker has to speak for his/her rights.
- The worker has a right to resign and ask for his/her rights.
- Contract is signed each time a former worker is being renewed.

### **11.2 Operational Policy**

All operations conducted by the Company have followed operational policies and procedures which are:-

- Project identification.
- Feasibility studies and baseline data surveys.
- Dealing with concerned bodies/organization.
- Development of business plan and design of the project.
- Approval of the project.
- Implementation of the project.
- Monitoring, evaluation and reporting.

### **11.3 Procurement Policy**

- Whenever there is need of purchase there should be certain policy governing and organization procurement process. The document maintained for the procurement policy include:-
- Biding forms
- Purchase Order
- Purchase request form
- Acknowledgement form
- Return Forms

#### **11.4 Vehicle management Policy**

Vehicle policies regards only to the vehicles hired for the companies activities and they are categorized into two sections:-

##### **(I) Section A of vehicle Management Policy**

This applies to the vehicle hired for the regular operations of the Company, these are vehicles rented for the staff and projects going on, and they can stay with the Company for long/Short period, this regards to the life of the project of which the vehicles are rented for.

##### **(II) Section B of vehicle management policy**

This applies to the vehicles rented on temporary basis for section A. The vehicle has to be:-

- ❖ In good condition and efficient for the required purpose.
- ❖ Ready for work.
- ❖ Complying with the vehicle management policy and Government licensing registration.
- ❖ Can travel for any required time.
- ❖ Has to accept termination if the required points are not maintained.

#### **11.5 Documentation Policy**

In the documentation, the Company has the following policies.

- The documents of the Umbrella are part of the Company asset.
- There should be an authorized access to the Company.
- There are separate files for each category of the document of the Company.
- A record of the document in and out of the Company record in a manner of reference.

#### **11.6 Financial Policy**

For financial policy there is a certain policy adapted to process the financial records of the organization. Some of the essential documents maintained by the Company include:

- Inventory Ledger book
- Receipts
- Staff payroll
- Vehicle payroll
- Office payroll
- Acknowledgement forms



- Purchase verification forms
- Loan Request form
- Prepay (in advance pay) request form
- Monthly expenditure book
- Budget Book
- Pending funds book
- Invoices and Delivery notes
- Good Received Note
- Vehicle log sheet

### **11.7 Asset Policy**

The asset policy deals with records of everything owned by the Company (non-spend able) the policy highlights that everything owned by the Company has to be recorded in orderly manner to avoid misappropriation, loss or damage therefore, the asset of the Company is kept in an inventory ledger in different sets of column expressing date of delivery, set of items, purpose of delivery, pin number, date of dispatch, signature of authorization etc.

## **12. Membership criteria**

The membership of the company is opened to person of legal age (above 25 years) who is able to buy the share assignment and having the following requirements.

- A creative person who can contribute to the activities of the Company.
- Professional person
- Business person
- Technical experts

### **12.1 Application for membership**

The application for membership for the Company will be forwarded to the board of directors for the proper action; the application is accompanied by the applicant's CV and his/her desire and wishes of possible contributions. Any applicant whose application is rejected can again apply in any other post within the Company at any time.

### **12.2 Duties of members**

- Every member of the Company must obey the following:-
- Promote the mission and goals of the Company



- Obey the rules and regulations of the Company
- Obey the by-laws decisions and all outcomes of the general assembly
- Fulfill his/her duties per required
- Attend the necessary meetings, and training when required and as required

### 13. Assembly highlights about article 11 of the Constitution

- ❖ General assembly
- ❖ Annual general assembly
- ❖ Quorum at the membership assembly
- ❖ Member of voting
- ❖ Special general assembly

### 14. Board of directors highlights about Article 15 of the constitution

- Board of directors
- Qualifications of directors
- Election of directors
- Meeting and quorum of the board of Directors
- Removal of the directors
- Powers and duties of board such as:
- Chairman, Vice Chairman, Managing Director

### 15. Fund source highlights about Article 17 of the constitution

Source of fund, accounting system, projects staff and Company symbol/logo.

No.	Name	Title
1.	Halima Ahmed Asseir	Managing Director
2.	Tonny Ochieng Odipo	Operation Manager
3.	Rashid Mohamed Kanu	Admin & Finance
4.	Abdikarim Mohamed Hussein	Program Coordinator

## 16. Structure of the Company

