



NJOMOK LAW
NJOMO KAMAU & COMPANY ADVOCATES

FIRM PROFILE

Elevating Your Legal Experience



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ABOUT US

Njomo Kamau & Company Advocates (NjomokLaw) is a full-service law firm based in Nairobi, Kenya specializing in the provision of commercial and corporate legal and company secretarial services to individuals and business including startups, small and medium enterprises and large-scale companies.

NjomokLaw advocates are subject matter authorities in established legal practice areas relating to commercial and corporate law, company secretarial and corporate structuring advisory as well as in dynamic industries such as legal tech, intellectual property, cybersecurity, data protection and financial technology (fintech).



OUR SERVICES



1 INCORPORATION OF BUSINESS ENTITIES

- Advising on the appropriate business entity to be set up depending on the client's business needs.
- Registration of Public and Private Companies, business names, Partnerships, Limited Liability Companies and Companies Limited by Guarantee.
- Advising on and obtaining business licenses, permits from various regulators and Government agencies and departments.
- Drafting and reviewing shareholders' agreements and partnership agreements.

2 COMPANY SECRETARIAL

- Preparation and issuance of notices for board and shareholder meetings.
- Preparing and filing statutory returns with the Registrar of Companies.
- Maintaining correct records of the company secretarial file and where required confirming

- the correctness of records maintained with the Registrar of Companies.
- Advising the Board on and effecting any required changes in the directorship, shareholding structure, change of registered office and change of company name.
- Maintaining of the Company's statutory books including the Register of Members, Register of Charges and Debentures, Minute Books and Share Certificates Register.
- Providing general guidance to the Board with respect to company secretarial matters.
- Management of Board affairs.
- Guiding the Board on the technical application of the Companies Act 2015 and the application of the company's Memorandum and Articles of Association. This shall also include guidance on compliance with any rules and regulations set out under the Act or by the Registrar of Companies from time to time.
- Providing Nominee Director and shareholder services.

3 CORPORATE RESTRUCTURING

- Providing advice on the structuring of personal and corporate shareholding in a business entity.
- Setting up group company structures including holding companies and subsidiary/operating companies.
- Drafting and executing the relevant corporate documentation for filing with the Business Registration Services to effect changes in corporate shareholding.

4 CONTRACTS, AGREEMENTS AND POLICIES

- Drafting and reviewing various corporate and commercial contracts for various business operations including sale and purchase agreements, licensing agreements, agency and commission agreements, powers of attorney, trade and services agreements, rental agreements, tenancy and leasing agreements, management services agreement, partnership agreements, financing agreements, loan agreements and term sheets, security and guarantee documents, entertainment contracts and share sale agreements.
- Assisting individuals and companies in business negotiations leading to the formalization of contracts and agreements.
- Providing commissioning and notarization services for various legal documents.

5 EMPLOYMENT LAW

- Drafting various employment and consultancy contracts for employers and employees.
- Advising on the rights, obligations and legal requirements for employers and employees under the Employment Act.

6 INTELLECTUAL PROPERTY LAW

- Drafting and lodging applications for the protection of various intellectual property rights including trademarks, copyrights and patents.
- Drafting of intellectual property rights protection agreements.

7 LEGAL AUDITS & DUE DILIGENCES

- Carrying out legal and corporate governance audits for businesses to ensure compliance with internal and statutory corporate governance requirements.
- Carrying out due diligences as required for various legal compliances including the sale, transfer, merger and purchase/acquisition of businesses.

8 CYBERSECURITY AND TECH LAW ADVISORY

- Providing advisory on legal issues relating to cybersecurity and technology issues in compliance with existing technology laws in Kenya including the Computer Misuse and Cybercrimes Act 2018.
- Drafting and reviewing contracts and agreements for technology services including cloud computing, software development and licensing and financial technology (fintech).

9 DATA PROTECTION ADVISORY

- Providing advisory on data protection and data privacy services to ensure individual and business compliance with the Data Protection Act 2019.
- Drafting and reviewing data protection policies, agreements, terms of use and privacy policies.
- Advising on the registration of entities as data processors and data controllers under the Data Protection Act 2019.

10 DEBT COLLECTION SERVICES

- Receiving recovery instructions, issuing legal demands, writing and replying to demand letters.
- Where necessary, following up on non-payment of debts claimed through demand letters by filing formal claims at the Small Claims Court.

11 REAL ESTATE DEPARTMENT

At Njomo Kamau and Company Advocates, we provide legal support for real estate transactions. Whether you are a property developer, investor, buyer, or seller, our experienced legal team ensures every transaction is secure, compliant, and strategically structured.

Our property law services include:

- Title Verification & Due Diligence: We investigate property ownership and conduct land registry, county, and survey searches to uncover any legal risks.
- Joint Ventures for Development: We assist in structuring partnerships between landowners, financiers and developers, including revenue-sharing and build-finance models.
- Land Use & Regulatory Approvals: Advising on change of user, lease extensions, subdivision, amalgamation, zoning, and environmental approvals.
- Commercial & Residential Leases: Drafting and reviewing lease agreements, handling rent disputes, and guiding evictions in compliance with Kenyan law.
- Property Finance: Preparing charges, debentures, and other security instruments to facilitate bank loans and asset-based lending.
- Sale & Purchase Transactions: We manage the full property transaction lifecycle, from offer to transfer, to protect your interests at every step.





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