



Greenville Corporate Services Limited

RC. Number 1632597



Corporate Profile



Providing Best Value Corporate Services to you is our business.

Corporate Office:

Suite 19, Block B, First Floor,
Alausa Shopping Mall,
Ikeja Lagos State,
Nigeria.

Tel: Fixed Lines: +2348033359002, +2348093492029

Mobile: +2348053492059

Email: info@greenville.com.ng towodunni@greenville.com.ng

Branch Offices

Abuja Office:

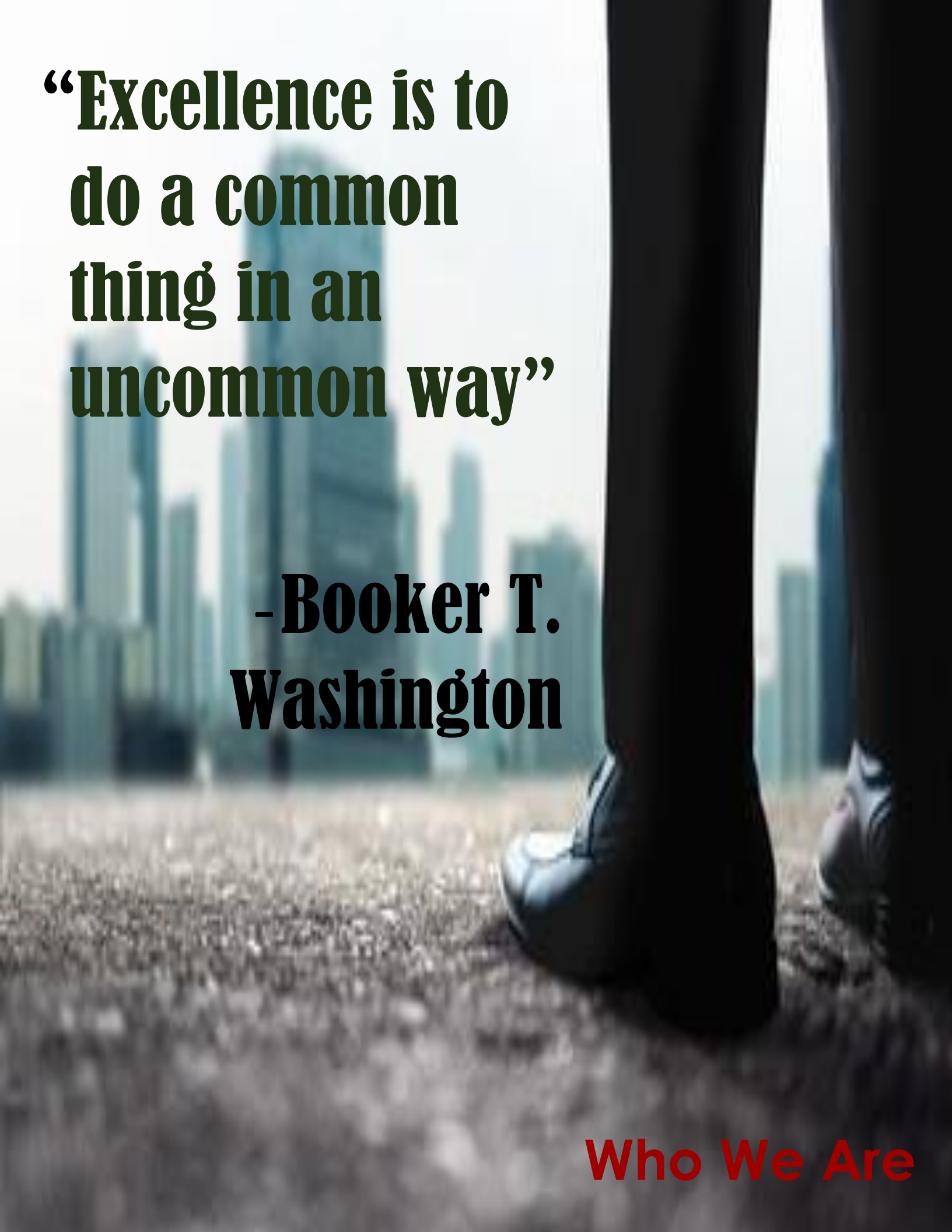
286, Adolphus Wabara Street,
Wuye, FCT Abuja,
Nigeria

Port Harcourt Office:

7, Jerry Lane, Off Elitor Woji,
Port Harcourt, Rivers State
Nigeria.



www.greenville.com.ng

A person's legs in a dark suit and black shoes are visible on the right side of the frame, standing on a gravel path. The background is a blurred city skyline with tall buildings under a bright sky.

**“Excellence is to
do a common
thing in an
uncommon way”**

**-Booker T.
Washington**

Who We Are

Greenville Corporate Services Limited is a full-service, one-stop corporate services organization registered with the Corporate Affairs Commission of Nigeria. We provide a wide range of bespoke and open-ended corporate services including company secretarial, immigration, corporate governance, tax, legal and regulatory compliance consultancy amongst a host of other services set out in greater detail herein. We operate from our Corporate Office in Lagos and have operational branches in Abuja and Port Harcourt.

The depth of human capital at our disposal at Greenville is comprised of experts with robust technical proficiency in all the aspects of our operations, gathered from years of experience that have contributed to the growth and success of many notable indigenous and global businesses in the multi-sectoral, multinational conglomerates sectors of the economy, the Consulting Industry and the Financial Services industry. With corporate services industry work experience collectively spanning well over a century, we have a balanced team of dedicated, seasoned professionals committed to delivering the best value to our clients, at all times.

Our Vision

“To be the leading provider of corporate services at the highest standard attainable in Africa”

Our Mission

“Providing best value corporate services to you is our business”.

Our Core Values

“Service Excellence, Professionalism, Integrity, Reliability, Innovation and Teamwork”.



Why opt for Greenville?

We have established an enviable reputation for performance in our service areas by leveraging on our strong competencies acquired over several years.

We have established viable and sustainable relationships with various partners comprising of both Regulators, Industry stakeholders, Innovators and other subject-matter specialists to create a strong network of affiliations that would guarantee consistent value for our clients.

Operating primarily from Nigeria and the West African sub-region, we have deliberately and consistently built a healthy portfolio of clients and etched firm business relationship footprints across various sectors of the African economic space.

Our Value Proposition

The quality of professional services is not only measured by the results but also by the experience. While most service providers will offer their best guarantee to meet your minimal expectations, we at Greenville acknowledge that our clients deserve way more than this. We know that you need a business partner that not only fully understands your business needs and the peculiarities of your industry but also one that will always guarantee you service excellence by helping you to navigate through all your issues timely, applying the best of innovative processes and practices, working with precision and with a touch of personalized service. This is *the spirit of service excellence* that Greenville promises to provide to our clients at all times.

Quality and Professionalism

We have built a track record for committed, client-focused service delivery, leveraging on cutting-edge technology, our team of experienced professionals and access to a wide network of relationships with various regulatory authorities, parastatals and government agencies regulating diverse sectors of the economy applicable to our fields of expertise, to guarantee you the highest quality of service based on the highest ethical standards, professionalism and client satisfaction on a consistent basis. Key features of our approach to always fulfilling our promise of maximal client satisfaction include;

- ✓ Integrity is our watchword and an essential attribute of our team that cannot be compromised.
- ✓ Timely and responsive service delivery that meets our clients' needs and helps them to achieve their objectives effectively and to beat the competition.
- ✓ Proactiveness in anticipating your challenges, working with our clients to create and implement innovative and permanent solutions to their issues and being available at short notice to address all service requests; and
- ✓ Providing our services with a professional and personalized touch that clearly establishes that our interest in your success go beyond transactional as we hope to maintain an enduring relationship with you.

Our Communication Promise

Critical to the provision of effective, quality-driven and client-focused professional service is having in place a practical communication relationship with our client. This ensures that we are always aware of your needs and challenges and makes it certain that we walk closely with you on the journey towards resolving these challenges, thus assuring that we can share in the collective satisfaction of a positive outcome. The Greenville philosophy is built around communicative customer relationship. We are therefore always at your service to analyze issues at their formative stage and provide highly valued professional input towards ensuring that the process of achieving the desired result is not only solution-driven but also built from the ground up.

A woman with glasses and a black dress is smiling and looking at a laptop screen. A man in a white shirt is looking at the screen from the side. They are in a meeting or office setting.

**“Consistently delivering on
your promise value
reinforces Trust.”**

- Bernard Kelvin Clive

What We Do

Our Services

Governance

Organizations that perform at optimal levels build their systems and processes around good governance practices. An establishment that takes its governance seriously is therefore more likely to be sustainable on the longer term than one that pays lip-service to it. For this reason, increasingly, stakeholders, regulators and shareholders are focusing their attention on the nature and extent of an organization's governance framework. This situation is more apparent for businesses that operate in regulated sectors of the economy.

Our Governance services are tailor-suited towards identifying and addressing the specific governance issues that would help our clients to not only improve their Boards and Management processes as it pertains to governance but to also establish in their processes, structures that will entrench best governance practices as a culture. These services include but are not limited to;

- ✓ **Governance review** of an organization's level of compliance with the cardinal principles and best practices of sustainable corporate governance;
- ✓ **Board Evaluation and Peer Review** exercises to assess the effectiveness of the Board, Board Committees and individual Directors and match same against prior-year and performance and industry peers;
- ✓ **Codification and documentation of Board and Committee Charters** to ensure effectiveness and to act as a road map for performance improvement;
- ✓ **Codification of Policies and Terms of reference** including policies on Code of Ethics, Securities Trading, Communications, Whistle Blowing, Conflict Resolution, etc.;
- ✓ Conduct of **Remuneration Surveys and industry benchmarking**; and
- ✓ **Board Selection and Director recruitment** services.

Company Secretarial and Advisory Support Services

It is mandatory under Nigerian law that every Company should appoint a Company Secretary and it is an offence to carry on business without having one in place.

Our distinct, service-oriented company secretarial practice ensures that you receive excellent, professional yet personalized services that assures that your needs come first at all times. Some of the services we provide as your company secretary include;

- ✓ Scheduling and organization of all matters incidental to and including the attendance at the meetings of our clients' Boards of Directors, Board Committees and General Meetings.
- ✓ Timely preparation and distribution of accurately-written minutes, Board packs and other documentation in respect of such meetings.
- ✓ Detailed review of and guidance during the preparation of Directors' Report and Chairman's Statement for inclusion in the Annual Reports and Accounts.
- ✓ Filing of all statutory returns, including annual returns, relevant resolutions, changes in the composition of the board or the shareholding structure, or charges against the company's assets; and
- ✓ Custodian of our clients' corporate seals and statutory registers (including your minute books, register of Directors and their interests, share certificate booklets, etc.).



Business Registration and Legal/Regulatory Advisory and Compliance Services

The demands of effective resolution of the myriad of complex problems that require regulatory interface has made it compulsory for modern businesses to outsource various aspects of their transactions with government agencies and regulatory authorities.

At Greenville, we assist our clients in processing their business registration/incorporation processes. In this regard, we would provide pre-incorporation advise and support on the optimal corporate structure for your company, name availability and reservation, share capital structure and board composition. We will also assist you with the preparation and filing of statutory forms and supporting documents at the Corporate Affairs Commission and drafting of the Memorandum and Articles of Association as well as other pre-incorporation documents (Shareholders' Agreements, Resolutions, etc.). We are also able to offer our offices for use as the registered business premises of the company pending its set up and the commencement of its operations.

Post incorporation, we assist our clients in obtaining the requisite approvals from industry specific regulators which include:

- Central Bank of Nigeria (CBN)
- Department of Petroleum Resources (DPR)
- Nigeria Social Insurance Trust Fund (NSITF)
- Industrial Training Fund
- Federal Ministry of Commerce (FMC)
- National Insurance Commission (NAICOM)
- National Office for Technology Acquisition and Promotion (NOTAP);

- National Agency for Food & Drug Administration and Control (NAFDAC)
- Nigerian Investment Promotion Commission (NIPC)
- Nigerian Stock Exchange (NSE)
- Financial Reporting Council (FRC)
- Pension Commission (PENCOM); and
- Securities and Exchange Commission (SEC).

We provide our clients with specialist advice and assistance as well as current trends on company law, corporate governance, relevant industry regulations and corporate practice matters including advice and information on new directives concerning the requirements for various types of business combinations, due diligence on potential target entities, corporate restructuring, business re-registration and alteration of share capital.

We also provide corporate compliance services and assist our clients in building their compliance framework and entrenching systems that pro-actively monitor compliance with anti-money laundering/combating financial terrorism (AML/CFT) policies and processes and putting in place adequate and effective structures for ensuring that their practices and precepts are in-line with the highest standards of compliance and ethic.

At Greenville, we are passionate about business growth and sustainability and therefore offer heavily discounted support services for foreign and local Start-Up businesses as well as Small and Medium Enterprises (SMEs) to provide support with ensuring that their respective corporate structures are legally founded and properly set up.

Immigration Advisory Support Services

We assist both our foreign and local entity clients in resolving all categories of immigration-related challenges to help them remain firmly compliant with Nigerian immigration laws and regulations. To this end, foreign companies' intent on doing business in Nigeria must upon incorporating their local subsidiaries or member entities, obtain governmental consent in the form of a "*Business Permit*". Similarly, all companies irrespective of origin that wish to recruit non-Nigerians as their employees must first apply for and obtain *expatriate quota positions* for such employees. Similarly, all foreigners seeking any form of employment in Nigeria must process and obtain valid *work permits*.

We have an enviable reputation for performance in the following service areas:

- ✓ Obtaining Business Permits and Expatriate Quota approvals and renewals;
- ✓ Advising on and processing appropriate visas, work and residence permits (CERPAC) and extension thereof;
- ✓ Processing of local travel visas to other African Countries for expatriates living in Nigeria;
- ✓ The provision of general Immigration advisory support services.

Executive Talent Support Services

The human resource is a critical aspect of any organization's journey to success. This perhaps underscores why human resources have been described as the most valuable of an organization's assets. The strength of any organization is synonymous with the sum total of the individual capabilities of its staff.

At Greenville, we recognize the importance of having in place a competent, passionate, target-driven and result-oriented selection method for the recruitment of staff into sensitive executive management positions and note the potentially damaging consequences of a flawed process on the organization's resources and team cohesion. We therefore apply our strategic position and depth of resources towards providing our clients with services that are designed to support the identification, sourcing, recruitment and development of premium corporate talent, using a blend of time-tested recruitment methods including ethically performed targeted Head-hunting, the use of Assessment Centres and Interviews, Psychometric Testing etc.

Training Support Services

At Greenville, we help our clients to identify their needs-areas for human capital enhancement and offer a tailor-suited bouquet of trainings, for Directors, Executive Management as well as key management functions on various aspects of organizational enterprise including Corporate Governance framework such as the Audit Committee, Internal Audit, Risk Management, Company Secretarial practice and other areas of interest.

We engage with our clients to select a team of seasoned, renowned expert facilitators who are subject-matter specialists in their relevant spheres of practice. Specifically, Greenville offers bespoke and open-enrolment training programmes are in the following categories:

- ✓ Induction and be-spoke training for Directors, Company Secretaries and Senior Management.
- ✓ Director Development Courses
- ✓ Open Enrolment Seminars & Workshops

- ✓ Company Secretarial Practice
- ✓ Immigration
- ✓ Offshore Bespoke Trainings
- ✓ Training events for Audit Committee Members
- ✓ Board Strategy Sessions & Retreats

Taxation Advisory Consultancy Support Services

Supported by our team of Chartered Tax Professionals with vast subject-matter experience, Greenville has proven competencies in assisting with providing Tax and Regulatory support services to our clients. We provide an all-encompassing tax solutions regime to local and multinational companies to ensure compliance with tax laws and regulations in their business operating jurisdictions. Given the Global automatic exchange of information on tax related matters and recent trends in the Nigerian environment towards a more enforcement-driven tax recovery process, there may be no refuge for corporate and individual tax defaulters. To ensure hitch free business operations both in Nigeria and the Sub-saharan African region, Greenville has wide experience in assisting our local and multinational companies navigate the tax compliance requirements of Nigeria for start-ups and ongoing businesses. We are able to assist in providing all categories of;

- ✓ Corporate Tax services
- ✓ Personal Income Tax services
- ✓ Tax Audit and Investigation support services
- ✓ Strategic tax planning
- ✓ Tax advisory services

- ✓ Tax Health Check services
- ✓ Tax Due Diligence services
- ✓ Tax registration and de-registration services
- ✓ Tax training services
- ✓ Processing of certificate of acceptance for fixed assets acquisition (CAFA)
- ✓ Pension compliance certificates

Greenville also assists its clients' expatriate employees in complying with Nigerian tax and regulatory requirements. To this end we provide professional advisory support on the implication of expatriate assignments in Nigeria, tax residency and relief for double taxation in the case of dual residency. We assist our clients to prepare the tax calculation of their expatriate employees, file their tax returns and process tax clearance for them. We also assist our clients' expatriate staff with contract drafting/legal review and filing (where necessary), entry/exit tax briefing, home and school search and de-registration.


Our exit briefing and tax de-registration process is focused on obtaining relevant information and processing the requisite documentation for the expatriate prior to a final exit from Nigeria and obtaining the requisite clearance /approval from the relevant tax authorities that the expatriate/employer has fully fulfilled its tax obligation in Nigeria.

Insolvency and Business Recovery Advisory Services

Bankruptcy, insolvency and business recovery are natural aspects of business operations. It has been said that a capitalist economy bereft of bankruptcy is like having a religion without hellfire. It is therefore in the ordinary course of business that companies, just as they were once birthed, will eventually opt to wind-up their activities.

We provide professional support and assistance towards facilitating the effective and legitimate winding-up of companies following all laid-down legal processes to achieve this objective, in all relevant instances including where the principals have opted for this course of action or in such instances where the liquidation processes are the consequences of an order of court.

In line with the relevant provisions of the Companies and Allied Matters act, we also assist companies in exploring alternative solutions for business recovery and return to solvency.



**“The truth is that
Teamwork is at the
heart of great
achievement”**

- John C. Maxwell

Our People

Our Team

Olawale Babatunde Aro



- Mr. Olawale Babatunde Aro is a seasoned legal practitioner with over fifteen years extensive commercial and corporate legal experience garnered from his practice in the Nigerian power sector, banking, real estate and a top-class Nigerian Private Law Firm.
- Mr. Aro is also an auditor of the International Organisation of Standardization under the: ISO 9001:2008. He has performed key roles in a variety of local and international transactions. He was recently the transaction team lead in both the negotiation for the construction of a bridge estimated at \$700m in a West-African country and an IPP for off-grid generation of 4.5Mw of power to a State Government in South West Nigeria.
- Mr. Aro is an experienced Solicitor and Corporate Counsel having served as the Company Secretary/Legal Adviser of Energy Company Nigeria Plc. He was also an Executive Director at Hectagon Power Limited and has a depth of Corporate Consultancy, Governance and Solicitorship experience from the Law office of Kola Awodein & Co. where he successfully led teams of experts on several projects including power sector, turnkey, B-O-T and complex infrastructural development engagements both domestically and on a cross-border basis.
- He holds an LL.M Degree in Law from the prestigious University of Ibadan and is a member of the Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN).

Dr. Marcus Ayodeji Araromi



- Dr. Marcus Ayodeji Araromi is an experienced legal counsel, a seasoned technocrat, a renowned consultant on Public Law and Policy, former Acting Head of Department and currently a Lecturer in the Department of Public Law at University of Ibadan. Dr. Araromi commenced his career in active private legal practice, working with some notable firms in Nigeria before returning to the academia in 2005. He has practical experience in commercial litigation, corporate governance practice and various aspects of Corporate Solicitorship.
- Dr. Araromi has a Bachelors (LLB) (2001) and Masters of Law (LLM) (2005) from University of Ibadan. He completed his doctoral studies in Public Law at the same University. His PhD thesis focused on Criminalization of Cybercrime in Nigeria. He is an expert consultant in ICT law and practice with over 13 years of university teaching experience of the subject.
- Dr. Araromi has published numerous peer-reviewed articles and works and has presented his research at various conferences in Nigeria. His research work on the “*Regulatory Framework of Telecommunication Sector: A Comparative Analysis Between Nigeria and South Africa*” was published in the African Journal of International and Comparative Law, June 2015.

Tade Owodunni



Mobile: +234 805 349 2059

Direct: +234 803 335 9001

Email: tadeowodunni@yahoo.co.uk

- Tade is an experienced legal counsel with considerable experience spanning the practice areas of corporate governance, legal/strategic advisory services, compliance, litigation practice/advisory, corporate restructuring, liquidation and company secretarial services.
- He has acted as company secretary to several companies including publicly-quoted entities.
- He has practical experience in liaising with regulatory authorities and obtaining the business/commercial approvals required for the regulation of the affairs of various categories of businesses.
- Prior to joining DCSL, Tade was a principal officer and Deputy Manager in the Legal Department of the Honeywell Group, a Multi-Sectoral Conglomerate with interests in various sectors of the Nigerian economy. He had gained significant due diligence experience whilst participating in numerous engagements involving the Honeywell Group and its business partners.
- He is quite skilled in the provision of corporate governance support services to both public and private limited liability companies operating within the Nigerian business environment.
- Tade, a 2001 Law graduate of the University of Ibadan, was called to the Nigerian Bar in 2003. He also holds an MBA from the prestigious Business School Netherlands, having graduated top of his class in 2018 with a Distinction grade.
- He holds professional membership with the Nigeria Bar Association, Chartered Institute of Taxation of Nigeria (CITN), Negotiation and Conflict Management Group, International Bar Association, Business Recovery and Insolvency Practitioners of Nigeria (BRIPAN), Society for Corporate Compliance and Ethics (USA), Lagos Court of Arbitration, Association of Enterprise Risk Management Professionals (AERMP) and the Chartered Institute of Arbitrators.

Kemi Oguntoye



- Kemi is a legal counsel and chartered secretary with vast experience and strong competencies in corporate governance, compliance, transactional advisory and restructuring.
- Kemi worked with a top law firm where she participated in various dispute resolution processes specifically in litigation and arbitration. She subsequently joined Median Infrastructure Development Company as Head of Corporate Services where she advised on capitalization for joint venture projects and proffered innovative solutions to contractual issues.
- Prior to joining the Greenville team, Kemi worked with DCSL Corporate Services Limited (DCSL) and actively participated in various corporate governance, board evaluation and compliance engagements for multinationals and top indigenous companies in the financial, FMCG, finance, Educational and Insurance sectors.
- Kemi is a corporate governance expert who provides compliance support services to both public and private limited liability companies. She facilitates training sessions for start-ups and SMEs on the application of corporate governance and enhancement of board effectiveness.
- Kemi is a skilled legal writer with articles published in various legal platforms, newspapers and journals. She is the editor-in-chief of “Law Weekly”.
- Kemi is a graduate of law from the University of Ibadan. She was the overall best student in Corporate Governance in the 2018 induction of the Institute of Chartered Secretaries and Administrators (ICSAN).
- Kemi holds professional membership with the Nigeria Bar Association (NBA), Institute of Chartered Secretaries and Administrators Nigeria (ICSAN), Nigerian Institute of Management Chartered (NIM) and Toastmasters International.



GREENVILLE CORPORATE SERVICES LIMITED

Corporate Office

Suite 19, Block B, First Floor,
Alausa Shopping Mall,
Ikeja Lagos State,
Nigeria.

www.greenville.com.ng

Greenville Corporate Services Limited is a full-service, one-stop corporate services outfit. Our wide range of bespoke and open-ended corporate services include company secretarial, immigration, corporate governance, tax, legal and regulatory compliance consultancy amongst a host of other services, to diverse clients across several business sectors in Africa. We operate from our Corporate Office in Lagos and have presence in Port Harcourt and Abuja.