



**SAM ZAMBIA**

*Empowering Progress, Powered by People with Trusted Expertise.*

## **COMPANY PROFILE**



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Meanwood Ndeke Phase I,  
Lusaka, Zambia

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# SAM ZAMBIA

**Tagline: Empowering Progress, Powered by People with Trusted Expertise.**

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**SAM ZAMBIA** exists to empower progress through trusted expertise in human resource management, tax advisory, immigration solutions, and evidence-based research.

We are a multidisciplinary firm committed to delivering tailored, innovative, and compliant strategies that foster sustainable growth and operational excellence.





## Company Overview

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SAM ZAMBIA is a Zambian-based advisory and management firm driven by the belief that people are the most powerful drivers of progress. We partner with businesses, institutions, and individuals to unlock their potential through customized solutions grounded in deep industry knowledge and data-informed insights.

Whether you're scaling your workforce, optimizing your tax strategy, navigating immigration procedures, or seeking research support, our team brings a human-centered, results-oriented approach to every engagement.

With a growing footprint and a reputation for reliability, SAM Services stands out for its commitment to integrity, agility, collaboration, and lasting impact.

## Our Vision

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To be the leading multidisciplinary advisory and management firm that empowers organisations and individuals to thrive globally through expert guidance in human resources, tax strategy, immigration solutions, and evidence-based research.

## Our Mission

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Our mission is to deliver integrated, expert-driven advisory and management services across HR consultancy, tax advisory, immigration solutions, and research & development. We aim to build long-term partnerships by offering tailored, compliant, and innovative strategies that drive growth, efficiency, and operational excellence. Guided by a commitment to integrity, client-focus, agility, and data-informed decision-making, we empower businesses and individuals to thrive in a complex and evolving global environment.



# Core Values

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At the heart of everything we do is our commitment to **CIRCLE**, our foundational values that guide every interaction and decision.

**C**

## Client-Centricity

We prioritize our clients' unique goals, delivering tailored solutions with measurable impact.

**I**

## Integrity

We uphold honesty, transparency, and the highest ethical standards in everything we do.

**R**

## Responsibility

We are committed to doing what is right—ensuring legal compliance, ethical conduct, and full accountability.

**C**

## Collaboration

We believe in partnership—working hand-in-hand with clients and across disciplines to co-create value.

**L**

## Learning & Innovation

We embrace continuous improvement, leveraging research and forward-thinking to stay ahead.

**E**

## Excellence

We strive for excellence by consistently delivering high-quality, results-driven solutions.

*Living the CIRCLE values means creating a culture of trust, performance, and purpose.  
These values define who we are and how we serve.*



# Our Services

## 1. Human Resource Management

### Talent Management

- Recruitment and onboarding
- Performance management
- Leadership development
- Workforce planning and succession planning

### Employee Relations

- Conflict resolution and mediation
- Employee engagement and inclusion programs
- Employee wellbeing initiatives



### HR Compliance and Risk Management

- Legal compliance audits
- HR policies development and implementation
- Training on HR best practices
- Workplace investigations and compliance reviews



### Compensation & Benefits

- Salary and benefits surveys
- HR benchmarking and rewards strategy
- Compliance with labour laws

### HR Technology and Analytics

- Implementation of HR Information Systems (HRIS)
- Workforce data analytics for decision-making
- Workforce management solutions



# Our Services....cont'd

## 2. Tax Advisory

### Tax Preparation

- Preparation and filing of individual and business tax returns
- Accurate documentation and compliance with deadlines

### Tax Planning

- Development of customized tax optimization strategies
- Assessment of deductions, credits, and investments

### Business Taxation

- Structuring operations and transactions for tax efficiency

## 3. Immigration Services

### Permit Applications & VISA Processing

- Employment permit applications and renewals
- Temporary employment permits

### Audit and Reviews

- Immigration authority audit support
- Periodic reviews and compliance assessments

### Consulting

- Guidance on Zambian immigration laws and permit processes
- Strategic immigration advisory

## 4. Research & Development

**We conduct evidence-based research across sectors to guide impactful strategies and programs:**

- Agriculture & Agribusiness
- Rural Development and Finance Programs
- Environment and Climate Change
- Women and Youth Empowerment
- Financial Inclusion and SME Development



Form V  
Business Registration No. **320251044127**  
Serial No. **1397705**



SCAN TO VIEW  
YOUR REGISTRATION DETAILS



**Republic Of Zambia**

## THE REGISTRATION OF BUSINESS NAMES ACT

(Act No. 16 of 2011 of the Laws of Zambia)

### CERTIFICATE OF REGISTRATION

I HEREBY CERTIFY that: **SHAWA ADVISORY AND MANAGEMENT SERVICES** this **6th** day of **May 2025** have (has) been duly registered pursuant to and in accordance with the provisions of the Registration of Business Names Act, and the Regulation made there under, and have (has) been entered under the Number **320251044127** in the index of Registration.

Given under my hand at Lusaka, Zambia, this **6th** day of **May 2025**



**Alice Daka Mwanza**

**Deputy Registrar of Business Names**

# Thank You

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