



EMA

EMA BIKO ADVISORY LTD

Certified Public Accountants (RW)

Looking Beyond Numbers

FIRM PROFILE

AUDIT | TAX | ADVISORY



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www.ema-advisory.com



Audit | Tax | Advisory

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About Us

We look “Beyond Numbers”, so you can too!

With over 25 years combined partner experience and expertise in independent audit & assurance, accounting, tax consultancy and corporate business advisory, EMA invests in building relationships and understanding your concerns to deliver a personal, proactive and results oriented experience.

With our skilled and experienced staff, we provide a comprehensive range of business solutions which enables you to draft your future and assists you achieve your ambitions.

At EMA, we work towards understanding the clients' business and sector to provide the right advice and expertise; and we serve a wide range of clients - SMEs to NGOs

Why choose us?

- Client focus
- Personal touch
- Result oriented
- Proactive involvement
- Comprehensive approach
- Tailor-made and personalised service

Our Vision

Our vision is to be the most highly respected professional firm where we seek to build strong and lasting relationships with our clients by providing them with quality services which are personalized, reliable and value driven.

Additionally, clients will be confident that their interests and business are being cared for by a trusted firm that enjoys working with them.



Our Core Values

- Integrity
- Professional competence and due care
- Confidentiality
- Respect
- People's personal development

Our Mission

Our mission is to provide exceptional financial and business advisory services while maintaining the highest levels of integrity and professionalism.

Our Quality Policy

The EMA Management establishes and keeps updated a quality policy that defines its objectives and where it reflects the orientation of all the company's activities described in the system. This quality policy is declared mandatory and is disseminated to all staff, ensuring that it is understood by all.

It is developed to fully satisfy the needs of the client, providing our clients with independent and high-quality professional services, carrying out our work in accordance with the generally accepted auditing standards, issued by the Institute of Certified Public Accountants of Rwanda and published by the International Federation of Accountants, in order to meet the following objectives:

- Obtain reasonable assurance that all professional personnel, at any level of responsibility, maintain their qualities of independence, integrity, objectivity and professional secrecy.
- Obtain reasonable assurance that the professional staff has the necessary training and capacity to enable us to adequately fulfil the responsibilities and functions assigned to them.
- Decide on the acceptance of continuity of clients, taking into consideration our independence and our ability to provide an adequate service and taking into account the integrity of the Management and its Directors.
- Obtain reasonable assurance that the planning, execution and supervision of the works have been carried out in compliance with our quality requirements, ensuring that the audit reports issued by EMA are appropriate to the circumstances.



Our Services



Audit & Assurance

Our Audit and Assurance division offers the following services:

- Statutory audits
- Forensic audits
- Project audits – Not for profits (NfPs)

Our tried and tested approach, together with our multidisciplinary teams and efficient procedures provide the means for your organization to receive auditing & assurance services that meet the highest standards. We guarantee that our service is independent, unbiased, professionally objective and technically excellent



Taxation Services

EMA and its Directors specialize in taxation. We help both our local clients and multinational corporates align their taxation strategy with their business strategy. Our tax professionals team up with other counterparts across the region and around the world to help clients recognize tax consequences of business moves, support and advocate their tax position in the following service lines:-

- Corporate tax computations
- Value added tax (VAT) audits
- Tax refunds
- Tax compliance audits and business tax health checks
- Personal tax
- Exemption certificate application
- Transfer pricing

We help clients keep up to date with compliance requirements. We undertake regular tax compliance audits to detect where things can go wrong and more importantly how to avoid them. Where necessary we provide a professional presence to help our clients deal with any queries which the Revenue Authority Audit officials may have.



Outsourced Services

As businesses focus more on their core functions and look outside for their support functions, we have experienced significant interest and uptake of the below outsourced services:

- Accounting
- Payroll
- Internal audit services



Company Secretarial Services

- Business entity registrations including limited liability companies, limited liability partnerships, ordinary partnerships and sole proprietorships
- Processing change in particulars of business entities, including but not limited to, change in directorships/partnerships, physical addresses and name changes
- Processing share transfers
- Filing annual company secretarial returns



Advisory Services

EMA's Advisory wing works with clients to help them manage challenges and complexity in a business environment affected by competitive disruptions, new technologies, shifting regulations, customer demands, and changing risk landscape. With multi-sector expertise in strategy, operations, organization, transaction & restructuring, risk management and information technology, we bring a full spectrum of advisory capabilities to every client engagement. We offer services focused within the below core business competencies:

- Financial due diligence
- Corporate restructuring
- Risk analysis and performance improvement
- Transaction advisory
- Real estate portfolio management
- Strategy and business planning for funding requirements.
- Business valuations



Internal Audit

Our internal audit services are designed to enhance the effectiveness of your organization's governance, risk management, and internal controls. We provide independent and objective evaluations of your operations, identifying areas for improvement and ensuring compliance with applicable regulations.

Key Services Include:

- Risk Assessment
- Operational Audits
- Compliance Reviews
- Financial Audits
- Fraud Detection
- Investigations



The Team



Managing Director

FRANCOIS BIKOLIMANA



Director

MURTAZA ABBAS EBRAHIMJEE



Director

WELDON CHERUIYOT MUTAI



Senior Consultant on
Corporate
Compliance and
Advisory

SEREGES DOUMTSOP NZOGNING



Senior Auditor

ANACILAT MUKESHIMANA

Our Work



DPO Group

Offers payment gateway, enabling global payments in any currency through direct various methods.



Operation Smile

Operation Smile is a global non-profit that provides free reconstructive surgery to children and adults with cleft lips, cleft palates, and facial deformities.



KIPHARMA

A pharmaceutical company that specializes in the importation, distribution, and retail of medical supplies, pharmaceuticals, and healthcare products to hospitals, pharmacies, and individuals across Rwanda.



Mantis Kivu Marina Bay Hotel

A luxury hotel located on the shores of Lake Kivu in Rwanda.



Salvo Grima

Salvo Grima is a multinational company specializing in the distribution of food and beverage products. It imports and exports gourmet and specialty items, serving both retail and wholesale markets



The Protestant Institute of Arts and Social Sciences (PIASS)

They are a higher education institution focused on theology, education, peacebuilding, and community development, emphasizing ethics and societal transformation.



Agrotech

Specializes in agricultural technology and innovation, providing solutions such as farm equipment, irrigation systems, and sustainable farming practices to improve agricultural productivity and support farmers in Rwanda.



Rwandan Epic Hotel

A hospitality establishment that offers comfortable accommodations, dining services, and event facilities.



Plus Max

Specializes in the supply and installation of various products and services, including construction materials, security systems, and technology solutions.



Hillview Hotel

A hospitality business that provides accommodation and related services to both local and international guests



Trauma Help Rwanda

A non-profit organization offering psychological support and therapy to individuals affected by trauma, particularly from the 1994 genocide.



FXB Rwanda

A non-governmental organization focused on improving the lives of vulnerable communities, particularly children and families affected by poverty, HIV/AIDS, and other challenges.



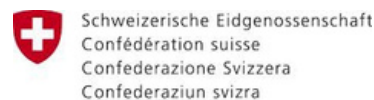
Neeyamo

A global provider of HR outsourcing services. It specializes in delivering solutions to manage human resources functions such as payroll, benefits, recruitment, compliance, and employee lifecycle management.



Management Sciences for Health

Works to improve healthcare systems by providing technical assistance, training, and support in areas like health management, disease prevention, and enhancing healthcare delivery in Rwanda.



Direction du développement
et de la coopération DDC

The Confederation Suisse

It is a country in central Europe known for its neutrality, political stability, and high-quality financial services.



Réseau des Citoyens Non-Violents

RCN Rwanda (Réseau des Citoyens Non-Violents) is a non-governmental organization focused on promoting peace, human rights, and social justice in Rwanda. It works to prevent and resolve conflicts, support victims of violence, and advocate for non-violence and reconciliation.

B.J. Construction Limited

B.J Construction Limited

BJ Construction Ltd, based in Kigali, Rwanda, is a private limited liability company established in 2011. It specializes in producing high-quality concrete products such as cement blocks, interlocking pavers, concrete road kerbs, and honeycomb blocks



INES-Ruhengeri

INES-Ruhengeri, the Institute of Applied Sciences in Rwanda, specializes in practical, research-driven education to meet industry needs. Offering programs in engineering, agriculture, business, and more, it emphasizes innovation, entrepreneurship, and community engagement.



Catholic University of Rwanda (CUR)

The Catholic University of Rwanda (CUR) is a private higher learning institution that provides quality education rooted in Catholic values. It offers undergraduate programs in fields such as business administration, education, social sciences, and health sciences.



Nshili Tea

Nshili Tea Company, based in Rwanda, specializes in tea cultivation, processing, and export. Leveraging the country's fertile soils and ideal climate, the company produces high-quality tea for domestic and international markets.

Our CSR Strategy



Environmental responsibility

Our environmental responsibility initiatives aim to reduce pollution and greenhouse gas emissions and the sustainable use of natural resources.



Human rights responsibility

Our human rights responsibility initiatives involve providing fair labor practices (e.g., equal pay for equal work) and fair trade practices, and disavowing child labor.



Philanthropic responsibility

Our philanthropic responsibility include things such as funding educational programs, supporting health initiatives, donating to causes, and supporting community beautification projects.



Economic responsibility

Our economic responsibility initiatives involve improving the firm's business operation while participating in sustainable practices – for example, using a new manufacturing process to minimize wastage.





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