

COMPANY PROFILE



**CENTROPEN
STATIONERS**

Proud Distributors Of:



**CENTROPEN STATIONERS
LIMITED**

05 MAR 2024

**P.O. Box 28914-00200
NAIROBI**

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CENTROPEN STATIONERS LIMITED
Prabhaki Industrial Park,
Warehouse NO.A1, Baba Ndogo
P.O. BOX 28914-00200, Nairobi, Kenya
Tel: 0707-282398 / 0718-022715
Email: sales@centropen.co.ke

CENTROPEN STATIONERS
LIMITED

05 MAR 2024 0707 282 398

P.O. Box 28914-00200
NAIROBI

INTRODUCTION

Centropen Stationers Limited was established in 2018 and has since grown to an established leading stationery store, and the best choice for office and school stationery. We are profound distributors of world known brands supplying great quality products to organizations and leading schools. We provide our customers, both corporate organisations and individuals, a wide choice of products and brands in order to help offices run smoothly and function effectively.

Dependability, active partnership with our customers, unparalleled and impressive product quality and timely delivery are principles on which our ideas and actions are based.

We offer efficient delivery because we understand the fast-paced nature of business. Our brand range continuously continues to grow with quality products that will serve your organisation as we maintain high stock levels to ensure you can get the supplies you need at your convenience.

Our friendly and knowledgeable team are here to help and are a call away from serving you.



Mission

To be the leading distributor and office stationery supplier in East Africa, while maintaining honesty, integrity and providing excellent customer service.



Vision

To be the leading stationery center of choice for office and school products across East Africa.



Core Values

Customer Service – the driver of our passion is customer service, and shall always go the extra mile to ensure customer satisfaction is at its very best.

Teamwork – we have a dedicated team to serve you, even beyond office hours and holidays to keep your office working.

Honesty and Integrity – we are bound to complete transparency to our clients, and believe trust is key in establishing strong business relationships.

PRODUCTS

Our wide selection of high-quality Stationery and Office utilities, combined with unparalleled customer service enables us to supply; Corporate offices, local businesses, schools, universities and government offices.

Listed below are part of a wide range of products we supply

- Photocopy Paper
- Coloured Photocopier paper
- Original Toners and cartridges
- Luminous Paper
- Cartilage Paper White
- Brown Paper
- Fullscap
- Embossed Paper
- Envelopes
- BR Memoris
- Clear Tapes
- Masking Tapes
- Packaging Tapes
- Cellotape
- Binding Tape
- Staple Remover
- Laminating Pouch
- Markers Assorted
- Short Hand Note Book
- Spring File
- Quotation File
- L - shape Folders
- Counter Books
- Box Files
- Paper Punch
- Chipboards
- Sticky Notes
- Thermal Rolls
- Glue Stick
- Ink Stamp Pad
- Stamp Pad
- Scissors
- Staplers
- Sharpeners
- Letter Opener
- Marker Pens
- Executive Pens
- Highlighters
- Pen Holder
- Staples
- Dividers
- Flip Chart
- Desk organizers
- Pencils
- White Boards
- White Board Dusters
- Teachers Prep Books & Record Book
- Greese Proof Paper (Rolls)
- Elimu Attendance Register
- Painting Brushes
- Plasticine
- Plotter Paper A0 Coated
- Plotter Paper A0 Uncoated

Centropen Stationers Limited



CENTROPEN STATIONERS LIMITED
05 MAR 2024
P.O. Box 28914-00200 707 282 398
NAIROBI



Luxor is a global leader and trendsetter in the writing and coloring instrument space. An obsessive focus on quality, design and suitability ensures that every consumer has maximum writing comfort. The wide range of products caters to a variety of needs from students to working executives to artists. Luxor is among the world leading manufacturers of Writing Instruments.

A pioneer in Writing Instruments manufacturing; the industry major has re-invented Brand Luxor and brought world-famous brands like Parker, Pilot, and Waterman under the Group's umbrella to serve the Indian consumer market.

An Iconic brand in India's leading Premium fine Writing Brand, since its inception it has added many laurels to its credit, "Best Exporter Award" for twelve consecutive years, Selected Super brand India award, Parker trusted brand award are some of the awards bagged by Luxor. Today it is one of the largest companies in South Asia in the category of writing instruments.



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kangaro®
SINCE 1959

The Kangaro Group established by Lala Shri Janki Dass Jain in 1959 is a leading stationery manufacturing organisation and among the world's leading manufacturer of a wide variety of products including Staplers, Paper Perforators, Staples, Staple Removers, Paper Cutters, Binder Punch, Tape Dispenser, File Clips, Lever Arc Mechanism etc. A broad range of Tackers and Heavy Duty Staples is also manufactured in house.

Unique selling proposition comes from manufacturing quality products while keeping the costs to minimum. The products are exported worldwide, through international exhibitions in Brazil, China, Germany, Japan, Russia, USA etc., and are being used around the globe.

The company has been honoured with "Export Excellence Award" every year since 1996. The company has been certified ISO 9001 by TUV Suddentschland, Germany and has won several awards including "World Quality Commitment International Star Award" in Platinum Category at Paris.







Accord Stationery is your benchmark for office and school supplies. A wide stationery products range supplier of many office and school items from quality HB pencils, colour pencils, markers, ball point pen, lever arch files, sticky notes, erasers, page markers, multipunch pockets, desk organisers, file dividers, magnetic whiteboards, notice boards among many others offers a one stop shop for high quality stationery. This is the choice that makes the difference.



CENTROPEN STATIONERS
LIMITED
05 MAR 2024 070
P.O. Box 28914-00200
NAIROBI

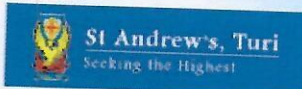
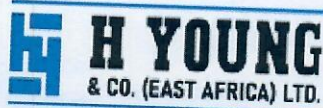


STATIONERY DELIVERY

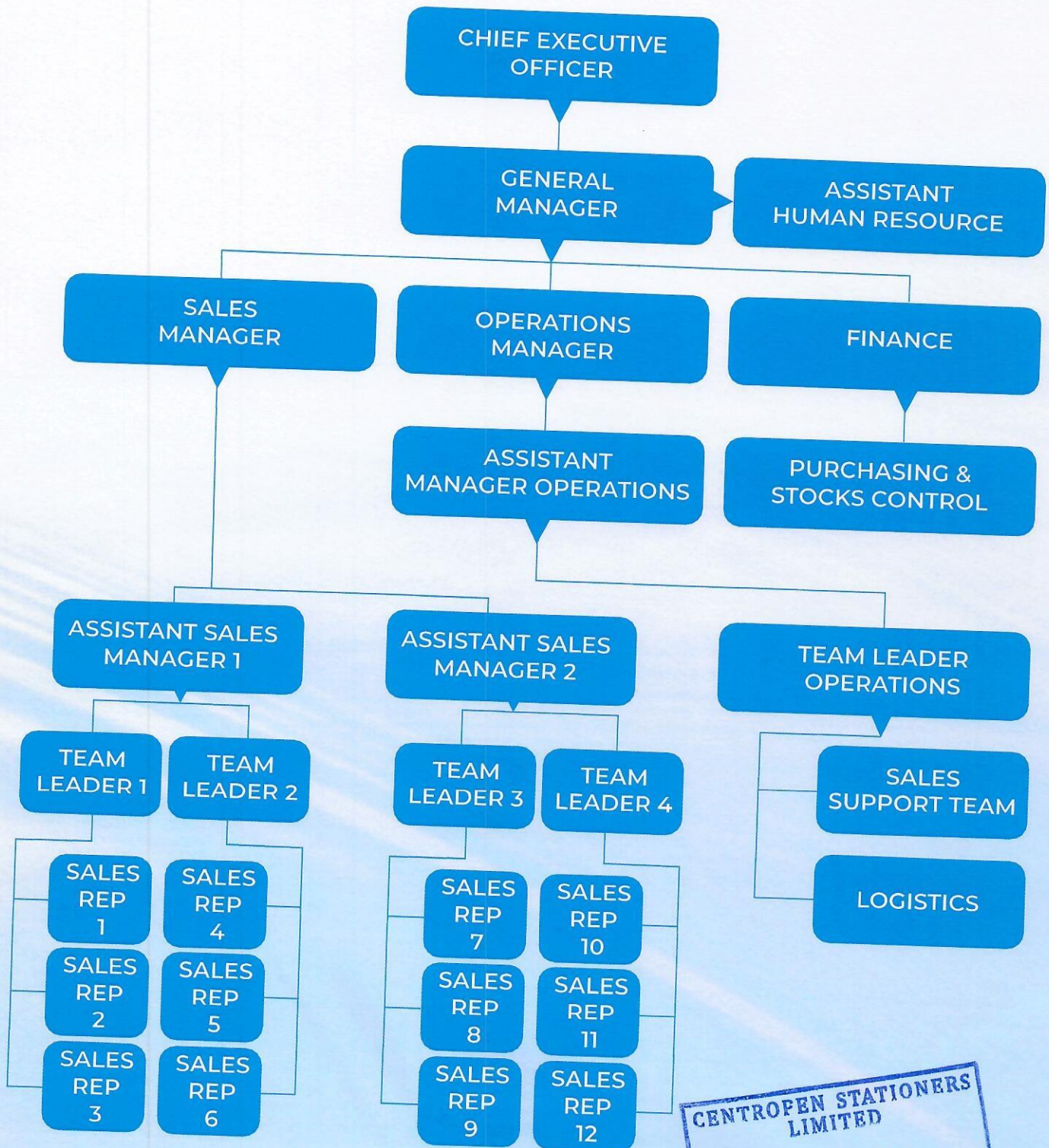
Our fleet of delivery vehicles & motorbikes makes it possible to deliver supplies to clients in Kenya and East Africa on time and with ease.



CLIENTS



ORGANIZATION STRUCTURE



CENTROPEN STATIONERS
LIMITED
06 MAR 2024
P.O. Box 28914-00200
NAIROBI 0707 282 398

Centropen Stationers Limited

CERTIFICATES, LICENSE & RECOMMENDATIONS

CENTROPEN STATIONERS
LIMITED

CC MAR 2024 0707 282 398

P.O. Box 28914-00200
NAIROBI



No. PVT-EYUVEZ7

CERTIFICATE OF INCORPORATION

I hereby CERTIFY that,

CENTROPEN STATIONERS LIMITED

is on this date 2 Oct 2018 incorporated under the Companies Act, 2015 and that the Company is a
PRIVATE LIMITED COMPANY.



Registrar Of Companies

This is a system generated certificate. To validate this document send the word HRS to 21546





BUSINESS REGISTRATION SERVICE
P. O. BOX 30031
NAIROBI
5 JAN 2024

To
JOSEPHAT MUTINDA MULILI
P.O. Box 28914
00200 - CITY SQUARE

THE COMPANIES ACT, 2015

Records relating to the below company held by the Companies Registry as at 5 Jan 2024

COMPANY	CENTROPEN STATIONERS LIMITED
COMPANY NUMBER	PVT-EYUVEZ7
NOMINAL SHARE CAPITAL	100,000.00
NUMBER AND TYPE OF SHARES (VALUE PER SHARE)	ORDINARY: 1000 (KES 100.00 EACH)
DATE OF REGISTRATION	2ND OCT, 2018
REGISTERED OFFICE	P.O BOX 28914 CITY SQUARE TELEPHONE: +254718022715, EMAIL: CENTROPENLTD@GMAIL.COM COUNTY: NAIROBI, DISTRICT: STAREHE DISTRICT , LOCALITY: CBD STREET: KOINANGE STREET, BUILDING: PLOT NO 209/1416,NORWICH UNION BUILDING
POSTAL ADDRESS	P.O BOX 28914 CITY SQUARE
ENCUMBRANCES	DESCRIPTION CHARGE DATE OF INSTRUMENT: 31 OCT 2022 AMOUNT SECURED: KES 8500000

Name of Directors and Shareholders of the above company with their particular are as follows

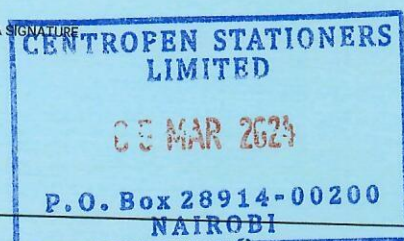
NAME	DESCRIPTION	ADDRESS	NATIONALITY	SHARES
EVALYNE KATHULE WAMBUA	DIRECTOR/SHAREHOLDER	P.O BOX 28914 CITY SQUARE	KENYAN	ORDINARY: 700
JOSEPH HAMISI JUMA	DIRECTOR/SHAREHOLDER	P.O BOX 28914 CITY SQUARE	KENYAN	ORDINARY: 300
TOTAL				1000

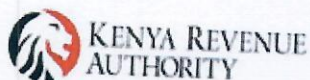
Yours Faithfully,
REGISTRAR OF COMPANIES



REF NO: OS-9AF29MV9

DISCLAIMER: THIS IS A SYSTEM GENERATED CERTIFICATE AND DOES NOT REQUIRE A SIGNATURE





www.kra.go.ke

PIN Certificate

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callcentre@kra.go.ke

Certificate Date 12/10/2018
Personal Identification Number
P051732469Z

This is to certify that taxpayer shown herein has been registered with Revenue Authority

Taxpayer Information

Taxpayer Name	CENTROPEN STATIONERS LIMITED
Email Address	CENTROPENLTD@GMAIL.COM

Registered Address

L.R. Number :	Building T
Street/Road WAYAKI WAY	City/Town : NAIROBI
County : Nairobi	District Westlands District
Tax Area Westlands	Station West of Nairobi
P. O. Box 28914	Postal Code 00200

Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till	Status
1	Value Added Tax (VAT)	02/10/2018	N.A.	Active
2	Income Tax - Company	02/10/2018	N.A.	Active

The above PIN must appear on all your tax invoices and correspondences with Revenue Authority. Your accounting end month is December unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Dormant' status will automatically change to 'Active' on date mentioned in "Effective Till Date" or any transaction done during the period. This certificate shall remain in force till further updated.

Disclaimer : This is a system generated certificate and does not require signature.



0707 282 398

P.O. Box 28914-00200
NAIROBI



KENYA REVENUE
AUTHORITY

www.kra.go.ke

Tax Compliance Certificate

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callcentre@kra.go.ke

Taxpayer PIN : P051732469Z

Name and Address :

CENTROPEN STATIONERS LIMITED

T, NAIROBI, Westlands District,

PO Box:28914,

Postal Code:00200

Certificate Date: 25/10/2023

Certificate Number:

KRAWON1367478323



**This is to confirm that CENTROPEN STATIONERS
LIMITED,
Personal Identification Number P051732469Z
has filed relevant tax returns and
paid taxes due as provided by Law.**

**This Certificate will be valid for
twelve (12) months up to 24/10/2024.**

Caveat

This certificate is issued on the basis of information available with the authority as at the certificate date mentioned above. The Authority reserves the right to withdraw the certificate if new evidence materially alters the tax compliance status of the recipient.

Disclaimer : This certificate is system Generated and therefore does not require signature. You may confirm validity of this certificate on the iTax Portal by using the TCC Checker. This certificate confirms your compliance status for a period of five years preceding the date of issue. The certificate may however be withdrawn on grounds of outstanding debt affecting periods prior to this.





NAIROBI CITY COUNTY

City Hall Building
City Hall Way
Nairobi, Kenya

P.O. Box 30075-00100
Nairobi, Kenya
info@nairobi.go.ke

UNIFIED BUSINESS PERMIT TRADE LICENCE

LICENSE NO.: **TLA013919**
VALIDITY: **ANNUAL**

EFFECTIVE DATE: **12 JAN, 2024**
EXPIRY DATE: **11 JAN, 2025**

Nairobi City County grants this Trade License to

BUSINESS NAME: **CENTROPEN STATIONERS LIMITED - -CENTROPEN STATIONERS LIMITED**

Registration details:

Registration No.: -

KRA PIN: **P051732469Z**

Postal address **28194**

Physical address:

Unit: **0**, Floor: **1**, N/A,

Plot: **2119/97/1**, BABA DOGO RD OFF THIKA ROAD,
Baba Dogo, Ruaraka, Nairobi

To engage in the following activities/businesses/occupations:

100 GENERAL TRADERS SHOPS AND RETAIL SERVICES

Medium non food trader shop/Agency retail service: 3-5 employees/50-300sq.m

- SPORTING GOODS, HOBBY, MUSICAL INSTRUMENT, BOOK, AND MISCELLANEOUS RETAILERS

Having paid a license fee of **KES. 18,500.00 (EIGHTEEN THOUSAND FIVE HUNDRED SHILLINGS ONLY)**

100 SBP

200 FIRE

400 PEST CONTROL

KES. 15,000.00

KES. 2,500.00

KES. 1,000.00

Business under this permit shall be conducted at the address as indicated

DISCLAIMER

Issuance of this permit does not exempt the permit holder from compliance checks, inspections, top-ups or adherence to applicable laws. The Nairobi City County Trade Licensing Act 2019 Section 17(1) gives the Director the powers to suspend or cancel a permit in case of false information or non-compliance with the applicable laws.

Date of Issue: **12 Jan, 2024**

By Order of:



POWERED BY



— Let's Make Nairobi Work —
www.nairobi.go.ke





Our Knowledge, Your Success.

18th June 2019

AMIRAN KENYA LIMITED

PO BOX 30327 – 00100

NAIROBI,

To whom it may Concern,

Dear Sir/Madam

RE: RECOMMENDATION LETTER

We wish to confirm that **Centropen stationers** of P. O Box 28914-00200 Nairobi have been our supplier for various Products.

Their products and services are of superior quality and comply with the standards.

They are liable, dependable and timely in delivering their products and committed to serving their Customer.

We unreservedly recommended them to be your supplier.

Thank you.


Yours Faithfully

JESSICA NTHENYA

PROCUREMENT MANAGER

AMIRAN KENYA LTD.
Tel: +254 (0) 719095000
Fax: +254 20 2635252 / 20 2070472
Old Airport North Rd. - Embakasi
P.O.Box 30327 - 00100
Nairobi, Kenya

VAT NO. 015079L
PIN NO. P000607600N

 Join AmiranK on Facebook

www.amirankenya.com



Centropen Stationers Limited



Ref: GAB/PA/2022/0004

22nd June, 2022

To Whom It May Concern

Dear Sir/ Madam,

RE: REFERENCE LETTER FOR CENTROPEN STATIONERS LIMITED

We confirm that Gulf African Bank Ltd has dealt with Centropen Stationers Limited since the year 2021 during which they have demonstrated their skills in Supply of General Stationery.

They have given us quality and reliable service.

We have no reservations in recommending them for any business supply partnerships.

Yours faithfully,
For GULF AFRICAN BANK LTD

Allan Obenjo
Manager, Procurement & Administration



NB- Please note that this letter in no way is to be construed as a guarantee by us of the services to be provided by the said vendor and you are urged to employ your own judgment and other resources to determine if they are suitable for your operations.

Geminia Insurance Plaza, Kilimanjaro Avenue, Upper Hill, P.O. Box 43683 - 00100, Nairobi, Kenya Tel: 020 2715600/00100 Fax: 020 2715655





PATRON
Her Excellency The First Lady of The Republic of Kenya, Mrs. Margaret Kenyatta

BOARD OF TRUSTEES
Ms. Susan Kiama (Chairman)
Mr. David Abwaga (Vice Chair)
Mr. Walter S. Odhiambo (National Director)
Mr. Allan Wanjau (Treasurer)
Dr. Martin Oduor-Otieno, CBS
Ms. Mercy Wanjau
Ms. Catherine Kibure
Dr. Mary Mupa Madu Madi
Ms. Asfaw Aster (SOS Children's Villages International)
Mr. Claudio Croce (SOS Children's Villages International)
Ms. Ruth Ngobi (Secretary)

MEMBER OF SOS-KINDERDORF INTERNATIONAL

TO WHOM IT MAY CONCERN

21 January, 2021

Dear Sir/Madam,

RECOMMENDATION LETTER-CENTROPEN STATIONERS LIMITED.

We wish to confirm that CENTROPEN STATIONERS LIMITED has been our supplier for HP Toner Cartridges and general office stationery since 2019. Their products are of high quality and the prices are very competitive.

We therefore with no hesitation recommend them to you as they are liable, dependable and timely in delivering and they are committed to serving their customers.

Yours faithfully,

Lilian Ngesa
Administration Officer

SOS Children's Villages Kenya
Marcus Garvey Road
Off Argwings Kodhek Road,
Gate No. 7/Hurlingham
P.O. Box 40053
00100 Nairobi, Kenya

T +254 (0)20 2727 026 / 61
F +254 (0) 20 2728 768
info@soskenya.org
www.sos-childrensvillages.org

A loving home for every child



Customer Service

The driver of our passion is customer service, and shall always go the extra mile to ensure customer satisfaction is at its very best

CENTROPEN STATIONERS
LIMITED
P.O. BOX 28914-00200
NAIROBI