

**SUBJECT: Request for proposal of provision of Professional Auditing and Tax Services**

*Mayfair Insurance Company Rwanda Ltd is a General insurance company providing various general insurance products in Rwanda since May 2017. It is regulated by the National Bank of Rwanda and since inception the company has been on an upward trend, experiencing steady growth both on the turn over and profitability. The Company is part of the network of Mayfair Insurance companies across the region (Kenya, Tanzania, Zambia, Rwanda and Uganda and DRC).*

*The Head-office of Mayfair Insurance Company Rwanda Ltd is located in **Makuza Peace Plaza, 2<sup>nd</sup> Floor.***

Mayfair Insurance Company Rwanda Ltd is soliciting proposals from qualified and accredited audit firms to audit the company's financial statements for the financial year ending 31 December 2023, with the option of auditing the financial statements for 2 subsequent financial years.

Your proposal should contain, but not be limited to the following considerations:

1. Experience of your firm in relation to the scope of audit for Mayfair Insurance Company Rwanda Ltd
2. A list of similar insurance companies served by your firm.
3. Your staff profile, experience and availability to complete the audit on a timely basis.
4. Detailed audit plan.
5. Fee proposal, along with fee schedule for additional services that may be required beyond the scope of the audit engagement and detail of disburseable expenses expected to be incurred.
6. Estimated timeline to complete the audit engagement.

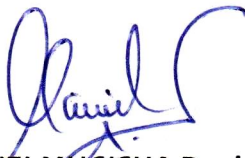
***You are in safe hands***

### Qualification for application

*Only accredited external auditors by BNR in category 1 are eligible for submission of proposal*

The proposals addressed to the Managing Director of Mayfair Insurance Company Rwanda Ltd shall be submitted at the head-office of Mayfair Insurance Company Rwanda Ltd located in the building **Makuza Peace Plaza, 2<sup>nd</sup> Floor**, or email to **info@mayfair.co.rw** not later than 04<sup>th</sup> October 2022 at 5h:00 PM (Local time).

Done at Kigali, on 27th September 2022.



**MUHIMUZI MUGISHA Daniel**  
Managing Director



*You are in safe hands*