

# FENOM TOWN PLANNING AND CONSTRUCTION (PRIVATE) LIMITED

## Company Policy & Terms of Engagement

Entity No: 17511A02102024

Incorporated 22 October 2024

Registered Office: 1883 Granary, Snake Park, Harare, Zimbabwe

**“Building Sustainable Communities, One Plan at a Time.”**

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## 1. INTRODUCTION

Welcome to FENOM Town Planning and Construction (Private) Limited (“FENOM”, “we”, “our”, “the Company”).

These Terms of Engagement govern all professional services provided by FENOM in:

- Town Planning
- Architectural Design
- Construction & Project Management
- Property Development
- Property Management
- Urban Design & Infrastructure Planning

By engaging our services, you agree to these terms.

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## 2. LEGAL STATUS

FENOM is a duly registered private limited company under:

**Companies and Other Business Entities Act [Chapter 24:31] (Zimbabwe).**

We operate in compliance with all applicable Zimbabwean laws and statutory requirements relevant to planning, construction, and property development.

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### **3. PROFESSIONAL STANDARDS**

All services are delivered in accordance with:

- Regional, Town and Country Planning Act [Chapter 29:12]
- Urban Councils Act [Chapter 29:15]
- Rural District Councils Act [Chapter 29:13]
- Environmental Management Act [Chapter 20:27]
- Factories and Works Act [Chapter 14:08]
- Public Procurement and Disposal of Public Assets Act [Chapter 22:23] (where applicable)
- Applicable professional body standards

We uphold integrity, transparency, and compliance in every project.

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### **4. SCOPE OF SERVICES**

Our services may include:

#### **Town Planning**

- Layout design & subdivision
- Change of use applications
- Special consent applications
- Master planning
- Zoning compliance

#### **Architectural Services**

- Concept design
- Detailed working drawings
- 3D modeling & visualization
- Tender documentation
- Site supervision

#### **Construction Services**

- Project management
- Site supervision
- Contractor coordination
- Quality assurance

- Risk management

## **Property Development & Management**

- Feasibility studies
- Investment structuring
- Lease management
- Asset oversight

Project-specific details are governed by written agreements or service orders.

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## **5. STATUTORY APPROVALS**

Where projects require approvals from:

- Local Authorities
- Ministry of Local Government
- Environmental Management Agency (EMA)
- Planning Authorities
- Procurement Authorities

FENOM facilitates applications but does not guarantee approval, as final decisions rest with regulatory bodies.

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## **6. FEES & PAYMENT TERMS**

- Fees are agreed in writing prior to commencement.
- Payment schedules are outlined in service agreements.
- Late payments may result in suspension of services.
- Statutory application fees payable to authorities are borne by the client unless otherwise agreed.

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## **7. CLIENT RESPONSIBILITIES**

Clients are responsible for:

- Providing accurate information
- Granting site access
- Making timely payments

- Complying with legal obligations as property owners or developers

Failure to cooperate may affect timelines.

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## **8. HEALTH, SAFETY & ENVIRONMENT**

All construction activities comply with:

- Factories and Works Act
- NSSA Safety Regulations
- Environmental Management Act

Safety and environmental sustainability are core principles of our operations.

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## **9. PROFESSIONAL LIABILITY**

FENOM maintains appropriate professional standards and internal compliance procedures.

Our liability is limited to the value of services rendered under the relevant engagement unless otherwise agreed in writing.

We are not liable for:

- Regulatory refusal of applications
- Delays caused by authorities
- Force majeure events
- Client-provided incorrect information

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## **10. INTELLECTUAL PROPERTY**

All drawings, plans, reports, and documentation remain the intellectual property of FENOM until full payment is received.

Clients receive usage rights for the specific approved project.

Unauthorized reproduction or reuse is prohibited.

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## **11. CONFIDENTIALITY**

We treat all client information as confidential and do not disclose project details without consent, except where required by law.

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## **12. ANTI-CORRUPTION POLICY**

FENOM maintains a strict zero-tolerance policy toward bribery and corruption.

All engagements must comply with:

- Criminal Law (Codification and Reform) Act
- Prevention of Corruption laws
- Public Procurement regulations

Any unlawful conduct will result in immediate termination.

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## **13. DISPUTE RESOLUTION**

Any disputes shall first be resolved amicably.

If unresolved, disputes shall be referred to arbitration in Harare in accordance with the Arbitration Act [Chapter 7:15].

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## **14. WEBSITE DISCLAIMER**

Information provided on this website is for general informational purposes only and does not constitute professional advice unless provided under a formal engagement.

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## **15. AMENDMENTS**

FENOM reserves the right to update these Terms from time to time in accordance with legal or operational requirements.

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## 16. CONTACT INFORMATION

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