



*Stationery • Printing • Office Furniture*



# 2025 COMPANY PROFILE

## Understanding Our Company

Penmarks Limited began trading in 1988 and has attained successful expansion since then, with a Managing Director whose 30 years' experience in the stationery, printing and furniture retailing industry has placed him at the helm of its operations.

With an impressive client base that includes – but not limited to – some of Zambia's leading financial institutions, NGOs and other well-established corporations in Zambia, Penmarks continues to forge ahead and satisfy its retail and wholesale markets with distinction. In doing so, it maintains its status as the spearhead in the distribution of stationery, office furniture and printing supplies in the country.

We take immense pride in our diversified product portfolio which is a steady, balanced and quality-focused blend of locally manufactured and imported products, including stationery and office furniture. When we import stock, we ensure direct communications with reputable manufacturers worldwide so as to not compromise on the legitimacy and quality of our imported stock.

Constant, consistent and incremental innovation continue to be at the forefront of our vision as we forge a brand identity and reputation based on doing business efficiently, effectively and professionally. Furthermore, the scale and scope of our organisation allows us to stock a diverse range of inventory in large volumes at all times. This helps us focus on our mission, which is to provide exceptional customer service and quality products at fair prices.

With a personnel of over 60 people and a fleet of 20 vehicles, Penmarks Limited believes that it plays a pivotal role in the supply chain of the Zambian economy. The company is aware of the mutual dependence of firms within the economy and it believes that awareness of such interdependence can accelerate not only the firm's growth, but the growth of other 'glocal' firms and thus add impetus to the Zambian economy on the whole.

## Brands



## Executive Summery

Penmarks Limited is situated at Plot 831 North End Cairo Road, Lusaka and is the leading stationery, office furniture and printing supplier in Zambia that satisfies both the retail and wholesale market. Our impressive client base includes a number of leading ministries, parastatals, financial institutions, NGO's and other well established businesses operating in Zambia. We are suppliers of both local and imported stationery and office furniture. We import directly from various sources worldwide.

Currently in the Zambian market there are a number of companies that trade in stationery supplies but many have no capacity to carter to the vast demands and the level of expectation for service delivery which is required by the types of organisations mentioned above. However, at Penmarks Limited we are progressive in the way we conduct our business. Our intention is to build long lasting relationships with all our clients by providing exceptional customer service and quality products at fair prices.

With our well organised company structure, the experience of our management team, large fleet and our ability to hold a large variety of items in high volumes at all times, we have build a reputable name amongst the corporate community based on doing business in an efficient and professional manner. Penmarks is also set to capitalize on Zambia's growing economy and aim to become a powerhouse within the Zambian market.

### Mission

Our mission is to be a progressive leader in our field and in doing so we intend to build long lasting relationships with all our clients.

### Vision

To always be the leading distributor of stationery, printing services and office furniture in Zambia by providing exceptional customer service and quality products at fair prices.



## Contact Details

Company Name:	Penmarks Limited
Address Line:	Plot 931, North End Cairo Road
Town/ City:	Lusaka
Postal Code:	P.O.Box 30871
Registration Number:	16454
Type of Organisation:	Private Limited Company
Phone Number(s):	+260 211 222 897 +260 211 222 895 +260 211 227 180
Email:	sales@penmarks.net
Website:	www.penmarks.net

## ZMW BANK DETAILS

	First Alliance Bank Ltd	Indo-Zambia Bank Ltd
A/C Name:	Penmarks Limited	Penmarks Limited
Branch:	Lusaka Main	North End Lusaka
A/C Number:	0000101159019	8964009

## DIRECTORS

Mrs. Rohiniben S. Naik (Zambian)

Mr. Krishna Naik (Zambian)

Mr. Rajiv G. Naik (Zambian)



## General Tax Clearance Certificate

TPIN: 1001696521

Jurisdiction: LTO\_South

Trading Name: PENMARKS LIMITED

Taxpayer Name: PENMARKS LIMITED



Physical Address: PLOT NO. 831 CAIRO ROAD CBD Lusaka

Province: LUSAKA PROVINCE

Email: sales@penmarks.net

Contact Number: 0977476987

Date: 06/01/2025

Certificate Number: 2591788417

Dear Sir/Madam,

RE: TAX CLEARANCE CERTIFICATE FOR PENMARKS LIMITED - SECTION 81B (CAP 323)

This is to certify that PENMARKS LIMITED trading as PENMARKS LIMITED with TPIN 1001696521 is duly registered for tax purposes.

In addition, this tax clearance certificate has been issued to PENMARKS LIMITED trading as PENMARKS LIMITED pursuant to section 81 B of the Income Tax Act (CAP 323).

This certificate is valid up to 31/12/2025.

Accordingly, in terms of section 81 B of the Income Tax Act, for the duration of this certificate, the above named is free to conduct business in line with the trading license held.

Yours Faithfully,

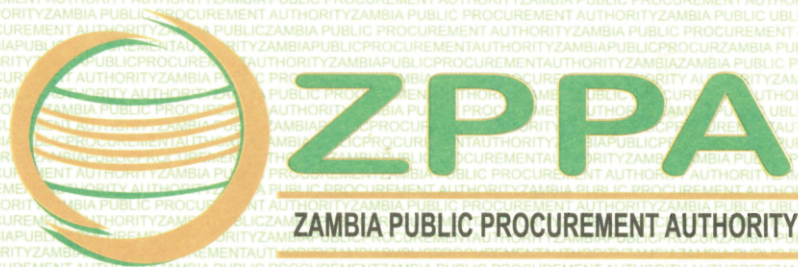
JOSEPH NONDE

Zambia Revenue Authority

**NOTE: This notice has been issued for and on behalf of the Commissioner General. Please note that any established act of non-compliance with the provisions of the Income Act shall invalidate this Certificate. You are advised to always scan the QR code to verify the**

Zambia Revenue Authority Domestic Taxes Division  
Enquiries Email: advice@zra.org.zm Website: www.zra.org.zm  
ZRA National Call Center: 4111





Welcome to the e-Tendering Platform  
This is your registration information as at 06/05/2024:

Supplier details	
Organisation name	Penmarks Limited
Company Registration Number	16454
Tax Payer's Identification Number	1001696521
ZPPA Registration Number	1141
Company type	Local Company
Address	PO BOX 30871
Postal code	10101
City	LUSAKA
Country	Zambia
Phone Number	0966752896
Shareholders	K.NAIK, R.G.NAIK, R.NAIK
CEEC category	Citizen Empowered
Valid Until	06/05/2025

You have registered in accordance with the Tender Regulations (Public Procurement Act No 12 of 2008) of the laws of Zambia to supply Goods and Services to Public Institutions in the following categories:

#### Areas of Interest

47000000-Cleaning Equipment and Supplies  
44000000-Office Equipment and Accessories and Supplies  
56000000-Furniture and Furnishings  
14111509-Stationery  
40101701-Air conditioners  
43211507-Desktop computers  
56121506-Student desks  
82121507-Stationery or business form printing  
44120000-Office supplies  
45101700-Printing accessories  
82121500-Printing  
56101700-Office furniture  
73151900-Industrial printing services



CF45

(Regulation 46)

Companies Registration No. **119870016454**

Serial No. **1319484**



**Republic Of Zambia**

**The Companies Act, 2017**

**(Act No. 10 of 2017)**

**The Companies (Prescribed Forms) Regulations, 2018**

**(Section 14)**

**CERTIFICATE OF INCORPORATION  
PRIVATE COMPANY LIMITED BY SHARES**

**This is to certify that PENMARKS LIMITED** is on and from the **7th day of December 1987** incorporated as a PRIVATE COMPANY LIMITED BY SHARES.

Given under my hand and seal at Lusaka, Zambia, this **7th day of December 1987**.



**PERRY MWABA**

**Deputy Registrar of Companies**

For further details relating to this business visit  
<http://www.pacra.org.zm>



WATERPROOF  
COPY IS NOT VALID FOR DATES



## Republic Of Zambia

The Companies Act, 2017

(Act No. 10 of 2017)

The Companies (Prescribed Forms) Regulations, 2018

(Section 14)

### CERTIFICATE OF SHARE CAPITAL

**This is to certify that PENMARKS LIMITED** has the nominal capital of **K25,000.00** divided into:

Number	Class	Value
25,000.00	Ordinary	1.00

Given under my hand and seal at Lusaka, Zambia, this **7th day of December 1987**.



PERRY MWABA  
Deputy Registrar of Companies



# Diamond Arrow 2023

## Zambia Country Survey

### Leaders and Achievers

Companies and institutions doing most in their sectors over the past 12 months to stimulate the economic growth and development of Zambia

## PENMARKS LIMITED

Stationery Suppliers

Outstanding – 1<sup>st</sup> overall

*Rated by a random, regional sample of 110 respondents comprising of CEO's, MD's, business owners, company directors and managers and senior government officials based in Zambia*



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## **Corporate Social Responsibility Policy**

### **1. Policy Statement**

Penmarks Limited believes that Corporate Social Responsibility (“CSR”) extends beyond the ambit of business and should focus on a broad portfolio of assets - human, physical, environmental and social.

### **2. CSR Vision**

Promote sustainable and inclusive development as a responsible corporate citizen.

### **3. CSR Objective**

Promote a comprehensive and integrated development through social and economic transformation.

### **4. Core CSR Commitments (Programs / Activities)**

- Addressing identified needs of the underprivileged through initiatives directed towards-
  - improving livelihood,
  - alleviating poverty,
  - promoting education,
  - empowerment through vocational skills and
  - promoting health and well-being.
- Preserve, protect and promote art, culture and heritage
  - promoting Zambia’s art, culture and heritage,
  - conducting promotional and developmental activities / programs.
- Ensuring environmental sustainability, ecological balance and protection of flora and fauna
  - conducting activities which promote biodiversity,
  - conducting activities which promote ecological sustainability.



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**STATIONERY | PRINTING | OFFICE FURNITURE | IT CONSUMABLES**

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 **PenmarksLimited**

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 **PenmarksLtd**