



**TOPNOTCH**  
Property Services Limited



# COMPANY PROFILE

2025



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# ABOUT COMPANY

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**Topnotch Property Services Limited** is a professional property solutions firm established in 2022 and headquartered in Lusaka, Zambia. We specialize in property and business valuation, delivering accurate, reliable, and timely solutions to support our clients in making informed real estate decisions.

Our mission is to provide high-quality property services that meet international standards while addressing the unique needs of the **Zambian market**. With a team of dedicated professionals, we combine expertise, integrity, and innovation to ensure our clients receive exceptional value.

As part of our growth strategy, we are scaling up operations to serve clients in the Copperbelt and other regions of Zambia, reinforcing our commitment to becoming a trusted leader in the property services industry nationwide.

By choosing **Topnotch Property Services Limited**, clients benefit from professionalism, transparency, and excellence—values that define who we are and how we work.

# OUR VISION

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## # VISION

"Leading provider of trusted property services across Zambia by 2030."

## # OUR MOTTO

"Delivering Value, Building Trust."



# OUR MISSION

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## # MISSION

“To provide accurate property and business valuation with integrity and excellence.”

## # Core Values

1. **Integrity** – Upholding honesty and transparency in all dealings.
2. **Professionalism** – Delivering services with excellence and consistency.
3. **Accuracy** – Providing precise and reliable property valuations and insights.
4. **Innovation** – Embracing modern solutions to meet evolving client needs.
5. **Customer-Centricity** – Prioritizing client satisfaction and long-term relationships.
6. **Accountability** – Taking responsibility for every service and decision.
7. **Growth** – Committed to continuous improvement and regional expansion.





# OUR SERVICES

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Topnotch Property Services Limited offers independent, professional, and internationally compliant valuation services to support clients in making informed business and investment decisions. Our practice is built on integrity, accuracy, and a deep understanding of both local markets and global standards.



## Core Business

### Property Valuation Services

At Topnotch Property Services Limited, we deliver professional property valuation services that provide accurate and reliable assessments for a wide range of purposes.

Our valuations are conducted in line with recognized professional standards such as ZIVS, IVSC and RICS to support sound decision making, regulatory compliance, and value optimization.

### Valuation Services

**Market Value Assessments** – Determining the fair market value of land, buildings, and developments for sale, purchase, or investment.

**Mortgage & Loan Security Valuations** – Independent valuations required by banks and financial institutions for lending purposes.

**Insurance Valuations** – Establishing reinstatement or replacement costs to ensure adequate property insurance coverage.

**Rental Valuations** – Assessing fair rental income, supporting lease negotiations, and conducting rent reviews.



# Core Business

## Business Valuation Services

At Topnotch Property Services Limited, we provide expert business valuations tailored to meet the diverse needs of individuals, businesses, and institutions. Our services go beyond traditional valuation by delivering strategic guidance that helps clients unlock value, minimize risks, and make informed real estate decisions.



## Business Valuation

**Asset Based Valuations** – Values a business based on the net value of its assets (“Total Assets” minus “Liabilities”).

**Income Based Valuations** – Values a business based on its ability to generate future income.

**Good Will/Intangible Asset Valuation** – Focuses on valuing intangible assets such as brand reputation, patents or customer relationships.

**Liquidation Value** – Estimates the amount that would be realised if all assets were sold and liabilities paid off immediately.

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With a commitment to professionalism, integrity, and excellence, we empower our clients to achieve sustainable growth and long-term success in the business.



### Other Valuation Services

**Compulsory Acquisition & Compensation Valuations** – Providing fair and just compensation assessments when property is acquired by government or statutory bodies.

**Tax & Statutory Valuations** – Supporting compliance with property tax, capital gains tax, and other statutory requirements.

**Specialized Valuations** – Tailored valuations for hotels, industrial facilities, farms, and unique real estate assets.

Through precision, integrity, and professionalism, we ensure our clients receive valuations they can trust for both everyday transactions and complex property decisions.



## OUR CLIENTS

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Topnotch intends to do business and register with a wide client base within Zambia, including:

Commercial Banks

Private Industries

Governement Ministries & Parastatals

Mines

Individual Citizenry

More...

### Banking

**Bank Name** : FIRST NATIONAL BANK  
**Account Name** : TOPNOTCH PROPERTY SERVICES LIMITED  
**Account Number** : 63067780487  
**Branch** : KITWE

### Address

Plot No. 3, Mugoti Road,  
Off Zambezi Road,  
Roma, Lusaka,  
Zambia.

Email: [info@topnotchprop.co.zm](mailto:info@topnotchprop.co.zm)

### Contact



**Jordan M'soni**

☎: +260 977 361 697

✉: [info@topnotchprop.co.zm](mailto:info@topnotchprop.co.zm)



**Walasi Sinkala**

☎: +260 972 128 303

✉: [walasisinkala@gmail.com](mailto:walasisinkala@gmail.com)



**Hannah Nandazi**

☎: +260 977 898 714

✉: [hannahnandazi@gmail.com](mailto:hannahnandazi@gmail.com)



# MEET THE TEAM



**Jordan M'soni**

Founding & Managing Partner

Jordan is a Registered Valuation Surveyor and Registered Building Technician, a Full Member of the Zambia Institute Of Valuation Surveyors (ZIVS), Full-Member of the Zambia Institute Of Estate Agents (ZIEA) and the Engineering Institute of Zambia (MEIZ). He holds an MBA, a BSc in Real Estate, a Diploma in Project Management, and a Technician Certificate in Construction. As the founding principal of Topnotch Property Services Limited, he brings a wealth of experience in Property Valuation, Property and Facilities Management, Project Management, Building Construction, Maintenance, and Repair.



**Walasi Sinkala**

Partner

Walasi holds a Bachelor of Science degree in Real Estate. He is a Registered Valuation Surveyor, a Full Member of the Zambia Institute Of Valuation Surveyors (ZIVS) and Full-Member of the Zambia Institute Of Estate Agents (ZIEA)



**Hannah Nandazi Chilinda**

Company Secretary and Partner

Hannah holds a Masters of Arts degree in Economic Policy and Management and a Bachelor of Arts degree in Economics from the University of Zambia. She is a seasoned banker with more than 10 years of experience. As the Company Secretary and Partner of Topnotch Property Services Limited, Hannah manages the compliance and administrative facets of the





**Kennedy Ng'andwe**

Senior Consultant

Kennedy holds a BSc. Real Estates and is a Senior Property Consultant with over 25 years of experience working at the Government Valuation Department. He brings extensive expertise in rating valuation, property valuation, property taxation, and the management of government real estate. He is currently undertaking the Assessment of Professional Competence (APC) with the ZIVS.



**Marian Chanda Mutale**

Consultant

Marian holds an MBA in Finance and a BSc in Real Estate. She is a Full Member of the Zambia Institute of Valuation Surveyors (ZIVS) and serves as a Property Management Consultant. With over six years of experience in the real estate industry, Marian is currently undertaking the Assessment of Professional Competence (APC) with ZIVS.



**Dalitso Mbewe**

Consultant

Dalitso holds a BSc in Real Estate, a Certificate in Facilities Management, and a Certificate in Intellectual Property Law. His expertise lies in Facilities and Property Management as well as Valuation. He is an Associate Member of the Surveyors Institute of Zambia and is currently undertaking the Assessment of Professional Competence (APC) with ZIVS.



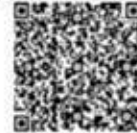
**Mark Chikwanda**

Consultant

Mark holds a Diploma in Real Estate and has over 25 years of experience in real estate agency, valuation, and sales. He has worked with the Valuation Departments at Lusaka and Kitwe City Councils.

Digitally signed by: LAMECK MWENYA  
Issued by: issuer.users.pki.gsb.gov.zm  
Reason: C-20221228-148148  
Location: Patents and Companies Registra  
Date: 2022-12-28 09:26:37 UTC+0

CF45  
(Regulation 46)  
Companies Registration No. **120220043775**  
Serial No. **1253800**



CLICK TO VIEW  
YOUR DIGITAL SIGNATURE



**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 TOPNOTCH PROPERTY SERVICES LIMITED is on and from the  
28th day of December 2022 incorporated as a PRIVATE COMPANY LIMITED BY SHARES.**

Given under my hand and seal at Lusaka, Zambia, this **28th day of December 2022**.



**LAMECK MWENYA**  
**Deputy Registrar of Companies**

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



**ZAMBIA  
REVENUE  
AUTHORITY** | *My Tax  
Your Tax  
Our Destiny*

## Notice of Turnover Tax Account Registration

TPIN 2001015640  
Account Name: Turnover Tax  
Taxpayer Name: TOPNOTCH PROPERTY SERVICES LIMITED  
Physical Address: PLOT NO.93  
CENTRAL STR.  
NKANA EAST  
Kitwe  
Copperbelt Province  
Email: JORDANMSONI17@GMAIL.COM  
Phone: 0977361697  
TPIN JURISDICTION ISMTO Kitwe



Issue Date: 06 March, 2024  
Reference : 1024100188431

Dear Sir/Madam

### **RE: Notice of Turnover Tax Account Registration.**

This serves to notify you that in accordance with the Income Tax Act Section 64A (2) you have been registered for Income Tax as an entity or person whose turnover is K800,000 or less in a charge year.

You are required to quote your account name and Taxpayer Identification Number (TPIN) in all your Turnover Tax correspondence and returns. You will also be required to remit Turnover Tax @ 4% of your gross income per month.

Your effective date of registration is 6 March , 2024

Returns should be lodged by the fourteenth (14th) day of the following month. Failure to submit returns and pay tax within the stated time period will result in late penalties and interest on the amount outstanding. If there is no business in any month, a nil return must be submitted without fail by the due date.

Please be reminded that should your turnover exceed K800,000 in a year, the Commissioner General must immediately be informed of this change.

Yours Faithfully,

JOSEPH NONDE  
Commissioner Domestic Taxes

**NOTE: This notice has been issued for and on behalf of the Commissioner General**

Zambia Revenue Authority Direct Taxes Division  
Enquiries Email: [advice@zra.org.zm](mailto:advice@zra.org.zm) Website: [www.zra.org.zm](http://www.zra.org.zm)  
Call Center: 4111, +260 211 381111, +260 971 281111  
Revenue House - P.O.BOX 35710, Lusaka



## General Tax Clearance Certificate

**TPIN:** 2001015640

**Jurisdiction:** ISMTO\_Kitwe

**Trading Name:** TOPNOTCH PROPERTY SERVICES LIMITED

**Taxpayer Name:** TOPNOTCH PROPERTY SERVICES LIMITED



**Physical Address:** PLOT NO.93 CENTRAL STR. NKANA EAST Kitwe

**Province:** COPPERBELT PROVINCE

**Email:** JORDANMSONI17@GMAIL.COM

**Contact Number:** 0977361697

**Date:** 31/01/2025

**Certificate Number:** 2511798331

Dear Sir/Madam,

**RE: TAX CLEARANCE CERTIFICATE FOR TOPNOTCH PROPERTY SERVICES LIMITED - SECTION 81B (CAP 323)**

This is to certify that TOPNOTCH PROPERTY SERVICES LIMITED trading as TOPNOTCH PROPERTY SERVICES LIMITED with TPIN 2001015640 is duly registered for tax purposes.

In addition, this tax clearance certificate has been issued to TOPNOTCH PROPERTY SERVICES LIMITED trading as TOPNOTCH PROPERTY SERVICES 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**

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Zambia Revenue Authority Domestic Taxes Division  
Enquiries Email: [advice@zra.org.zm](mailto:advice@zra.org.zm) Website: [www.zra.org.zm](http://www.zra.org.zm)  
ZRA National Call Center: 4111





Certificate No: ZIVS/97

# Corporate Certificate

Pursuant to the Zambia Institute of Valuation Surveyors Act, No. 9 of 2023

**ZAMBIA INSTITUTE OF VALUATION SURVEYORS**

Hereby certifies that

*Topnotch Property Services Limited*

is a corporate member of

**Zambia Institute of Valuation Surveyors**

as defined by subsection 1 of Section 14 of the Zambia Institute of Valuation Surveyors Act, No. 9 of 2023  
of the Laws of Zambia given under the seal of the ZAMBIA INSTITUTE OF VALUATION SURVEYORS

Validity period: 1st Jan 2025- 31st Dec 2025

A stylized signature in black ink, appearing to be a cursive 'A' or similar, positioned above a horizontal line.

Registrar





Certificate No: ZIVS/100

# Practicing Certificate

Pursuant to the Zambia Institute of Valuation Surveyors Act, No. 9 of 2023

**ZAMBIA INSTITUTE OF VALUATION SURVEYORS**

as the Registrar hereby certifies that

*Jordan Msoni*

a Valuation surveyor as defined by the Zambia Institute of Valuation Surveyors  
Act No 9 of the Laws of Zambia, whose place of business is at

*Topnotch Property Services Limited*

is duly registered and authorised to practice as a  
**VALUATION SURVEYOR**

**for the period: 1st January 2025 - 31st Dec 2025**

given under the hand of the Registrar of Zambia Institute of Valuation Surveyors  
on this day 01/01/2025

A stylized signature in black ink, appearing to be 'J. Msoni', written over a horizontal line.

Registrar





Certificate No: ZIVS/105

# Practicing Certificate

Pursuant to the Zambia Institute of Valuation Surveyors Act, No. 9 of 2023

**ZAMBIA INSTITUTE OF VALUATION SURVEYORS**

as the Registrar hereby certifies that

***Walasi Sinkala***

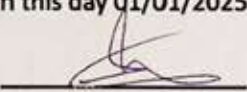
a Valuation surveyor as defined by the Zambia Institute of Valuation Surveyors Act No 9 of the Laws of Zambia, whose place of business is at

***Topnotch Property Services Limited***

is duly registered and authorised to practice as a  
**VALUATION SURVEYOR**

**for the period: 1st January 2025 - 31st Dec 2025**

given under the hand of the Registrar of Zambia Institute of Valuation Surveyors  
on this day 01/01/2025

  
Registrar







ZIEA MEMBERSHIP No.927

CERT. 7039/2025

# Membership Certificate

Pursuant to the Estate Agents Act (Act No. 21 of 2000)

## THE ZAMBIA INSTITUTE OF ESTATE AGENTS

Hereby certifies that


# Jordan M'soni

as defined by sub-section 2 of section 7  
of the Estate Agents Act (Act No. 21 of 2000)  
of the Laws of Zambia

is duly admitted as a

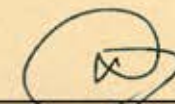
## FULL MEMBER OF THE INSTITUTE

for the period of 1st January 2025 to 31st December 2025  
Given under this seal of The Zambia Institute of Estate Agents  
this 1st day of January 2025



*Nelwa*

Chairperson



Registrar





NATIONAL PENSION SCHEME AUTHORITY

# COMPLIANCE CERTIFICATE

Employer Account Number: 6658611  
Certificate Number: C7FD2E7E0175473541306147  
Date Issued: 9th August 2025



This compliance certificate is issued to  
**TOPNOTCH PROPERTY SERVICES LIMITED**  
without any alterations and is valid till  
**7th November 2025**

  
Authorized Signatory

To authenticate this certificate, scan the QR code or visit [www.icare.napsa.co.zm/compliance/verify](http://www.icare.napsa.co.zm/compliance/verify)  
and enter the **Certificate Number** to verify.

P.O Box 51275  
Levy Business Park  
Corner of Church Road and Kabelenga Road  
Contact center Toll-free Line 677

☎ +260 973 000 677 ☎ +260 211 395 677 ✉ [info@napsa.co.zm](mailto:info@napsa.co.zm) 🌐 [www.napsa.co.zm](http://www.napsa.co.zm)

Be smart, Secure your future