

# SINOP.

## 2023

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**SINOP** PSE

 **sec exports**  
An SEC Group company

**S'NOP**  
PSC AND TECHNOLOGIES

[WWW.SINOPINVESTMENT.COM](http://WWW.SINOPINVESTMENT.COM)

**SINOP Investment Limited** delivers quality solutions and services to support organizations and individuals in four key areas, namely, management consultancy, procurement, supply chain management and engineering. Since 2014, SINOP has assisted small to large scale businesses to improve their systems and maximize their profits.

Our approach has been to build profitable and lasting partnerships through sincerity in operations and a knack for excellence. We are confident about achieving our vision of becoming the most preferred privately-owned Ghanaian company with a broad lens in the way we engage with clients to help them attain their goals.

At SINOP, we distinguish ourselves by creating space to thoroughly understand our client's business and project needs before we make a move. Whether you need help with improving the management, procurement, supply chain or engineering systems in your organization, SINOP has the people, know-how and passion for delivering timely results.

Because we work with information and data, we have trained our staff, agents, partners, and consultants to manage and secure client information. Each member of our team is trained to exceed client's expectation and we accord every concept, project, and information with seriousness and the utmost attention.

Talk to us today and let us help you bring the future closer. I look forward to working with you.

A handwritten signature in white ink, appearing to read "Chel Amsh", with a long horizontal flourish extending to the right.

**CHIEF OPERATIONS OFFICER**

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## 02 Specialities

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## 1.0 **About**

# SINOP.

I N V E S T M E N T

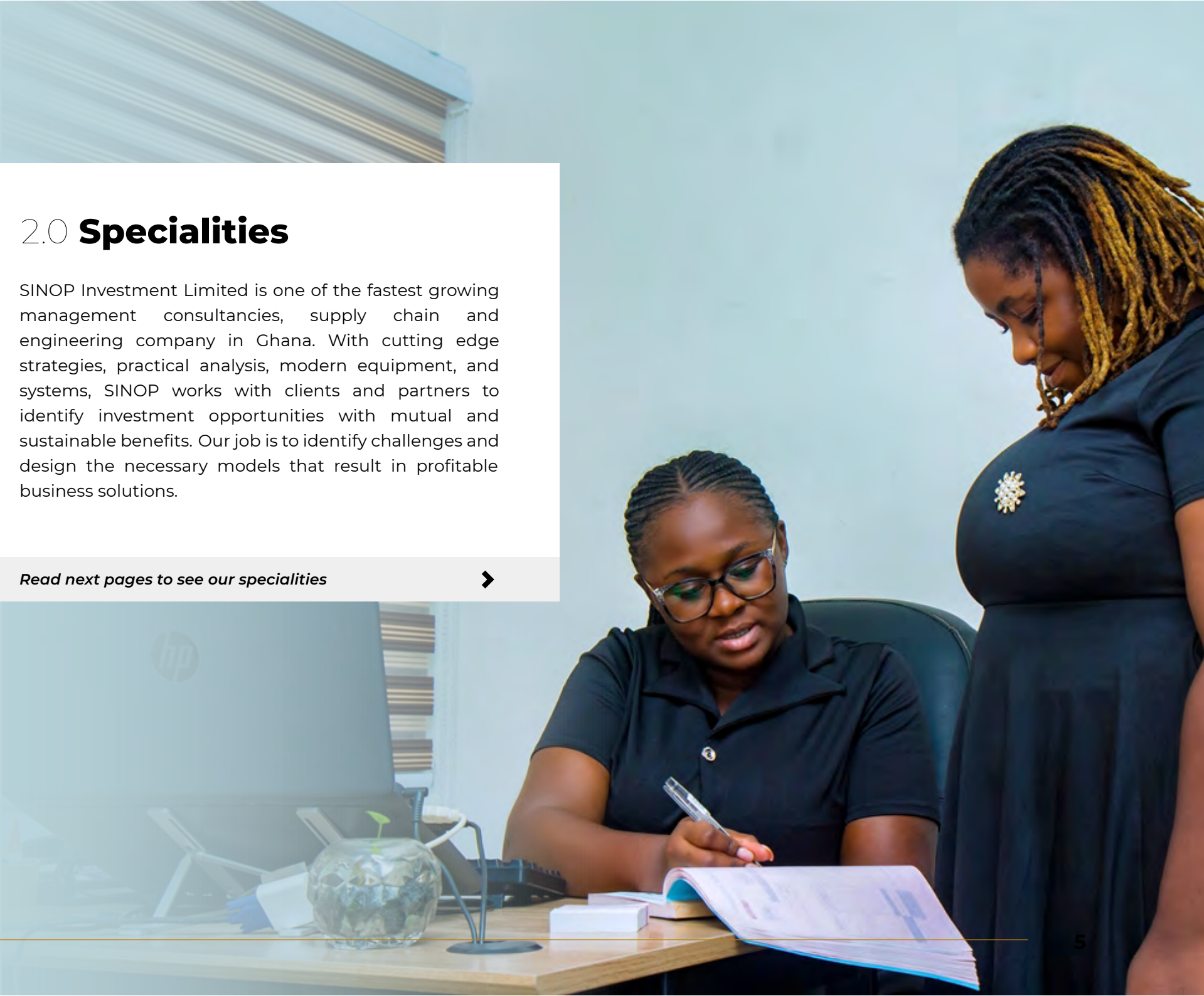
SINOP Investment Limited is one of the fastest growing management consultancies, supply chain and engineering company in Ghana. With cutting edge strategies, practical analysis, modern equipment, and systems, SINOP works with clients and partners to identify investment opportunities with mutual and sustainable benefits. Our job is to identify challenges and design the necessary models that result in profitable business solutions.

With partners across west Africa, North America, United Kingdom, China, and South East Asia, SINOP Investment limited and its subsidiaries maintain its promise of delivering world class solutions to all our clients. We are reliable and dedicated professionals committed to providing results that bring value to you.

## 2.0 Specialities

SINOP Investment Limited is one of the fastest growing management consultancies, supply chain and engineering company in Ghana. With cutting edge strategies, practical analysis, modern equipment, and systems, SINOP works with clients and partners to identify investment opportunities with mutual and sustainable benefits. Our job is to identify challenges and design the necessary models that result in profitable business solutions.

*Read next pages to see our specialities*



## **MANAGEMENT & BUSINESS PLANNING CONSULTANCY SERVICES.**

In this age of increasing global competition, it is vital to set intelligent systems for your business. At SINOP, we guide your business to procure the right management tools and systems that generate and rely on useful data to maximize your bottom line. By so doing, we help you to deliver client services in the most efficient manner. We advise on software, hardware and programs that reduce human interference with data, thereby guaranteeing you informed and sustainable decision making.

We have worked with hundreds of entrepreneurs; we understand business needs and we are dedicated to taking every necessary step with clients to achieve their desired results. From concept development, surveying, feasibility studies, writing business plans, financial modeling, seeking funding, fund allocations advisory, sales and marketing to monitoring and evaluation, you can rely on SINOP to help you make the best decisions for your business.

With concrete experience in a wide range of industries through sustainable partnerships and consortium, we are poised to support you at every stage of your business set up.

**Continued**

## **MANAGEMENT & BUSINESS PLANNING CONSULTANCY SERVICES.**

### **BUSINESS OPERATION & RE~ENGINEERING**

Business Process Design & Training  
Operation Strategy Consultancy  
Business Optimization Consultancy  
Documentation & Permit Renewal Services  
Business Development Consultancy  
Contact & Commercial Process Design  
Management Systems Consultancy  
ERP, CRM and CMMS Consultancy  
Business Systems Development

### **BUSINESS WRITING**

Proof Reading Services  
Business Plan, Profile And Proposal Writing  
Business Research

### **QUALITY MANAGEMENT**

Quality Management Consultancy  
Food Safety Consultancy  
Cost Control & Saving Consultancy  
Risk Assessment Consultancy  
Business Process Audit  
Procurement & Supply Chain Process Audit

### **SALES & MARKETING**

Advertising & Consultancy  
Brand Development & Management Services

### **PROJECT MANAGEMENT**



## SOURCING, PROCUREMENT & SUPPLY SERVICES.

The coordination of materials, business information and finance are becoming complex and challenging due to growing uncertainties in the movement of goods and services globally. This is why our team of experts help clients to determine, plan for, and design processes for your supply chain needs in a manner that reduces and eliminates delays in your value chain while ensuring efficiency and sustainability at every stage.

By conducting absolute due diligence, we stay committed to meeting your requirements and making sure that you procure from the right suppliers, at the right time, through the right means, at the right cost and under the right contractual obligations.

SINOP also has the capacity to transport your goods anywhere across the country. With our unmatched range and well-maintained fleet of specialized vehicles, we haul, transport, and manage complex equipment and cargo across the country, safely and at the lowest cost to our clients within Ghana and the sub-region.



### WHAT WE DO

- Contract Negotiation
- Supply Chain Planning
- Warehousing Services
- Sourcing, Buying, and Expediting
- General Procurement Services
- Haulage And Transport Services
- Supply, Installation, And Management Of Scaffolds
- Supply Of Paints And Surface Treatment Chemicals



## HUMAN RESOURCE RECRUITMENT, TRAINING AND SUPPORT SERVICES.

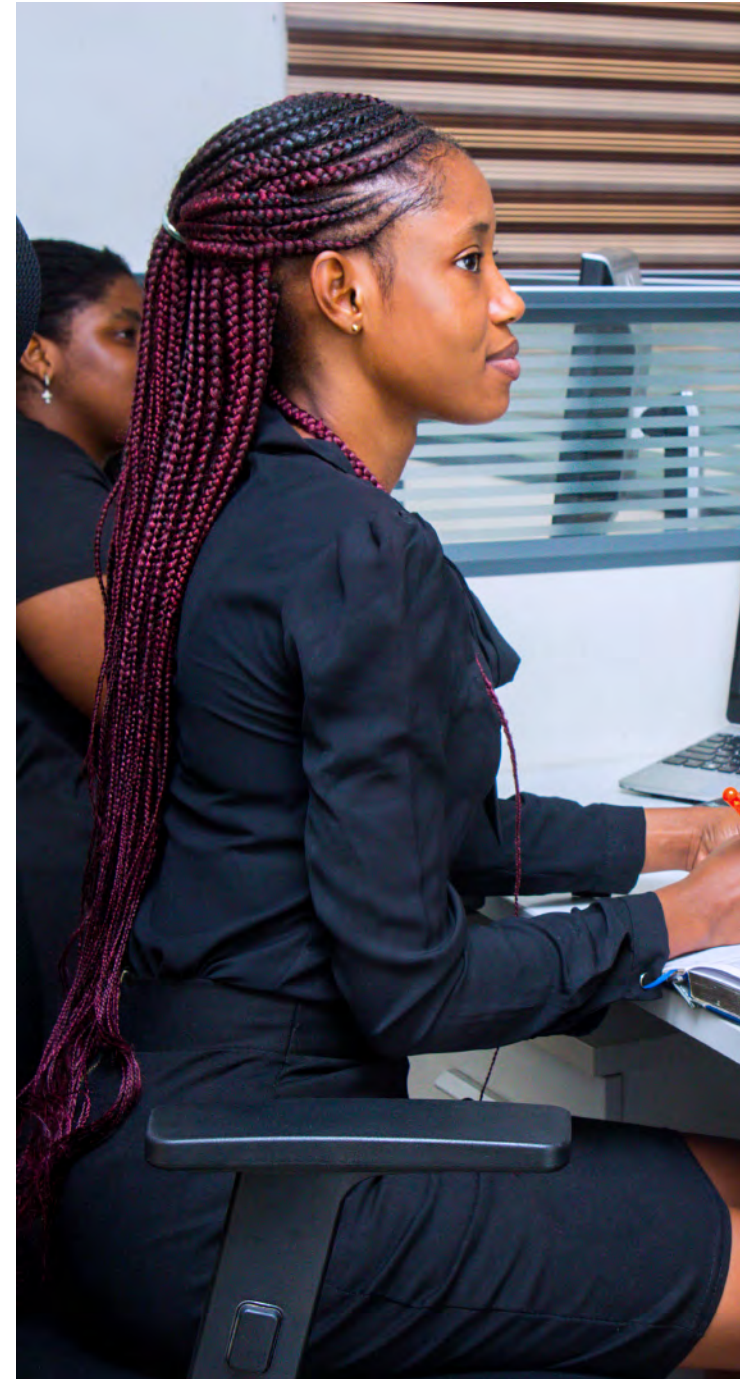
SINOP consults with and partners experts in Ghana, UK, Dubai, Asia, and North America to design internationally standardized training programs for corporate professionals who seek to upgrade their knowledge in their fields of work and increase their competitiveness within the job market.

We also provide Human Resource Support services, like recruitment advisory, screening, talent management, expatriate work and resident permit advisory services.

We customize the recruiting process to match your exact needs which allows you to maximize your cost to fit any budget while leaving you to focus your time and resources on your core business activities. Contact SINOP for the recruitment of quality personnel to the fields of expertise your organization needs.

### WHAT WE DO

- Training
- Recruitment
- Talent Management
- Screening Services
- Contractor Management
- Crew Change Services
- Work And Residence Permit Application And Facilitation



## GENERAL ENGINEERING SERVICES & CONSULTANCY

Through our subsidiary, SINOP PSE, we procure and supply materials and equipment, and execute general engineering services, including design, construction, and management of complex civil engineering and electrical installation projects across Ghana.

From design, development to management of projects, we ensure uncompromising integrity in line with our safety and quality policy. At SINOP, we hold our supply chain to the highest standards and ensure all technical and functional expectations of our customers are met.

### WHAT WE DO

- Supply Of Electrical Equipment And Systems
- Dredging Services
- Industrial And Domestic Electrical Wiring
- Supply Of Power Factor Correction Unit
- Voltage Regulator
- Welding & Non-destructive Testing Services
- Industrial Plumbing Services
- Hvac Services
- Supply & Distribution Of Mechanical Equipment
- Power Distribution And Board Connections
- Fabric Maintenance
- General Engineering Consultancy Services
- Industrial Plumbing Services
- Fencing
- Supply Of Three Phase Scr Type Static Automatic
- Supply And Installation Of Transformers & Dressing
- Demolition Works



**Continued**

## **GENERAL ENGINEERING SERVICES & CONSULTANCY**

# **INSPECTION & INTEGRITY MANAGEMENT**

SINOP has an experienced team of asset integrity Engineers & Inspectors focused on maintaining and improving the integrity of your operations and assets. Aging assets, poor reliability and skills shortages drive many manufacturing companies to reassess their focus on all components of integrity management including the assets, systems and people.

At SINOP we combine leading methodologies and tools with expert technical judgement to initially identify and then deliver integrity improvements towards high systems reliability and integrity management performance. We give priority to the key areas of your operations thereby improving safety, reducing business risks and minimizing downtime.





**Continued**

## GENERAL ENGINEERING SERVICES & CONSULTANCY

# LEAK MANAGEMENT & REPAIRS

SINOP has repair procedures and programs that guarantee uninterrupted operations in a safe and cost-efficient manner.

Our help your installations standardize leak detection and repair, which from our year of experience make it easier to keep assets in good condition and reduce breakdowns while increase safety your facility and people.



**Continued**

## **GENERAL ENGINEERING SERVICES & CONSULTANCY**

### **SCAFFOLDING**

SINOP currently holds an established pool of fully trained and experienced Local Scaffolders familiar to the oil and Gas industry and its policies and requirements.

Our scaffolders have extensive experience working on major projects over the last 10 years on offshore platforms, tank farms etc. We provide solution in the following key areas:

#### **WHAT WE DO**

- Access to remote areas to undertake fabric maintenance works
- Access to elevated levels of tanks for asset integrity inspection & repairs
- Lifting frames for heavy loads
- Rental of scaffolding material





**Continued**

## **GENERAL ENGINEERING SERVICES & CONSULTANCY**

# **PRESSURE HABITAT SERVICES**

SINOP believes it's vital that Ghanaians play a more significant role in the Oil and Gas industry, and this drives us to identify and provide key services to support clients across the board. Habitat systems are critical for Oil facilities as it allows maintenance teams to carry out high risk activities on live plants without downtime.

Our habitats with ATEX certified components and gas detection enables the execution of these activities without compromising the process safety standards of the facility





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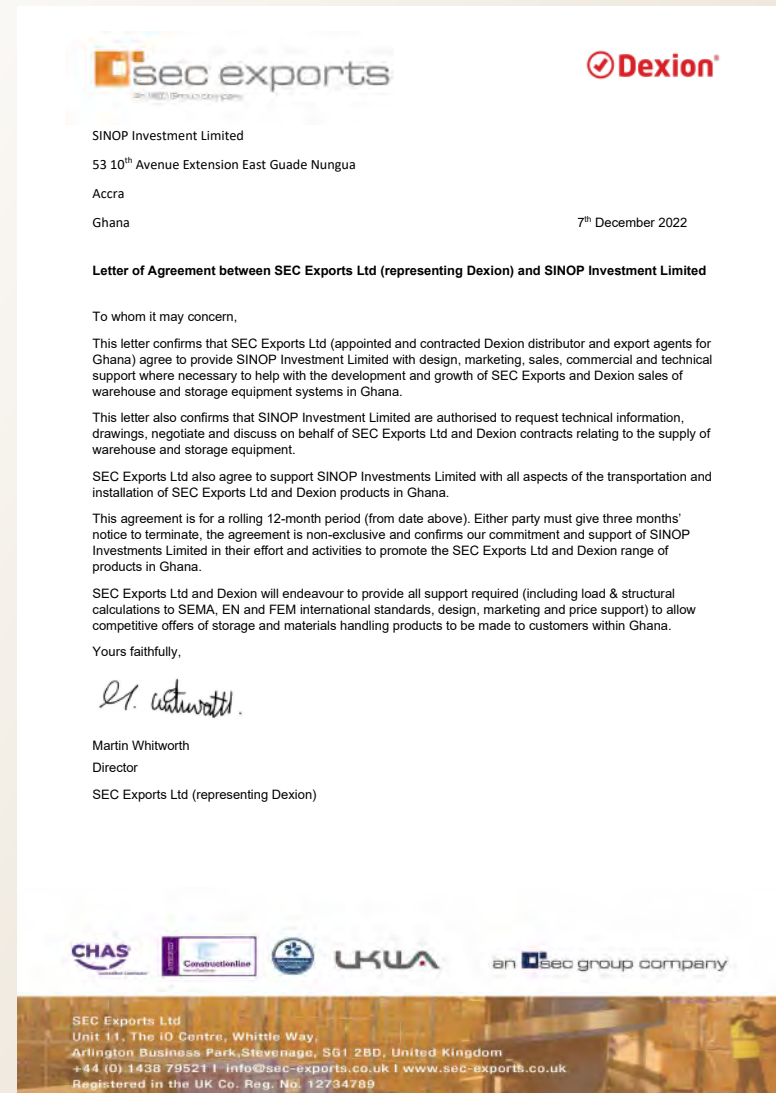
## GENERAL ENGINEERING SERVICES & CONSULTANCY

# WEARHOUSE DESIGN, INSTALLATIONS & SUPPLIES

We are official representative of SEC-EXPORT in Ghana: a trusted partner that specialize in creating warehouse storage solutions through the management of inventory and provide dedicated supply bases to customers often in extremely remote locations across the Africa and Asia continents as well as South America and the Caribbean, where often vast quantities of stock are needed to be held onsite due to challenging transport infrastructure.

SEC Exports have extensive global experience in market sectors including agriculture, mining, oil and gas, the SEC Exports sales team continues to offer valuable insight into storage solutions tailored for installation internationally, drawing on innovative design solutions to meet the diverse needs of our customers

### Some Cherished Customers



## 3.0 Corporate Statements

### Our Vision

To identify within the value chain of every innovation and business; consulting and providing solutions that guarantee our clients superior performance and business sustainability

### Our Mission

We improve our skills, expertise and human resource capabilities to deliver solution-based products and services to businesses across West Africa.

### Our Commitment

In today's economy, the direction of change is unpredictable, and time is not on any one's side. As such, knowledge of market trends and the readiness to respond to rapid changes are key to the survival of your business. That is why SINOP supports your business by delivering the most appropriate solutions towards growth and sustainability. We guide you to make strategic decisions that will add value to you and your customers.

We are COMMITTED to delivering products and services that are economically prudent, socially responsible, and environmentally acceptable.

### Our Values

Investment  
Sincerity  
Excellence  
Environment

## 6.0 General Policy

Our people are at the heart of everything we do. We therefore understand the importance of maintaining a workplace without injuries and instances of occupational ill- health. We belief that good health and safety management makes good business sense. The directors of SINOP and its subsidiaries accept the moral and legal responsibility for sustaining the health and safety of our employees and other parties who may be directly affected by our operations. It is very important to us that you understand that we care and that we have taken the time to set out policies to ensure we deliver quality products safely and sustainably.

*Read about Health, Safety, Security, Environment & Quality Policy on next page.*



## **HEALTH, SAFETY, SECURITY, ENVIRONMENT & QUALITY POLICY**

SINOP Investment Limited and its subsidiaries are committed to providing and maintaining a healthy and safe work environment for our staff, clients, and agents. We prioritize putting together the right systems and structures to prevent occupational illness and injury. We express this commitment through the following policy on occupational health and safety:

The leadership of SINOP takes utmost responsibility for the health and safety of its workers, contractors, agents, and visitors within the working area.

Our leaders are dedicated to the objective of eliminating any possibility of injury and illness and we take all reasonable precautions to prevent harm and injury.

We have trained supervisors to ensure all workers follow our HSSEQ policy and these supervisors have a general responsibility for ensuring the safety of equipment and the facility at large.

Every staff, agent, contractor, or visitor has a duty to promptly report any hazardous conditions, injury, accident, or illness related to the workplace to a supervisor or manager.

Every staff, agent, contractor, or visitor has a duty to protect their health and safety by complying to applicable Acts and Regulations, policies, procedures, rules, and instructions as prescribed by SINOP Investment Limited.

SINOP will, where possible, eliminate hazards and if that is not possible, all workers will be required to use safety equipment, clothing, devices, and materials for personal protection.

SINOP recognizes the worker's duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and offering suggestions or ideas to improve our health and safety program.



Chad Amsh

## 7.0 Environmental Health & Safety

### IMPLEMENTATION OF THE ENVIRONMENT, HEALTH, SAFETY & QUALITY MANAGEMENT SYSTEM

SINOP has got seasoned HSSEQ Advisors / Leads who can drive the development and implementation of an environment, health, safety and quality management systems in accordance with the following international standards;

**ISO 9001:2015 Quality Management System**

**ISO 14001:2015 Environmental Management System**

**ISO 45001:2015 Quality Management System**

Furthermore, SINOP will coordinate the certification of the Environment, Health and Safety Management Systems to the above standards using a third party certification body such as DNV, SGS etc. The implementation of an effective management system will ultimately lead to overall process, safety, health and environmental risk reduction and assure integrity of asset through effective quality management principles.

## **MANAGEMENT OF EHS APPLICABLE LEGAL COMPLIANCE**

Identify all applicable EHS laws and maintain a register for visibility and tracking. Maintain a register of all permits, licenses etc. required for operation and ensure validity. Lead and coordinate the acquisition and renewal of regulatory licenses and permits.

## **REGULATORY INTERFACE AND REPORTING**

Lead and coordinate all EHS applicable regulatory interfaces and reporting as required by the laws of Ghana. This will include interface and reporting to but not limited to the below regulatory agencies.

### **Environmental Protection Agency (EPA) – Services will include;**

- Coordinate all EPA inspections
- Interface and responding to regulatory concerns, queries and enforcement notices
- Acquisition and renewal of environmental permit and environmental certificate
- Quarterly, half-yearly and annual environmental reporting
- Development of environmental monitoring program
- Development of environmental management plan

### **Factories, Offices and Shops Inspections Directorate**

- Coordinate all facility inspections by the Directorate
- Acquisition and maintenance of the FOSA certificate

Other regulatory agencies including Nuclear Regulatory Authority, National Petroleum Authority etc



## **AUDIT AND ASSURANCE PROGRAM**

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Develop and implement a robust inspection, audit and assurance program that will ensure compliance at all times and maintain readiness of facility and operations for inspections and audits by regulatory agencies such as the EPA, NPA, NRA and Company Insurers

## **RISK MANAGEMENT**

Develop a robust risk identification and reduction program that will assure the safety and integrity of the facility and the personnel. The risk reduction program will cover the following risk areas;

### **Process Safety Risk**

Risk that can cause catastrophic damage of physical assets if not adequately controlled

### **Occupational Health and Safety Risk**

Risk that can lead to injury to personnel, and even fatality

### **Environmental Risk**

Risk that can lead to serious environmental pollution

### **Quality Risk**

Risk that can affect the integrity and reliability of the facility

# SOME CHERISHED CLIENTS



# PROJECT PARTNERS



euphrates  
ghana  
advertising agency





CS529982014



REPUBLIC OF GHANA

C0004381963

## Certificate of Incorporation

I hereby certify that

**SINOP INVESTMENT LIMITED**

is this day incorporated under the Companies Act, 1963 (Act 179) and that the liability of its members is limited.

Given under my hand and official seal at Accra, this 9<sup>th</sup> day of December 2014

For: Registrar of Companies

REPUBLIC OF GHANA



**Public Procurement Authority**

Improving efficiency and transparency in public procurement

SUPPLIER NO

641819

DATE ISSUED

25 MAR 2021

EXPIRY DATE

24 MAR 2022

SUPPLIER, CONTRACTOR, CONSULTANT REGISTRATION CERTIFICATE

*This is to certify that*

**SINOP INVESTMENT LIMITED**

is duly registered with the Public Procurement Authority to engage in Government tenders as mandated by Section 3(p) of the Public Procurement Act, 2003 (Act 663) as amended.

Frank Mame  
Ag. Chief Executive

PPA NO. 0023962

Reg No. SN002240421



REPUBLIC OF GHANA

TIN : C0004381963

The Registration of Business Names Act, 1962(No.151)

## Certificate of Registration

I hereby certify that the following Subsidiary Business Name has been registered under the above-mentioned Act as No. **SN002240421**, viz,

**SINOP PSE**

Dated this 29<sup>th</sup> day of April 2021

For: Registrar of Companies

UNITED STATES OF AMERICA

The State of Washington

Secretary of State

I, STEVE R. HOBBS, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

### CERTIFICATE OF FORMATION

to

**SINOP PSE & TECHNOLOGIES LLC**

A WA LIMITED LIABILITY COMPANY, effective on the date indicated below.

Effective Date: 07/22/2022  
UBI Number: 604 942 386



Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Steve R. Hobbs, Secretary of State

Date Issued: 07/22/2022



0000468

**Certificate No.** KN-911

**Lab. No.** PE-A/570

**LD**

**REPUBLIC OF GHANA**

**LICENCE TO OPERATE  
PRIVATE EMPLOYMENT AGENCY**

*I hereby certify that*

**SINOP INVESTMENT LIMITED**

*having complied with Section 7 (1) of the Labour Act 2003 (ACT 651) is*

*hereby licensed to operate as a Private Employment Agency with effect from*

**15TH DECEMBER, 2021**

*This licence authorizes you to recruit workers for employment*

**IN GHANA ONLY**

*This licence is valid for a period of*

**12 MONTHS**

*from the Date of Issuance*

*Given under my hand at Accra this*

**15TH DAY OF**

**DECEMBER, 2021**

**(SIGNATURE)**

**(SIGNATUS BAFFOUR AWUAH)**

**HON. MINISTER**

21/ 0001940

MWH/CERT.No. 66792<sup>A</sup>



**REPUBLIC OF GHANA**

**MINISTRY OF WORKS AND HOUSING**

**CERTIFICATE OF CLASSIFICATION**

*This is to Certify that*

**MESSRS. SINOP INVESTMENT LIMITED**

**ADDRESS P.O. BOX AN. 7898, ACCRA – NORTH**

**HAS/HAVE BEEN CLASSIFIED AS BENDW**



CATEGORY	DESCRIPTION	FINANCIAL CLASS	
D	GENERAL BUILDING WORKS	3	\$75,000 TO \$200,000
K	CIVIL WORKS	3	\$75,000 TO \$200,000

**VALID UNTIL 25TH APRIL, 2023**

*(Signature)*  
**CHIEF DIRECTOR**

*(Signature)*  
**MINISTER**

**DATE OF ISSUE 27TH APRIL, 2022**



# SINOP.

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