

COMPANY PROFILE



LIVINGSTONE EXCLUSIVE ENTERPRISES

Our Services Include:

Passport, Document Packaging and VISA Application Services, Business Travel Packages, Tourist Travel Packages, Visa Processing/Packaging Hotel Reservation, Flight Booking, Oversea Study Packages, Travel Consultancy Services, etc.



A, 2 & 3 Railway Line Ogbete Main Market,
Enugu State, Nigeria.



3B Nwosu Terrace P & T, Ziks Avenue
Enugu, Enugu State, Nigeria.



+2348037130413

+2347036533641



livingstonexenter@yahoo.com,
henryson95@yahoo.com

Head Office: GF-01 Young Shall Grow Park, Wuse Zone 5 FCT - Abuja 900211, Nigeria



CORPORATE PROFILE



CORPORATE INFORMATION

| | |
|-------------------------|---|
| NAME OF COMPANY: | LIVINGSTONE EXCLUSIVE ENTERPRISES |
| HEAD OFFICE: | GF-01 Young Shall Grow Park, Wuse Zone 5 FCT - Abuja 900211, Nigeria |
| BRANCH OFFICE: | 3B Nwosu Terrace P & T, Ziks Avenue Enugu, Enugu State, Nigeria. A, 2 & 3 Railway Line Ogbete Main Market, Enugu State, Nigeria |
| REGISTRATION NO: | EN 26334 |
| SPECIALIZATION: | Immigration assistance, Overseas Work permits, Educational Counselling, Collaboration Services to Institutions, Offers & Admissions in Universities/ Colleges and General Contracts. |

COMPANY'S BRIEF HISTORY

LIVINGSTONE EXCLUSIVE ENTERPRISES was registered with the primary objective of providing quality standard Travel Consultancy Services to individuals to enable them travel to any country of their choice. The Company is duly registered with Corporate Affairs Commission in Nigeria as a private Limited Liability company under the Allied Matters on the **17th of February, 2011** with Registration Number: **EN 26334**



although the Company has gained vast experience over the years as one of the tall standing indigenous travel consultancy services Works, - Immigration assistance, Overseas Work permits, Educational Counselling, Collaboration Services to Institutions, Offers & Admissions into any foreign Universities/Colleges of their choice.

LIVINGSTONE EXCLUSIVE ENTERPRISES Livingstone Exclusive Enterprises, we provide value added services that's beyond the reach of competitors, Round the clock services, 24 Hours availability of travel consultant. We are a dedicated representative to customize the account & relationship management. Computerized reservations for on the spot confirmations, Competitive market prices and efficient pre and post sales and services.



CORPORATE PROFILE

The Company is wholly Nigerian and is poised to play a significant ROLE both in Nigeria and indeed the world in the area of provision of sound travel consultancy services to the general public.

We are fully integrated Travel Consultancy Services Company, Organization with considerable and extensive experience in our chosen area of specialization, a splendid history of Travel Consultancy Services to reputable individuals and organizations, with an excellent team of experienced personnel that are able to provide effective project management for various Consultancy Services.

The Company has continued to grow and diversify its operations and is positioned to do business involving Visa assistance where required, specialized in all Visa relevant documents, voucher confirmation & payment system for worldwide hotel/apartment accommodation, ground transportation, tours, safaris and other packages. Pricing flexibility and reduced costs, offering special and discounted packages for worldwide destinations.

A NIGERIAN Company with an international reputation.

OBJECTIVE

The main aim and objective of the Company is to provide a broad based Travel Consultancy and related services that will be indigenously oriented to curb the menace of hardship individuals face in order to secure any type of visa to any country of their choice and also help sort flight, accommodation and movement while at their destination. We are



CORPORATE PROFILE

already a Travel Consultancy Firm to a lot of individuals, firms and organizations. Therefore professional integrity in a steady and progressive growth earnestly exploring all available potentials and resources available to us is of paramount importance to us.

MISSION STATEMENT

Since we are committed to the practice of Travel Consultancy Services with a passion for excellence in practice, our mission therefore is to maintain good will toward all customers/clients through honesty and integrity propelled by self-motivation and pragmatic disposition through the divine favors and will of the Almighty.

LOCATION

Our **Head Office** is located at Head Office: GF-01 Young Shall Grow Park, Wuse Zone 5 FCT - Abuja 900211, Nigeria

Our **Branch Offices** is located at 3B Nwosu Terrace P & T, Ziks Avenue Enugu, Enugu State, Nigeria and A, 2 & 3 Railway Line Ogbete Main Market, Enugu State, Nigeria.

OUR SERVICES

LIVINGSTONE EXCLUSIVE ENTERPRISES is perfect choice on the way of your professional future. We provide our clients with assistance for every step of admission, help with getting Invitation letter, visa, pick up you from the airport, accompany to the University, take care of the complete documentation process on arrival and provide a personal mentor which will be there for you till graduation.

With representatives of **Livingstone Exclusive Enterprises** every student can feel safe, secure and absolutely calm for each student will be individually chosen the best options.

LIVINGSTONE EXCLUSIVE ENTERPRISES counselors guide you through the path of shortlisting the country and university best suiting your career goals as well as budget preferences.

PROFESSIONAL SERVICES

- Immigration Assistance
- Overseas Work Permits
- Educational Counselling
- Collaboration Services to Institutions
- Offers Admissions in Universities/Colleges Abroad
- Ticketing
- Passport
- Document Packaging
- Business Travel Packages,
- Tourist Travel Packages
- Visa Processing
- Hotel Reservation
- Land & Housing
- Foreign Investors/Opening of Business
- Oversea Study Packages
- Air Cargo
- Bureau De Change
- Business Meeting/Conference & Trade Fair



CORPORATE PROFILE

- Travel Consultancy Services.
- Car hiring services/airport pickup.

OUR ADVANTAGE

- + Experienced management team.
- + In-depth knowledge of region's travel needs.
- + Widely and closely networked with trade, corporate and diplomatic community.
- + One Stop Shop to provide all services to customers and travel community.
- + Excellent relations with the Government, national airlines, civil aviation and airport authorities.

WORKING HOURS

- + Monday: 8:30am - 6:00pm
- + Tuesday: 8:30am - 6:00pm
- + Wednesday: 8:30am - 6:00pm
- + Thursday: 8:30am - 6:00pm
- + Friday: 8:30am - 6:00pm
- + Saturday: Closed
- + Sunday: Closed

UTILITIES

LIVINGSTONE EXCLUSIVE ENTERPRISES is an experienced firm in providing Consultancy Services for utilities. Our services involve assisting



CORPORATE PROFILE

Students Achieve their dreams of studying in the CYPRUS, TURKEY, UK, USA, CANADA, AUSTRALIA, and IRELAND. We believe in a sound plan.

CONSULTANCY ADMINISTRATIVE SERVICES

LIVINGSTONE EXCLUSIVE ENTERPRISES maintains a fully staffed Travel Consultancy department which is responsible for all travels consultations, logistics and guidelines to enable a successful and hitch-free issuance of visas and also take care of all related activities and services.

CONSULTANCY MANAGEMENT SERVICES

LIVINGSTONE EXCLUSIVE ENTERPRISES Consultancy Division maintains daily contact with the individuals and the various agents through experienced consultants assigned to each job. These daily contact helps keep appointments and interviews on schedule. It also enables minor changes to be approved without delays in the schedule. Each division reports daily to the Chief Consultant the progress of applications. In turn, the Chief Consultant ensures that the principal officers in charge of the application are kept informed, The Chief Consultant ensures the procedures outlined above are standard practice for all jobs undertaken by **LIVINGSTONE EXCLUSIVE ENTERPRISES** performing these services on daily basis.

CAPABILITIES/SERVICES

By this we trust on require competency, excellent delivery, Manpower resources and commitment to meet new challenges and through a synergy of efforts by combining our local capacity without foreign expatriates services to make a non-equal delivery base on specification, quality, cost and time.

The Company's MAIN Countries of specialization are as follows:

- ✚ Australia
- ✚ Canada
- ✚ United States
- ✚ United Kingdom
- ✚ Other Asian Countries like China, Japan, Thailand, Vietnam, Philippines, Bangladesh, Uzbekistan, Kazakhstan, Azerbaijan, etc.
- ✚ Other European Countries like France, Italy, Germany, Greece, Poland, Holland, Turkey, Cyprus, Serbia, Kosovo, Spain, Moldova, Ukraine, Russia, Belarus, etc..
- ✚ Middle East like Egypt, Bahrain, Saudi Arabia, United Arab Emirates, Qatar, Jordan, Kuwait, Oman, etc.
- ✚ South America like Cuba, Venezuela, Brazil, Dominica, etc.

MAIN APPROACH

LIVINGSTONE EXCLUSIVE ENTERPRISES is an indigenous Nigerian Organization proud to offer the best of services in the area of Travel Consultancy, Tours and Education. Our approach is always that of dividing the applications into different categories as the case may be on Client needs and requirement.

PROJECT MANAGEMENT AND EXECUTION ORGANIZATION

LIVINGSTONE EXCLUSIVE ENTERPRISES develops custom project methodologies in light of project goals and client specifications. A project methodology covers all aspects of the implementation including project management, functional goals, specification development, procurement, inspection, validation, client training, long term support.

Our business philosophy has shown our customer focus **LIVINGSTONE EXCLUSIVE ENTERPRISES** endeavors to align its business operation to meet client needs. This alignment is reflected in many ways including geographical presence and expansion, attaining certification and experience on vendors and platforms of client's choice, involvement in all phases of clients operations from projects concept through long term operations and maintenance.

COMPREHENSIVE RANGE OF SERVICES/APPROACH

LIVINGSTONE EXCLUSIVE ENTERPRISES offers a comprehensive range of specialized services that combines practical performance and value added services, in the area of travel consultancy and other related services.

Out of a hundred of innovations in consultancy, we see every step into the next millennium as a challenge. We take great pride in our young, experienced and highly motivated Consultants and Managers who perform thorough test in all assignment to ensure we meet or exceed our client's requirement/standards, **LIVINGSTONE EXCLUSIVE ENTERPRISES**-is a fully indigenous Nigerian Company with world class spirit.

Our services are mainly, but not limited to:

Passport, Document Packaging and VISA Application Services, Business Travel Packages, Tourist Travel Packages, Visa Processing/Packaging Hotel Reservation, Flight Booking, Oversea Study Packages, Travel Consultancy Services, Invitation letter, visa, pick up you from the airport, accompany to the University, take care of the complete documentation process on arrival and provide a personal mentor which will be there for you till graduation.

Livingstone Exclusive Enterprises counselors guide you through the path of shortlisting the country and university best suiting your career goals as well as budget preferences.

THE COMPANY POLICY STATEMENT

Creating a conducive working environment where employees and the public are always at a compromise. Meet or exceed all regulatory and clients standards for Health, Safety and the Environment.

Protect our client's **LIVINGSTONE EXCLUSIVE ENTERPRISES** files and related documents.

This policy applies to all **LIVINGSTONE EXCLUSIVE ENTERPRISES** staff, and all activities over which **LIVINGSTONE EXCLUSIVE ENTERPRISES** has control.

HEALTH SAFETY AND ENVIRONMENT POLICY

It is the policy of **LIVINGSTONE EXCLUSIVE ENTERPRISES** that all its operations and that of its clients/customers should be carried out at all times in such a way as to ensure that the health and safety of all its employee and all other persons likely to be affected by its operation are safeguarded.

Implementation of this policy shall be the director/CEO responsibility of the company's senior management and all levels of the organization shall ensure adherence to it in the strictest sense at all times.

Every staff of **LIVINGSTONE EXCLUSIVE ENTERPRISES** and its clients/customers must plan and perform his or her duty in accordance with this policy.



CORPORATE PROFILE

Any activity, which in the opinion of the employee cannot be carried out in accordance with this policy must be suspended, and reported immediately to the CEO.

QUALITY CONTROL / ASSURANCE POLICY STATEMENT

LIVINGSTONE EXCLUSIVE ENTERPRISES strives to be a leader that conforms to be quality control / assurance of all its services in every operation.

LIVINGSTONE EXCLUSIVE ENTERPRISES believes that integrity and honesty are essential and we will not compromise them in our business.

LIVINGSTONE EXCLUSIVE ENTERPRISES shall be committed to quality procedures for the maintenance of records to demonstrated adherence to specified requirement and the effective operation of the quality system.

That all operations shall be executed with the right professionals, maintaining optimum specification and standard best practice.

BRIEF DESCRIPTIONS OF THE RESPONSIBILITIES OF THE KEY TEAM MEMBERS ARE PROVIDED BELOW:

CHIEF CONSULTANT/CEO

Our Chief Consultant/CEO has full responsibility for the execution of all transactions. He is the prime contact with the client and works closely with the client's staff to see that requirements of the transactions are met. He directs and coordinates all phases of the work associated with



CORPORATE PROFILE

the transaction. He is responsible for providing the necessary administration leadership to bring the transactions to a successful conclusion. All change orders or change in scope are transmitted to him by the client, and it is his responsibility to disseminate the information to the appropriate discipline.

OFFICE MANAGER/GRAPHIC DESIGNER

Our Office Manager/Graphic Designer is responsible for the Graphical/ICT, Technical and Managerial review of all documents, files and related articles of clients/customers. He directs, coordinates and review the work assigned to the organization. He works closely with the Chief Consultant/CEO to ensure specifications are reviewed as the task requires.

CONSULTANT

The Consultant is responsible for preparing clients/customers for interviews, planning, scheduling and progress monitoring for submitted documents in various embassies, briefing of clients on the various requirements for their desired visas and country of choice, he is also responsible for visa collection and delivery to the Chief Consultant/CEO other management reports. He also works closely with the Chief Consultant/CEO to ensure specifications are reviewed as the task requires

COMPANY CORPORATE PRINCIPLES

CUSTOMERS

We believe that our success depends on the success of our customer. We accordingly provide our customer with our comprehensive experience and solutions so that they can achieve their objectives fast and effectively.

INNOVATION

Our focus is on innovation with a view to shaping the future. We turn our people's imagination and best practices into successful service delivery. Transparency and experience keep us at the edges.

VALUE

We are committed to achieving profitable growth to ensure sustainable success. We accordingly leverage our balanced business portfolio, our business excellence and synergies across all segments and regions.

PEOPLE

We are committed to creating uniform high-performance cultures company-wide that is, the one that motivates all employees to excel at everything they do. Our corporate culture is defined by diversity, by open dialogue and mutual respects as well as by clear goals and decisive leadership.

RESPONSIBILITIES

We are committed to being an active and responsible member of every community where we do business world-wide and set the goals of



CORPORATE PROFILE

becoming best-in-class in corporate governance, business practices, sustainability and corporate citizenship.

TERMS OF CONTRACT

We work with our Client on very formal but flexible terms. We are open to negotiation(s).

CONCLUSION

We are worthy companion for your Travels/Education/Tours Consultancy Services, as we have the capacity to meet all your necessary requirements as related to travels/tours. Call on us and you will never be disappointed.

MANAGEMENT TEAM

To see to the daily operations of the Company, a management team of proven integrity and Professionals in different fields has been given the task of ensuring the actualization of its goals and aspirations.

This productive and uncompromising team is headed by **MR. OGBE HENRY** (Chief Consultant/CEO) and assisted by the Office Manager/Graphic Designer in the person of **MR. OZOEMENA C. JOHNSON, MR. EJIOFOR V. NNAJI** (Consultant) together with other Technical and Administrative staff to achieve our objectives of providing high caliber services, we have in place professional process calculated to achieve customer's satisfaction and protection. Our order taking and delivery processes are prompt with supportive departments that are integrated and manned by experienced workers.

STRUCTURE FOR EFFICIENCY:

LIVINGSTONE EXCLUSIVE ENTERPRISES is structured to guarantee efficiency in the services we deliver to clients. We run a near- flat organizational system that empowers middle level officers to take operational decision quickly. It also secures easy communication between the Chief Consultant/CEO and the staff, guaranteeing that decisions are quickly reached and clients' service time shortened.

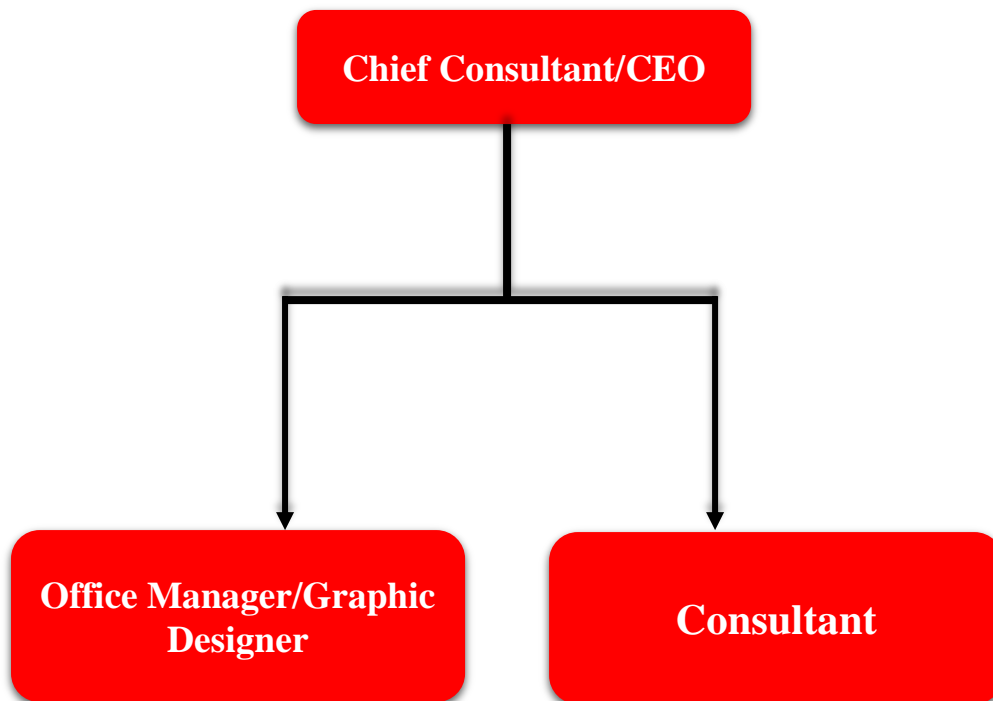
QUALITY ASSURANCE:

The primary concern of **LIVINGSTONE EXCLUSIVE ENTERPRISES** is the quality of our services. In order to meet the satisfaction of our well defined market, we must:

- + Satisfy our customers' expectations and
- + Comply with pertinent standards and satisfactions with cost effectiveness and time framework with due regards to best practices.

Quality Audits and Reviews are performed periodically based on a quality check list in accordance with an objective plan to evaluate the adequacy of the quality service and its implementation throughout **LIVINGSTONE EXCLUSIVE ENTERPRISES** operations.

COMPANY ORGANOGRAM



CERTIFICATES OBTAINED



CORPORATE PROFILE



ENUGU MICRO AND SMALL TAX OFFICE

EASTERN REGION
7, RIDGEWAY ROAD, G. R. A. P.M.B 1093 ENUGU, ENUGU STATE
E-mail: ifoenugu@yahoo.com

31ST JULY, 2014

Our Ref No: _____

Date: _____

**THE MANAGING DIRECTOR,
LIVING STONE EXCLUSIVE ENTERPRISES
NO,48 PETER OKOYE STREET UWANI,
ENUGU.**


TAXPAYER IDENTIFICATION NUMBER (TIN)

Following the submission of your registration form in respect of the above, please be informed that your **TAXPAYER IDENTIFICATION NUMBER (TIN)** is **18339748-0001** this is in line with provision of Section 8q of Federal Inland Revenue Service (Establishment) Act 2007.

The implication is that you are now a **COLLECTION AGENT** and you are obliged to render your returns in line with the provision of section 12 (1) of the VAT Act No 102 of 1993.

Do remember to quote the TIN in all your invoices and transactions please.

Yours faithfully

Signature for... 

Signature for... 

NAME: PETER ALFRED

NAME: CHIME EUNICE

RANK: ADT

POSITION: HEAD TPS

POSITION: TAX CONTROLLER

CORPORATE PROFILE



The Leader of Chinese University Application Service Providers
China's University and College Admission System

LETTER OF AUTHORIZATION

CUCAS – China's University and Admission System, is a registered Company in China and has been officially authorized by China's Universities to enroll students.

CUCAS in lieu of the above has appointed: **LIVINGSTONE EXCLUSIVE ENTERPRISES** as their official representative in **Nigeria** and counsel and enroll Students to the Universities.

This letter is to authorize **LIVINGSTONE EXCLUSIVE ENTERPRISES** to be the official representative of CUCAS in **Nigeria and Africa** to recruit students for the programs in 2014 for the universities according to the actual requirement.

Authorized institution must abide by the laws and regulations and shall not harm CUCAS' and students' interest.

Signature:

Date of issue

March 7th 2014.

Email: service@cucas.cn

Company Name: Beijing Chiwest Co., Ltd

Address: Room 611, Wenjin International Apartment, No.1 Yard, Zhongguancun East Road, Haidian District, Beijing, 100084, P.R. China

Postcode: 100084



www.cucas.edu.cn



Certificate of Authorization to

Livingstone Exclusive Enterprises

As an Official Representative to recruit students to study at

**Mohawk College
Hamilton, Ontario CANADA**

Your Leadership and Guidance to
International Scholars is Greatly Appreciated.

A handwritten signature in black ink, appearing to read "Leo Bousy".

International Partnerships & Recruitment

This Authorization Issued at Hamilton
July 15, 2014



Inspiring learning, leadership, citizenship and innovation





T.C.
ÜSKÜDAR
UNIVERSITY

CERTIFICATE OF RECOGNITION

Hereby to certify that
LIVINGSTONE EXCLUSIVE ENTERPRISES
has a full title to represent
ÜSKÜDAR UNIVERSITY
in Global market to recruit students and to do any promotional activities
on behalf of Üsküdar University

A handwritten signature in black ink, appearing to read 'N. Tarhan'.

Prof. Nevzat TARHAN (M.D.)
Founding Rector

Certificate No: 152

Date: 15 May 2020

UU.KAT.FT.5.003 - Revision No: 4, [13.05.2020]