



# AUTOGLOW CLEANING SERVICES LIMITED

*Spotless Spaces Delivered*

Professional Cleaning & Facility Maintenance Services

## COMPANY PROFILE

<b>Company Name:</b>	Autoglow Cleaning Services Limited
<b>Company No.:</b>	COY-VWU7N7J
<b>Previous BRN:</b>	BRN-5GSJGMM
<b>TIN:</b>	71173084
<b>Incorporated:</b>	08 February 2026 — Government of Malawi
<b>Type:</b>	Private Limited by Shares
<b>Location:</b>	Sunnyside, Blantyre, Malawi
<b>Contact:</b>	+265 999 915 894
<b>Email:</b>	Autoglowcleaningservices25@yahoo.com
<b>Lead Contact:</b>	Prince Saka — Founder & Managing Director



## TABLE OF CONTENTS

1. INTRODUCTION.....	4
2. OUR MISSION AND VISION .....	5
3. OUR STREAMLINED SERVICES .....	6
4. OUR BANK DETAILS.....	8
5. OUR PRICING STRUCTURE .....	9
6. OUR EXPERIENCES.....	12
7. OUR POLICIES.....	19
8. CONSTITUTIONAL / LEGAL STATUS OF THE COMPANY .....	20
9. CERTIFICATE OF INCORPORATION .....	21
10. ORGANISATION CHART .....	23
11. CURRICULUM VITAE OF KEY STAFF .....	24
12. HUMAN RESOURCE CAPACITY.....	26
13. QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC).....	27
14. COMMUNITY ENGAGEMENT AND CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY .....	28
15. RISK MANAGEMENT AND BUSINESS ETHICS POLICY.....	29
16. CONTACT DETAILS.....	30

## 1. INTRODUCTION

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AUTO GLOW CLEANING SERVICES was registered under the Business Registration Act (No. 12 of 2012) of the Republic of Malawi with Business Registration Number: BRN-5GSJGMM. The business has since been elevated and is now incorporated as a Private Limited Company, Autoglow Cleaning Services Limited, under the Companies Act, No. 15 of 2013, Company Number: COY-VWU7N7J, effective 08 February 2026.

Established by a dedicated and entrepreneurial founder who recognised an increasing need for dependable, cost-effective, and superior cleaning and facility maintenance services in the Malawian market in 2025, the company is registered with the Malawi Revenue Authority (MRA) under TIN: 71173084 and adheres to all relevant legal and regulatory standards.

Autoglow Cleaning Services Limited focuses on residential cleaning, office and commercial space maintenance, car interior detailing, carpet and upholstery care, post-construction cleanup, deep sanitation, sofa cleaning, school facility upkeep, and general sanitisation services. Our operational methodology prioritises thoroughness, hygiene, sustainability, and compliance with industry best practices to deliver impeccable and enduring outcomes.

The company has strategically established itself in Malawi's cleaning and maintenance industry by employing contemporary cleaning tools, trained professionals, and a client-centric leadership style. Our team integrates practical expertise in cleaning techniques, facility sanitation, and maintenance protocols, complemented by an understanding of local operational contexts in Malawi.

With demonstrated success in cleaning and maintenance projects for educational institutions, legal organisations, and financial entities, Autoglow Cleaning Services Limited provides efficient solutions that balance affordability with uncompromised standards. We collaborate closely with clients to grasp their specific needs and offer tailored services that align with their schedules, requirements, and financial constraints.

Through selective hiring and ongoing training initiatives, the company has built a team of skilled cleaners, detailers, and maintenance specialists. All staff assigned to engagements are appropriately qualified, capable, and supervised to guarantee safety, productivity, and superior performance.

Supported by up-to-date equipment, hands-on cleaning proficiency, and an engaged management approach, Autoglow Cleaning Services Limited is dedicated to providing high-calibre, trustworthy, and value-driven cleaning and maintenance options that benefit our clients and contribute to Malawi's hygienic and productive environments.

## 2. OUR MISSION AND VISION

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### Vision Statement

*To establish Autoglow Cleaning Services Limited as the most trusted and preferred cleaning company in Malawi, recognised for delivering exceptional quality, embracing innovation, and consistently exceeding customer expectations. We envision a future where our services set the benchmark for cleanliness and hygiene across residential, commercial, and institutional sectors, contributing to healthier communities and enhanced productivity nationwide.*

### Mission Statement

*To deliver spotless, healthy, and fresh environments through professional cleaning services, using eco-friendly products and modern techniques while ensuring customer satisfaction. We achieve this by employing state-of-the-art cleaning methodologies that prioritise environmental responsibility, health safety, and efficiency. Our dedicated team works tirelessly to transform spaces into pristine havens, promoting well-being for families, employees, and visitors alike, while building lasting relationships based on reliability and excellence.*

### Core Values

Our core values form the foundation of our business ethos, influencing how we interact with clients, team members, and the community.

**Professionalism:** We uphold the highest standards of conduct, punctuality, and expertise in all interactions, ensuring our team presents itself with respect and competence to deliver reliable results every time.

**Customer Focus:** Placing our clients at the centre of everything we do, we listen actively to their needs, provide personalised solutions, and strive to build enduring partnerships through responsive and attentive service.

**Quality:** We are committed to excellence in every detail, using premium materials and rigorous processes to achieve superior outcomes that meet or surpass expectations.

**Sustainability:** Embracing eco-friendly practices, we select biodegradable products and energy-efficient methods to minimise our environmental footprint while promoting a greener Malawi.

**Integrity:** Acting with honesty and transparency in all dealings, we maintain ethical standards to foster trust and accountability within our team and with our stakeholders.

**Innovation:** Continuously seeking new technologies and approaches to enhance our services, we adapt to evolving client needs and industry trends for optimal efficiency and effectiveness.

### 3. OUR STREAMLINED SERVICES

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Autoglow Cleaning Services Limited offers a comprehensive suite of professional cleaning and maintenance solutions designed to meet diverse client needs with efficiency, precision, and a focus on sustainability. Leveraging eco-friendly products, advanced techniques, and a skilled team, we ensure every space is transformed into a spotless, hygienic environment that promotes health, productivity, and comfort.

#### 1. Residential Cleaning (Homes & Apartments)

Thorough cleaning for private residences including dusting, vacuuming, mopping, kitchen and bathroom sanitisation, and window washing. Our approach creates inviting, allergen-free living spaces that enhance daily comfort for families and individuals.

#### 2. Office & Commercial Space Cleaning

Tailored for businesses, our services include daily maintenance, deep cleans, floor care, and workstation disinfection to foster a productive work environment. We minimise disruptions by scheduling around operational hours, ensuring hygienic and organised spaces for employees and visitors.

#### 3. Car Interior Cleaning & Detailing

Automotive services focused on revitalising vehicle interiors through vacuuming, steam cleaning, leather conditioning, and odour elimination. We use specialised tools to remove dirt, stains, and allergens, leaving cars fresh and impeccably detailed.

#### 4. Carpet and Upholstery Cleaning

Employing advanced steam extraction and dry-cleaning methods, we tackle embedded dirt, stains, and allergens in carpets and upholstered furniture. This service extends the lifespan of fabrics while improving indoor air quality and aesthetics.

#### 5. Post-Construction Cleaning

We handle the aftermath of building or renovation projects by removing dust, debris, paint splatters, and residues. Our meticulous process prepares sites for immediate occupancy, ensuring safety and a polished finish.

#### 6. Deep Cleaning & Sanitation Services

For intensive needs, we offer comprehensive deep cleans that target hard-to-reach areas, grout lines, appliances, and high-touch surfaces. Combined with sanitation protocols, this service eliminates germs and contaminants for ultimate hygiene.

#### 7. Sofa Cleaning

Specialised care for sofas and seating, including shampooing, spot treatment, and fabric protection. We restore softness and vibrancy while removing accumulated dirt and odours, ideal for high-traffic furniture in homes or offices.

#### 8. School Cleaning

Dedicated to educational institutions, our services encompass classroom sanitisation, restroom maintenance, hallway polishing, and playground cleanup. We prioritise child-safe, eco-friendly products to create healthy learning environments.

#### 9. Sanitisation Services

Utilising hospital-grade disinfectants and fogging techniques, we provide targeted sanitisation to combat viruses, bacteria, and pathogens. This standalone or add-on service is perfect for high-risk areas, ensuring compliance with health standards.

### **10. Outsourcing**

Clients can outsource reliable house help, office and school cleaners through customised contracts, including full-time or part-time arrangements for tasks such as daily cleaning, laundry, ironing, and general household maintenance. We handle recruitment, training, supervision, and replacements to ensure seamless service.

### **11. Gardening Services**

We offer comprehensive gardening and outdoor maintenance services for residential and commercial properties. Our services include lawn mowing and edging, hedge trimming, flower bed maintenance, weeding, garden cleanup, planting and transplanting, and seasonal tidy-ups. Using proper horticultural tools and eco-friendly practices, we help clients maintain beautiful, well-kept outdoor spaces that complement the cleanliness of their indoor environments.

## 4. OUR BANK DETAILS

Autoglow Cleaning Services Limited facilitates secure and efficient financial transactions through our designated banking partner, ensuring transparency, reliability, and ease of payment for all clients.

### Payment Information

<b>Bank Name:</b>	National Bank of Malawi
<b>Account Name:</b>	Auto Glow Cleaning Services
<b>Account Number:</b>	1013395914

Clients are advised to reference invoice numbers or project details when making payments to ensure prompt allocation. For international transfers or additional requirements such as SWIFT codes or branch information, please contact our administrative team. We prioritise eco-friendly digital receipts and statements to align with our sustainability values.

## 5. OUR PRICING STRUCTURE

At Autoglow Cleaning Services Limited, we offer transparent and competitive pricing tailored to the scope, size, and specific requirements of each project. All rates are in Malawian Kwacha (MWK) and include standard eco-friendly materials and equipment. Prices may vary based on location, complexity, or additional customisations. We provide flexible payment options, including discounts for recurring contracts and bundled services.

### 5.1 Site Visit / Consultation Price List

A site visit fee is charged prior to the issuance of a final binding quotation. The fee covers inspection, measurements, assessment, and a written quotation. It is payable on the day of the visit. Transport within town is included; long-distance visits may attract a fuel surcharge. VAT applies where required.

#### Residential (Homes & Apartments)

- Small homes / apartments (up to 2 bedrooms) — MWK 15,000
- Medium homes (3 bedrooms) — MWK 20,000
- Large homes (4+ bedrooms / duplex) — MWK 25,000
- Post-construction / deep clean assessment — MWK 30,000

#### Sofa & Upholstery

- Multiple sets / sectional sofas — MWK 15,000
- Delicate fabrics (leather, suede, velvet) — MWK 18,000

#### Offices & Commercial Spaces

- Small office / shop (up to 100 m<sup>2</sup>) — MWK 20,000
- Medium office / retail (101–300 m<sup>2</sup>) — MWK 25,000
- High-traffic commercial areas — MWK 30,000

#### Warehouses

- Small warehouse — MWK 20,000
- Medium warehouse — MWK 25,000
- Large warehouse — MWK 30,000

#### Special Assessments

- Roof, external walls, or hard-to-reach areas — MWK 25,000
- Hospitals / clinics / industrial sites — MWK 30,000

#### Car Cleaning / Detailing Consultation

- Small car — sedan, hatchback, saloon — MWK 10,000
- Medium vehicle — SUV, 4x4, crossover — MWK 12,000
- Large vehicle — minibus, truck, people carrier — MWK 15,000

#### Window Cleaning Consultation

- Small premises / residential (up to 2 bedrooms or 10 windows) — MWK 15,000
- Medium office / commercial space (11–25 windows) — MWK 20,000
- Large / multi-floor commercial building (26+ windows) — MWK 25,000

### 5.2 Standard Price Ranges

The ranges below provide a general guide for estimating cleaning costs across different service types.

Service Type	Description	Price Range (MWK)
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<b>Floor Polishing</b>	Polishing tiled or concrete floors to restore shine and remove stains	110,000 – 130,000
<b>Window Cleaning</b>	Interior and exterior window cleaning including frames	90,000 – 110,000
<b>Vacuum Cleaning</b>	Carpet and rug vacuuming using industrial equipment	95,000 – 115,000
<b>Drawer Cleaning</b>	Cleaning and sanitising drawers and shelves	65,000 – 85,000
<b>Wall Cleaning</b>	Washing and stain removal from interior walls	160,000 – 190,000
<b>Air Freshening</b>	Odour removal and air revitalisation	85,000 – 100,000
<b>Ceiling Cleaning</b>	Dusting and washing of ceiling surfaces	110,000 – 135,000
<b>Toilet Sanitisation</b>	Full cleaning and disinfection of toilets and bathrooms	70,000 – 85,000
<b>Outside Sweeping</b>	Cleaning and sweeping outdoor areas and walkways	30,000 – 45,000
<b>Kitchen Drawers</b>	Degreasing and cleaning inside kitchen drawers and cabinets	60,000 – 75,000
<b>Burglar Bars</b>	Rust removal and cleaning of window and door grills	55,000 – 65,000
<b>Floor Cleaning</b>	Full scrubbing and mopping of tiled or concrete floors	180,000 – 200,000
<b>Full House (1–2 Bed)</b>	Complete cleaning incl. bedrooms, bathrooms, kitchen, floors, windows	400,000 – 600,000
<b>Full House (3–4 Bed)</b>	Deep cleaning of medium homes incl. all rooms, floors, ceilings	700,000 – 950,000
<b>Full House (5+ Bed)</b>	Comprehensive top-to-bottom cleaning, disinfection, and detailing	1,000,000 – 1,400,000

### 5.3 Sofa Cleaning Price Guide

Pricing depends on sofa size, material, and level of dirt.

Sofa Type	Description	Price Range (MWK)
<b>1-Seater / Armchair</b>	Standard fabric armchair	15,000 – 25,000
<b>2-Seater Fabric Sofa</b>	Cotton, polyester, or standard fabric	25,000 – 40,000
<b>3-Seater Fabric Sofa</b>	Larger standard fabric sofa	35,000 – 50,000
<b>L-Shaped / Corner Sofa</b>	More surfaces and corners	45,000 – 60,000
<b>Sectional Sofa (Large)</b>	Multi-piece sofa sets	50,000 – 60,000
<b>Leather Sofa (Any Size)</b>	Requires special cleaning cream	30,000 – 50,000
<b>Delicate Fabric (Velvet/Linen)</b>	Requires careful dry cleaning	30,000 – 55,000
<b>Stain Removal (per area)</b>	Focused stain treatment	5,000 – 10,000
<b>Odour / Pet Hair Treatment</b>	Sanitising and deodorising	10,000 – 15,000
<b>Fabric Protector Spray</b>	Protective coating after cleaning	10,000 – 20,000

### 5.4 Car Interior Detailing Price Guide

Pricing depends on vehicle size, condition, and the level of detailing required. All services use professional-grade, eco-friendly products. Exterior wash is available as an add-on to any package.

Service Type	Description	Price Range (MWK)
<b>Basic Interior Clean (Sedan / Hatchback)</b>	Vacuumping seats, carpets and boot; dashboard wipe; window interior polish	25,000 – 35,000
<b>Basic Interior Clean (SUV / 4x4 / Minibus)</b>	Vacuumping all rows, boot and load bay; dashboard and door panels wipe; window interior polish	35,000 – 50,000
<b>Full Interior Detail (Sedan / Hatchback)</b>	Deep vacuum, steam cleaning of seats and carpets, leather/fabric conditioning, odour treatment, full interior polish	55,000 – 75,000
<b>Full Interior Detail (SUV / 4x4 / Minibus)</b>	Deep vacuum, steam cleaning all rows, leather/fabric conditioning, odour treatment, full interior polish and sanitisation	75,000 – 100,000
<b>Seat &amp; Carpet Steam Clean</b>	High-pressure steam extraction to remove embedded dirt, stains, and bacteria from seats and carpets	30,000 – 55,000
<b>Leather Conditioning</b>	Specialist leather cleaner and conditioner applied to all leather surfaces to restore suppleness	20,000 – 35,000
<b>Odour Elimination &amp; Sanitisation</b>	Fogging / ozone treatment to neutralise bacteria, smoke, pet, and food odours	15,000 – 25,000
<b>Stain Removal (per panel / seat)</b>	Focused treatment on stubborn stains — food, ink, grease	8,000 – 15,000
<b>Engine Bay Cleaning</b>	Careful degreasing and rinse of the engine bay; dressing applied to rubber and plastic components	20,000 – 30,000
<b>Full Interior + Exterior Detail (Sedan)</b>	Complete interior detail plus exterior hand wash, polish, tyre dressing, and window clean	80,000 – 110,000
<b>Full Interior + Exterior Detail (SUV / Large)</b>	Complete interior detail plus exterior hand wash, polish, tyre dressing, and full window clean	100,000 – 140,000

## 6. OUR EXPERIENCES

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Autoglow Cleaning Services Limited has rapidly established a solid track record in the cleaning and maintenance sector since its founding in 2025. Our experiences encompass a diverse range of clients, including educational institutions, legal entities, financial organisations, healthcare facilities, and residential properties, where we have delivered reliable, high-quality services that prioritise hygiene, efficiency, and client satisfaction.

### 6.1 Fintech Malawi Limited — Guest House Cleaning and Maintenance

Successfully executed a comprehensive cleaning project for their guest house facilities, encompassing floor polishing, window cleaning, vacuum cleaning, drawer cleaning, wall cleaning, air freshening, ceiling cleaning, toilet sanitisation, outside sweeping, kitchen drawer cleaning, burglar bars cleaning, and floor cleaning. This initiative ensured impeccable hygiene and aesthetic appeal, with a total project value of MWK 1,230,000.





## 6.2 The Malawi Institute of Legal Education (MILE)

Provided targeted cleaning and maintenance services for critical areas, including the Registrar's office, accountants' office, library, and carpets. Our efforts resulted in maintained professional standards and enhanced functionality for this esteemed legal institution.





### 6.3 God's Grace Academy

Delivered a full cleaning and maintenance project, focusing on creating a safe and spotless learning environment. This successful completion supported the academy's commitment to student well-being and operational excellence.



**GOD'S GRACE ACADEMY**  
COMMITTED TO EXCELLENCE

Tel.: 0212 333 000 Mobiles: +265 999 101 006/007/008 /+265 888 111 013  
New Naperi Plot No. 4, Near Spendrite

P.O. Box 30987,  
CHICHIRI.  
Blantyre 3.  
Malawi

Date: 23<sup>rd</sup> January, 2026

TO WHOM IT MAY CONCERN

**RE: OFFICIAL REFERENCE LETTER FOR AUTO GLOW CLEANING SERVICES**

This letter serves as a reference for **Auto Glow Cleaning Services**, who provided cleaning services at Gods Grace Academy on **25 August 2025** and again on **31 August 2025**.

On both occasions, their team demonstrated professionalism, efficiency, and attention to detail. The services included cleaning of the school buses, staff rooms, and air freshening of the staff room. We were impressed by the thoroughness of their work and the courteous manner in which their staff conducted themselves.

The quality of service delivered met our expectations, and the institution was left in a clean and pleasant condition. We found Auto Glow Cleaning Services to be reliable and committed to ensuring customer satisfaction.

Based on our experience, we are confident in recommending Auto Glow Cleaning Services to other institutions or organizations seeking dependable cleaning solutions.

Should you require further information, please do not hesitate to contact using the details below.

Sincerely,

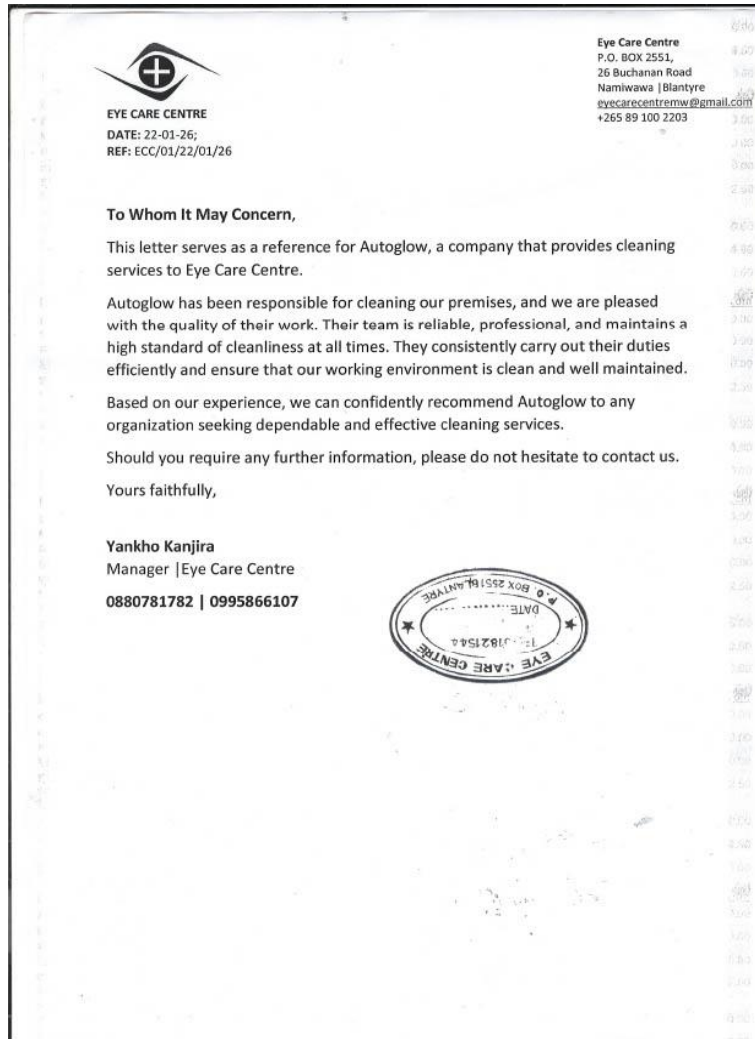


**Mr. Albert Chilembo Liabuba**  
The School Administrator  
**God's Grace Academy**  
Tel: +265 999 101 006  
Email: [administrator@ggacademy.mw](mailto:administrator@ggacademy.mw)



#### 6.4 Healthcare Clinic Cleaning Services — Eye Care Centre

Engaged in a one-year renewable contract for daily cleaning operations at a clinical facility, involving rigorous routines such as hourly toilet cleaning and restocking, dusting of surfaces and equipment, weekly window cleaning, daily desk organising, light handy work, monthly wall and hidden-space cleaning, and ad hoc janitorial tasks. This experience highlights our expertise in clinical-grade sanitation and compliance with health standards, ensuring 100% service uptime during specified hours.



### 6.5 Residential House Cleaning, Laundry, and Ironing Services

Secured a monthly contract for comprehensive residential services at a 3-bedroom property in Michiru Area 12, Blantyre, including general house cleaning, bathroom sanitation, balcony maintenance, and laundry tasks such as washing, drying, ironing, and folding clothes. Services are provided three days per week (Monday, Wednesday, and Friday) with a monthly fee of MWK 350,000, demonstrating our capability in tailored domestic outsourcing.

**Client:** Ruth Kalima  
**Organisation:** Roseberry Farms  
**Contact:** +265 888 981 881

These projects underscore our ability to handle varied scopes, from one-time deep cleans to long-term maintenance contracts, while adapting to client-specific needs in Blantyre and beyond. We continue to build on these foundations to expand our impact in Malawi's service industry.

## 7. OUR POLICIES

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Autoglow Cleaning Services Limited is a professional cleaning and maintenance entity governed by internally developed policies and procedures designed to strengthen service delivery both internally and externally. Our policies are aligned with applicable national and international standards and are intended to promote accountability, transparency, ethical conduct, and operational excellence.

### 7.1 Fraud, Money Laundering and Corruption Policy

Autoglow Cleaning Services Limited maintains a zero-tolerance approach to fraud, money laundering, bribery, and all forms of corruption. All employees, contractors, consultants, suppliers, and other third parties are required to act honestly, ethically, and with integrity at all times, and to safeguard company assets and resources entrusted to them. This policy ensures the highest standards of accountability, transparency, and legal compliance across all operations.

### 7.2 Child Protection Policy

Autoglow Cleaning Services Limited is fully committed to safeguarding the welfare and rights of children and adolescents. This policy includes strict measures related to recruitment procedures, management oversight, staff awareness and training, reporting mechanisms, and the development of transparent and accountable operational protocols. In line with national labour laws and international conventions, the company does not employ children, directly or indirectly, in any of its activities, projects, or operations.

### 7.3 HIV/AIDS Policy and Emerging Pandemics

Autoglow Cleaning Services Limited is committed to providing a fair, supportive, and non-discriminatory work environment in relation to HIV/AIDS and other emerging health conditions. The company does not discriminate, nor tolerate discrimination, against employees or job applicants on any grounds, including HIV status. HIV infection and AIDS are treated in the same manner as any other serious medical condition. We also remain responsive to emerging public health issues and pandemics, implementing preventive and control measures in accordance with guidance from national and international health authorities.

## 8. CONSTITUTIONAL / LEGAL STATUS OF THE COMPANY

Autoglow Cleaning Services Limited operates as a duly incorporated Private Limited Company under Malawian law, ensuring full compliance with national business and taxation regulations. Below are the key documents affirming our legal standing.

### 8.1 Business Registration Certificate

Issued under the Business Registration Act (No. 12 of 2012), Certificate Number: BRN-5GSJGMM, dated Monday, 27 January 2025. This certifies that Prince Saka, carrying on business as Auto Glow Cleaning Services, has been entered into the Malawi Business Registration Database. The business is carried out at Blantyre Urban and expired on Thursday, 27 January 2028.



### 8.2 Tax Clearance Certificate

Issued by the Malawi Revenue Authority (MRA), Domestic Taxes Division, Certificate No: MRA/BSTO/TCC/049466, dated 28 November 2025. This confirms that the taxpayer, 1st Lt Prince Saka (TIN: 70700903), trading as Paka's Microfinance / Auto Glow Cleaning Services, has been cleared on the discharge of Domestic Taxes obligations for the period 12/2024, in accordance with Section 85A of the Taxation Act. The certificate is valid until 31 March 2026.



## 9. CERTIFICATE OF INCORPORATION

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Autoglow Cleaning Services Limited has been duly incorporated as a Private Limited Company by Shares under the Companies Act, No. 15 of 2013, of the Republic of Malawi. The Certificate of Incorporation was issued by the Registrar of Companies at Blantyre, Malawi, and confirms the company's full legal standing as a corporate entity.

### Certificate Details

<b>Company Name:</b>	Autoglow Cleaning Services Limited
<b>Company No.:</b>	COY-VWU7N7J
<b>Type:</b>	Private Limited by Shares
<b>Legislation:</b>	Companies Act, No. 15 of 2013 (Cap. 46:03)
<b>Date of Issue:</b>	Sunday, 08 February 2026
<b>Issued At:</b>	Blantyre, Malawi
<b>Issued By:</b>	Registrar of Companies, Government of Malawi



COMPANY NO. COY-VWU7N7J



GOVERNMENT OF MALAWI  
COMPANIES ACT  
(Cap. 46:03)

**CERTIFICATE OF INCORPORATION**

OF

**AUTOGLOW CLEANING SERVICES LIMITED**  
( Private Limited by Shares )

I hereby certify that the above-mentioned company has this day been incorporated under the Companies Act, No. 15 of 2013 and that the company is a **Private Limited by Shares** .

Given under my hand at Blantyre, Malawi, this **Sunday, 08 February, 2026**



Registrar of Companies

## 10. ORGANISATION CHART

As a startup enterprise, Autoglow Cleaning Services Limited maintains a streamlined organisational structure to ensure agility and direct oversight. This flat hierarchy allows for quick decision-making and personalised service delivery.



The structure is led by the Founder and Managing Director, supported by two Cleaning Supervisors, a team of 5–10 Field Cleaners (scalable depending on project size), one Finance and Administration Assistant, and external advisors for legal and compliance matters.

## 11. CURRICULUM VITAE OF KEY STAFF

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### Prince Saka

*Founder & Managing Director*

- Professional Summary:** Experienced entrepreneur with a background in business management and service delivery. Founded Autoglow Cleaning Services in 2025 to address gaps in professional cleaning solutions. Proven track record in project execution, including cleaning contracts for educational and corporate clients.
- Education:** Advanced Diploma in Computing and Information Systems.
- Experience:** Over 5 years in operational roles, including microfinance and facility maintenance. Successfully led cleaning projects for God's Grace Academy, The Malawi Institute of Legal Education (MILE), and Fintech Malawi Limited.
- Key Skills:** Leadership, client relationship management, eco-friendly cleaning techniques, team coordination, project planning, and business development.
- Contact:** +265 999 915 894 | Sakaprince66@icloud.com

### Daudi Symon

*Operations Manager*

- Professional Summary:** Detail-oriented IT professional and operations manager with a strong background in technology, systems, and project coordination. Holds a Bachelor of Information Technology and brings a practical, analytical approach to managing cleaning operations, client engagements, and quality assurance at Autoglow Cleaning Services Limited.
- Education:** Bachelor of Information Technology — Coursework spanning software development, networking, database systems, cloud computing, business intelligence, mobile and web development, IT project management, and systems administration.
- Experience:** Operations Manager at Autoglow Cleaning Services Limited, responsible for overseeing day-to-day field operations, coordinating cleaning teams, handling client quotations and communications, and ensuring quality standards are maintained across all service engagements. Prior project experience includes independently developing a Pharmacy Management System (with real-world requirements gathered from Suma Pharmacy), a full real estate listing

website (Symon Realtor), and an institutional website for Young Ambassadors Private Primary School.

**Key Skills:**

Operations management, IT systems and networking, project coordination, client relationship management, business intelligence and reporting, database management (MySQL), web development (HTML, CSS, PHP, Bootstrap, Angular), quality assurance, and document management.

**Notable Projects:**

Pharmacy Management System; Symon Realtor website (benchmarked against Realtor.com, Zillow, and Trulia); Young Ambassadors Private Primary School website; Stock Warehouse BI Dashboard (star schema, ETL, Chart.js visualisations).

Additional staff CVs are available upon request as the team continues to grow.

## 12. HUMAN RESOURCE CAPACITY

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Autoglow Cleaning Services Limited currently employs a core team of 8–12 personnel, including certified cleaners, detailers, and supervisors. All staff undergo regular training in health and safety protocols, eco-friendly product usage, and customer service excellence. We prioritise local hiring from Blantyre and surrounding areas to support community development.

As a growing company, we scale our workforce through vetted contractors for larger projects, ensuring a flexible capacity of up to 20 personnel. Our HR approach emphasises diversity, fair compensation, and continuous professional development to maintain high service standards.

## 13. QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC)

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Autoglow Cleaning Services Limited is committed to delivering superior results through a robust QA/QC framework. We adhere to international cleaning standards, utilising eco-friendly products and modern equipment to ensure thoroughness and safety.

Quality checks include:

- Pre- and post-service inspections by team supervisors
- Client feedback surveys after each engagement
- Adherence to comprehensive checklists for every assignment
- Ongoing internal audits to identify areas for improvement
- Compliance with health and safety regulations on every site

Our core values of professionalism, quality, and sustainability guide all operations, with ongoing audits to identify improvements and maintain consistency.

## **14. COMMUNITY ENGAGEMENT AND CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY**

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As a responsible local business, Autoglow Cleaning Services Limited integrates CSR into its operations by supporting community hygiene initiatives, such as free sanitisation drives for schools and public spaces in Blantyre and Kasungu. We prioritise eco-friendly practices to minimise environmental impact and engage in charitable activities, including partnerships with local institutions.

Our policy focuses on sustainable growth, ethical sourcing, and contributing to Malawi's social development through job creation and skill-building programmes. Pictures of previous charity works and community projects are available upon request.

## **15. RISK MANAGEMENT AND BUSINESS ETHICS POLICY**

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Autoglow Cleaning Services Limited employs a proactive risk management strategy to mitigate operational, financial, and safety hazards. This includes comprehensive insurance coverage, regular equipment maintenance, and staff training on hazard identification.

Our business ethics policy upholds integrity, transparency, and anti-corruption measures, ensuring all dealings comply with Malawian laws. We conduct risk assessments for each project and maintain contingency plans to deliver uninterrupted services.

## 16. CONTACT DETAILS

### Autoglow Cleaning Services Limited

*Spotless Spaces Delivered*

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<b>Address:</b>	Sunnyside, Blantyre, Malawi
<b>Phone:</b>	+265 999 915 894
<b>Email:</b>	Autoglowcleaningservices25@yahoo.com
<b>Company No.:</b>	COY-VWU7N7J
<b>TIN:</b>	71173084
<b>Lead Contact:</b>	Prince Saka — Founder & Managing Director

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*For enquiries or service requests, please reach out via phone or email. We are committed to prompt responses and tailored solutions.*