



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

BACHELOR OF BUSINESS AND OFFICE MANAGEMENT

BSC 4406: LEGAL DOCUMENT PROCESSING

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: JULY 2025

TIME: 2 HOURS

DATE: JULY 2025

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **ALL** questions (**Compulsory**).

Do not write on the question paper.

Instructions to Candidates

1. You should have the following for this examination
-Answer Booklet, examination pass, and student ID
2. This paper consists of **FOUR** questions. Attempt ALL questions.
3. Do not write on the question paper
4. Read the instructions of each TASK carefully.
5. Create a FOLDER (Your Registration Number) where you will save ALL the TASKS.
6. Any problem with the computer should be reported to the invigilator immediately.
7. Insert your registration number as a header in each task.
8. Print on one side of the paper(s) only and use a fresh sheet of paper(s) for each document.

Task ONE (10 marks)

Instructions

1. Create the following demand letter.
2. Save the document as **TASK 1** to print out later.

S. CHIWAI ADVOCATES

PORT BUILDING
1st FLOOR
NDIA KUU ROAD
OLD TOWN (KIBOKONI)
P.O. BOX 45668-80100
MOMBASA – KENYA

Fax: 254-041-432984
Mob: 0779 416339

“URGENT BY HAND DELIVERY”

Our Ref: ASC/GEN/16453

Date:

Your Ref:

Mr. Maalim Abdi
MOMBASA

Dear Sir,

RE: DEMAND FOR RENT FROM JANUARY TO MAY 2024 - Kshs 135,000/=

We act for Mr. Abdulrazak Abudalla Msallem, lawful attorney of Mr. Rashid Mbarak Ali, who has asked us to address you as follows:-

THAT on or about 24th July, 2023 our client leased you a flat at Kibokoni, Mombasa at an agreed monthly rent of Kshs. 22,500/= full particulars whereof are well within your knowledge.

THAT in breach of the aforesaid agreement, you are in arrears of rent from January 2024 to date amounting to Kshs.135,000/= despite repeated demands.

In light of the above, we are instructed to DEMAND as we hereby do that you immediately pay the outstanding arrears of Kshs.135,000/= within seven (7) days of this letter failing which our client will take necessary legal steps at your full risk as to costs, damages and penalty.

NB: Our client expressly reserves all his legal rights with respect to all your antecedent breaches of contract.

Yours faithfully
A S CHIWAI ADVOCATES

A. S. Chiwai

cc Client

Task TWO (20 marks)

Instructions

1. Key in the following transfer document.
2. Save it as **TASK 2** to print out later.

REPUBLIC OF KENYA

THE REGISTRATION OF TITLES ACT

(CHAPTER 281)

CERTIFICATE OF TITLE NUMBER C. R. 38303

TRANSFER

CAROLINE AKINYI OBOTE care of Post Office Box Number 3085-80200 Malindi in the Republic of Kenya (hereinafter referred to as "the **TRANSFEROR**") being registered as proprietor/owner (subject, however, to the Acts, Special Conditions, Encumbrances and other matters as are notified in the Memorandum endorsed hereon) **ALL THAT** piece of land situated in the Mombasa Municipality in the Mombasa District measuring nought decimal nought two six eight (0.0114) of a hectare or thereabouts and known as Subdivision No. 15536 Original No. 4123/3 section III Mainland North as delineated on Land Survey Plan No. 2107 annexed hereto and the same being reflected on Deed plan No. 2107 of 20th August 2001 at Nairobi. **IN CONSIDERATION** of Kenya Shillings One Million Four Hundred and Fifty Thousand Only (Kshs.1,600,000/=) paid to me on or before the execution of presents (which receipt we hereby acknowledge) by ABUBAKAR MASHRU and SAMIRA MASHRUL care of P.O. Box No. 80896 Mombasa (hereinafter the **TRANSFEREES**) **HEREBY TRANSFERS** to the aforesaid **TRANSFEREES** all right title and interest in the said piece of land above described together with all the buildings and improvements erected and being thereon, if any.

IN WITNESS WHEREOF the Transferor has hereunto set his hands the day of
2024

MEMORANDUM

1. The Land Titles Act (Chapter 282)
2. The Registration of Titles Act (Chapter 281)
3. Easement protected by a caveat registered as CR. 9087/4

SIGNED by TRANSFEROR

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CAROLINE AKINYI OBOTE

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ADVOCATE

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)

I, CAROLINE AKINYI OBOTE, hereby confirm that I the Transferor and attest that the affixing of my coloured passport-size photograph affixed to this Transfer and my National I.D Number stated on this Transfer are authentic.

CAROLINE AKINYI OBOTE

I, certify that the above-named Transferor, CAROLINE AKINYI OBOTE, appeared before me on the _____ day of _____ 2024 and being known to me/being identified by I.D No. 2120910 acknowledged the above signature to be his and that he had freely and voluntarily executed this instrument and understood its contents.

Signature & Designation of Person Certifying

Drawn by:-

Kimalat & Co. Advocates

P.O. Box 81208-80200

MALINDI

Task THREE (15 marks)

Instructions

1. Create the following Conveyance
2. Leave sufficient space for the signatures of the witnesses
3. Use current date
4. Save it as **TASK 3** in the (Student Folder) to print out later.

THIS CONVEYANCE made the 6th day of February 19--
BETWEEN ALFRED BROWN of 110 Pitman Street in the City of
Manchester Cotton Broker and Sarah Brown of 27 Charles Street
Stockport in the County of Cheshire Spinster of the one part and
CHARLES DEAN of the Oaks Sale in the County of ~~Cheshire~~ Cheshire
Gentleman of the other part

WITNESSETH that in consideration of the sum of seven
thousand pounds now paid by the said Charles Dean to the said
Alfred Brown in respect of the purchase of the fee simple
absolute in possession free from incumbrances of the property
hereinafter described (the ~~receipt~~ of which sum the said Alfred
Brown hereby acknowledges) the said Alfred Brown as Beneficial
Owner hereby conveys unto the said Charles Dean

ALL THAT messuage or dwellinghouse situate in and being
No. 110 Pitman Street in the City of Manchester

TO HOLD the same unto the said Charles Dean in fee simple

IN WITNESS whereof the said Alfred Brown the said Sarah
Brown and the said Charles Dean have hereunto set their
hands and seals the day and year first above written

Signed sealed and
delivered by the said
Alfred Brown in the
presence of

Signed sealed and
delivered by the said
Sarah Brown in the
presence of

Signed sealed and
delivered by the said
Charles Dean in the
presence of

Task FOUR (20 marks)

Instructions

1. Key in the following Last Will and Testament attractively on A4 portrait paper.
2. Save it as **TASK 4** in in the (Student Folder) to print out later.

THE LAST WILL AND TESTAMENT
OF
DAVID ONYANGO MACHARIA

} bold &
centre

THIS WILL dated this Tenth Day of November Two Thousand and Twelve is made by me DAVID ONYANGO MACHARIA of POST OFFICE BOX 2342 - 0911 NYERI and relates only to my real and personal property situated in the Republic of Kenya.

u.c./ I DAVID Onyango Macharia holder of Identity Card Number B24610 and being of sound mind and without duress do HEREBY
u.c./ REVOKE all former wills and testamentary dispositions made by me under the Laws of Kenya.

1. I APPOINT my wife DENISE WAIRIMU ONYANGO hereinafter referred to as "Trustee" to be the Executor of this my last will and Testament AND in case the aforesaid shall die in my lifetime or shall be unable to act in the office of the Executor and Trustee then I APPOINT MS WAIGANTO AND COMPANY ADVOCATES to fill the vacancy in the office of the Executor and Trustee hereof.

Display items:
1 - 5

2. IF my wife DENISE WAIRIMU ONYANGO also dies I APPOINT my brother IAN OMONDI MACHARIA to be the Guardian of any of my children who are minors BUT if the aforesaid shall die before me or disclaim the appointment then I APPOINT my sister ANNE AKINYI MUSILI to be such Guardian.

Inset items:
1b - (iii)

3. I BEQUEATH the following legacies:
(i) To my daughter STEPHANIE WAMBUI ONYANGO absolutely and free of tax the sum of Seven Hundred Thousand shillings (Ksh. 700,000). (ii) To my daughter STEPHANIE WAMBUI ONYANGO the family home in Kiambu town built on plot number LR/KBU/234/29/1. (iii) To my son

PAUL MACHARIA ONYANGO all my cars BUT
THAT if the said PAUL MACHARIA ONYANGO
shall predecease me then I give the said
legacy absolutely to my WIFE DENISE
WAIRIMU ONYANGO. ~~I declare~~

a/ 4. I DECLARE THAT if any share of any legacy
~~the above~~ in clause 3 of this my last
Will and Testament shall fail then from the
date of such failure such share or shares shall
accrue and be added to the share or shares
in that legacy which shall not have failed at
the date of my death and be held subject to
the same provisions and conditions as those
affecting such other share or shares. AND I
FURTHER DECLARE THAT if any legacy in ~~the~~
above clause 3 of this my last Will and
L.C./ Testament shall fail entirely or be declared
void then it shall fall into and form a part
of my Residuary Estate.

u.c/ 5. I BEQUEATH AND DEVISE all my real and
personal estate of whatsoever nature and
wheresoever situated including any property
over which I may have a general power of
appointment or disposition by will to my
Trustee to sell and convert the same into
money with full power.

SIGNED by the said Testator in)
our presence and attested by us)
in the presence of the Testator)
and each other.

Bold the capitalized words