



SABERA SINGH & ASSOCIATES

ATTORNEYS - NOTARIES - CONVEYANCERS



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BUSINESS PROFILE

“Our vision is to be a well-recognized and reputable female owned law firm that makes a meaningful and positive impact to its clients and to the legal profession.”

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INTRODUCTION

Sabera Singh & Associates was formed in 2012 by Sabera Singh, a distinguished legal practitioner at the time. Uniquely positioned as a pioneering female owned property and commercial legal practice, we have had a varied and prestigious client base from the very beginning and continue to maintain our position as one of the most reputable and recommended firms in the Upper Highway area of KwaZulu-Natal.

WHY CHOOSE US

We have a reputation for providing an exceptional legal service. We are renowned for our commitment to excellence and for our ability to find innovative solutions to the most complex of legal problems. Our clients recognize and value this. To-date, Sabera Singh & Associates continues to distinguish itself as a top-rated property and commercial law firm. Our clients are leading local and multinational organizations across the financial services, hospitality and leisure, real estate and construction, petroleum industry, private equity, manufacturing and industrial sectors.

PROFESSIONAL REGISTRATION

The firm's proprietor, Sabera Singh is a fully qualified and admitted Attorney, Conveyancer and Notary Public with right of appearance in the High Court of South Africa. Proof of these qualifications in the form of Court Orders issued by the Natal Provincial Division of the High Court of South Africa are annexed.

BUSINESS REGISTRATION

Sabera Singh & Associates is a law firm that is registered with the Legal Practice Council and holds a Fidelity Fund Certificate for the year ending 31st December 2020 in compliance with the Legal Practice Act 28 of 2014 (as amended), a copy whereof is annexed. Our firm is also registered with SARS for VAT in compliance with the Tax Administration Act.

PRACTICAL AREAS

We are a full-service law practice with market-leading expertise in conveyancing, corporate and commercial law, commercial and civil dispute resolution, marriage and matrimonial property, divorce and family law, estates, trusts, wills, notarial services. See below (pages 8 to 9) "List of Services Undertaken" for more detailed information.

COMPOSITION OF LEGAL TEAM

Sabera Singh's practice focuses on commercial dispute resolution and real estate and conveyancing. Singh possesses considerable expertise in disputes work and has obtained favourable results for clients in the Supreme Court of South Africa in high-level disputes. Her work involves a broad range of corporate & commercial advisory services in the sale of petroleum products industry focusing on negotiating and structuring agreements, advising on contractual risk management amongst various contracting parties, acquisition and disposal of service station businesses and service station sites, dispute resolution and management and advising on legal and regulatory compliance.

In real estate, Singh is currently providing legal counsel to the principals of a number of established estate agencies in the greater Durban area on a range of land acquisition, development and title regularization matters including attending to the registration of high volume property transfers.

Singh holds a LLB degree of the University of Durban-Westville, a Post-Graduate qualification in Legal Practice of Conveyancing, Notarial Practice and Business Rescue and has attended numerous trainings and conferences on litigation practice.

Singh is a member of the Legal Practice Council (KwaZulu-Natal), the Black Conveyancer's Association, the Black Lawyer's Association, the Association of Muslim Accountants and Lawyers (AMAL) and the National Association of Democratic Lawyers (NADEL).

SUPPORT STAFF & CONSULTANTS

We have a diverse, enthusiastic and dynamic team of people assisting our professionals, consisting of:

- **Zaakirah Jagot**
Candidate Attorney serving under Articles of Clerkship with Sabera Singh

- **Gail Shankland**
Bookkeeper

- **Pat Anderson**
Tax compliance

- **Nialle Momsen**
IT support and compliance

- **YD Maharaj & Company**
Auditors

BILLING

The firm's policy of billing clients is favourable and is tailored to suit each client's needs. Our firm follows billing standards of professional conduct established by the Legal Practice Council regarding the reasonableness of fees charged to our clients.

We believe that understanding such matters upfront is essential to a harmonious professional relationship. Our approach is both flexible and transparent and the funds are accounted for at the end of each assignment.

SERVICE DELIVERY

Sabera Singh & Associates recognize the value of efficient, effective and quality services to our clients and strives for service excellence. Our goals are:

➤ **First, to render a service that is personal and individualized**

Our clients are assured that, although they may be dealing with a firm, their relationship will always remain personal with the particular professional who is assisting them. To this end, all professional staff members make a point of being available at short notice, and can always be reached by cell phone (except, of course, when engaged in consultations and court proceedings).

➤ **Second, to offer a wide spectrum of legal services, so that our clients enjoy the peace of mind that comes with knowing that they can entrust their legal needs to us**

In all our dealings, we are committed to the highest standards of integrity, with an emphasis on seeking the most satisfactory solution for our clients with the greatest speed and efficiency. As well as working to eliminate the delays so often associated with the legal process, we are also mindful of our clients' convenience, which often translates into our visiting clients' homes or offices, rather than expecting them to call on us. We are situated in pleasant offices in an established and central shopping complex in Gillitts, offering a relaxed ambience and secure parking.

We are committed to:

- Giving our clients objective, honest and personalized advice, based on their best interests;
- Promptly, diligently and properly executing all mandates given to us by our clients;
- Upholding the highest standards of honesty and integrity in all that we do, and in all of our dealings with clients, colleagues and adversaries.

In striving for service excellence, we are guided by our core values of integrity, teamwork, quality/diligence and commitment. These core values underpin our service delivery standards set out below.

Action and delivery period

- Answering telephone calls within 15 seconds of ringing.
- Returning telephone calls within the same working day.
- Acknowledging receipt of emails.
- Action instructions within 24 hours of receipt.
- Replying to routine correspondences within two days of receipt.
- Preparation of standard form documentation (e.g. leases, sale of land agreements) within two days of receipt of instructions.

We make use of the following facilities to ensure that communication is maintained at the highest level:-

- Messenger King – daily deliveries in Durban and surrounding areas including delivery to most major cities in other provinces
- Postnet Courier Services for delivery anywhere within South Africa
- Microsoft Outlook (Emails)
- Postal system

Our firm has a strong financial base and is able to improve capacity and infrastructure as it becomes necessary.

INFRASTRUCTURE

Our office has state of the art computer systems backed by professional specialists in each software programme. We make use of the latest software available.

The operating systems and programmes we presently make use of are: -

- Windows 10 operating system
- Microsoft Office 2019 and Microsoft Outlook 2019
- Internet Explorer 11
- Lexis Convey – for conveyancing

- Windeed – for Deeds Office searches, Deeds Office document copies, Deeds Office document tracking, access to Credit Bureau records, CIPC information and more
- Lexis Nexis (premium package) – an unlimited online library comprising all Statutes, Case Law, practical guidance for attorneys and legal texts
- Xero Accounting for bookkeeping
- Standard Bank Business Online and Grindrod Bank – for banking, investments, executor accounts and issuing guarantees
- Google Drive and Google Apps – for a secure digital workspace, reliability and consistency and simple, secure access to software and data from any location
- Philips Speech Exec Dictate and Transcribe – for increased speed and efficiency of workflow between attorneys and secretaries.

BLACK ECONOMIC EMPOWERMENT

Our firm has a strong commitment to the broad principles of Black Economic Empowerment and is one of the very few law firms in the Upper Highway area of KwaZulu-Natal to be classified as a Level 1 contributor and possess a 135% B-BBEE procurement recognition. While the firm complies with requirements of the Employment Equity Act in terms of its constitution, it is especially dedicated to the upliftment and empowerment of women and those who are historically disadvantaged.

LIST OF SERVICES UNDERTAKEN

With our professional staff and network of associates, we offer the following services:

Conveyancing

- Drafting and vetting of purchase and sale agreements
- Transferring ownership of property
- Opening Sectional title registers
- Opening township registers and township establishment
- Registering and canceling servitudes
- Subdivisions and consolidations
- General property advice

Commercial law

- Negotiation, drafting and vetting of contracts including but not limited to Joint Venture
- Drafting and vetting Agreements: Association Agreements, Shareholders Agreements, Partnership Agreements, Franchise Agreements, Sale of member's interest and loan account in a close corporation, Sale of shares and loan account in a private company
- Advice and assistance with all commercial transactions
- Registration of companies and trusts
- Commercial dispute resolution (mediation, arbitration and litigation)

Consumer Law (National Credit Act & Consumer Protection Act)

- Drafting and vetting of credit, goods & services agreements and policies
- Risk assessment and management
- Enforcement, repossession & recoveries in terms of credit agreements

Estate Law

- Estate Planning & drafting of wills
- Registration of family and business trusts
- Winding up of deceased estates

Family law

- Drafting and registration of Antenuptial contracts and Postnuptial contracts
- Matrimonial dispute resolution (mediation and litigation)
- Drafting Parenting Plans
- Proceedings relating to access to and custody of minor children

Labour law

- Drafting employment policies and procedures
- Drafting contracts of employments and letters of appointment
- Representation at the CCMA, Labour Court and handling of appeals
- Legal advice

CLIENT REFERENCES

➤ **Rosam Properties (Pty) Ltd** (a Property Development Company)

Contact: Yubendhren Govindasami

Role in the Company: Director and Shareholder

Mobile number: 083 775 9284

➤ **Slick Group (Pty) Ltd**

Contact: Sayed Dawood

Role in the Company: Director

Mobile number: 084 544 7860

➤ **Harcourts Upper Highway**

Contact: Debbie Stevens

Role in the Company: Estate Agent

Mobile number: 082 838 1822

Additional reference

➤ Action Coach / Business Coach, Kloof branch

Contact: Darren Le Grange (Business Management consultant to our firm)

Role in the Company: Owner and Principal Business Coach

Mobile: 083 703 5235

CONCLUSION

We know that Sabera Singh & Associates' distinctive spirit comes across through these pages because we are passionate about what we do. We are fortunate to enjoy what we do, primarily because of the great, long-term relationships we build with our clients, who gain real confidence in our firm because of our technical expertise, our ethical practice and absolute professionalism.

Thank you for taking the opportunity to get to know who we are and how we can help you!