



LEBEA
INC ATTORNEYS
Business & Legal Solutions



Company Profile

Introduction

Lebea Incorporated Attorneys was established in 2013 and provides a range of comprehensive legal solutions with specific emphasis on Corporate & Commercial Law, Labour Law, Litigation, Alternative Dispute Resolution, Debt Collection, Real Estate and Conveyancing, Estate Planning, Trust and Wills and other field of law.

Lebea Inc.'s approach to this noble and highly specialized profession and the practice of law is premised in the expertise and dedication to provide groundbreaking legal solutions to the body corporate of our clients at large and making sure that we provide our clients with tailor made solutions suitable and applicable to their individual and business situations. In order to properly achieve these objectives, we as a firm are committed to both our clients and their individual needs and to enhance the level of our expertise within the firm. All of the above is done in order to give our clients competitive edge in their industry of operation and their individual needs. The practical result of these is crafted in our ability to provide tailor made solutions to our clients, be it corporate or individual clients our objective remains the same best decision.



Firm Values

At Lebea Inc. we believe in consistency. We are very objective in our approach to our clients, their individual and business needs. In the same way our team of professionals is equally qualified to give ground breaking legal advice and solutions. Our staff compliments put their individual interest on line for those of our clients and our clients are the blood life of our firm.



Our Mission Statement

We commit to practice the legal profession with the highest level of professionalism and with pride and dignity. To develop our personnel through continuous learning and skills development to best serve the body corporate of our clients. To provide our clients with expertise commensurate to both their business and individual needs. To work around the clock to diversify our services as dictated by our clients' needs. To enhance our clients' productivity by providing most possible costs effective solutions.

To provide an environment that enhances personal excellence that gives our clients a competitive edge in their chosen field of business and their individual needs. To deliver a level of services which is dictated by our clients' expectations and needs. To build a one-stop shop of legal services that enhances our client's productivity and provide tailor made legal solutions. To provide our clients with solutions on almost all aspects of their business and individual needs. Restore the prestige and dignity of our chosen profession by maintaining the highest ethical and moral standard of our profession. Ensure that our client's needs, interest and their business objectives are met effectively and efficiently.

Empowerment Credentials

Lebea Inc. Attorneys is 100% black owned and controlled and by virtue thereof we are a level 1 enterprise in terms of BBBEE scorecard. We support the transformation of the ideal new South Africa and we support the BBBEE legislations as passed by parliament with the single intent of transforming our country. Our scorecard allows entities procuring services from our firm to take 100% of the expenses in services procured from us into account when they are rated for BBBEE scorecard. We are working hard to employ woman in our top management and top positions especially black woman as defined by the BBBEE Act



Practice Area

- Employment Law and Labour Relations Issues.
- Corporate and Commercial Law.
- Litigation, Alternative Dispute Resolution and
- Debt Collection.
- Estate Planning, Trusts and Wills.
- Real Estate and Conveyancing practice



Employment Law and Labour Relations Issues

We are Employment Law attorneys and have extensive expertise that enables us to represent our clients in various forums such as internal disciplinary enquiries, CCMA, Bargaining Councils, Labour and Labour Appeal Courts and the Constitutional Court. We provide legal advice and opinion on all aspects of employment law and Labour Relations issues. We assist our clients with drafting of employment agreements, disciplinary codes, and letters of appointment and retrenchment notices.

We provide training to our clients through workshops and seminars on various topics of Labour Relations, handling disciplinary enquiries, employment equity, skills development, health and safety issues, negotiations and litigation. We provide arbitration and mediation services, and chairing and prosecuting disciplinary enquiries both in private and public sector. Our team of legal experts provides services in the following fields of law-

- Collective Labour Law.
- Individual Labour Law.
- Chairing, Prosecuting and Defending in the Disciplinary Enquiries.
- Litigating in the CCMA, Labour Court, Labour Appeal Court and the Constitutional Court.
- Labour Relations Issues.



Corporate and Commercial Law

We assist our clients with advice on various types of companies available in South African corporate law and other commercial documents. We attend to draft various memorandums of incorporation for the new companies on behalf of our clients. We advise our clients on Shares, and the listing on the Stock exchange. We attend to sale and set up of franchise and advise our clients of the Competition laws within the Republic of South Africa. We render general advice on the tax implications involved in the Commercial law and the Trusts. We attend to takeover of companies generally. We represent our clients through the business rescue plan, it be creditor or company that is financially distressed.

We advise our clients on the implications of the new companies Act, 71 of 2008 on the companies already in place and the new companies constituted in terms of the new companies Act. We advise our clients on the Close Corporations already in existence and how to convert such into companies in terms of the Companies Act.

We assist our clients in drafting various commercial documents including amongst others memorandum of agreement, memorandum of incorporation, partnership agreement, share holders agreement and other commercial documents and provide valuable advice and solutions to our clients in this field of law. Our team of legal expert provides services in the following fields of law-

- The Nature and Functions of a Company.
- Incorporation and Constitution of Companies.
- Capacity and Representation of shareholders and Directors and Directors' fiduciary duties.
- Capital, Shares, Securities, Profits and Dividends.
- Company Groupings and Close Corporations.
- Drafting of Contracts, Shareholders agreements, Memorandum of Incorporation, Lease Agreement, Sale Agreement, Partnerships Agreements, Commercial Agreements and etc.





Litigation, Alternative Dispute Resolution and Debt Collection

We pride ourselves in our extensive knowledge and understanding in the field of commercial law and civil litigation. This is underpinned by both a comprehensive understanding of the applicable legislation and our expertise in substantive and procedural law. We specialize in a wide range of commercial and civil litigation, including collection of debts, banking related litigation, contract disputes, insurance coverage, insolvency law, business rescue and property claims and other related commercial and civil matters. The firm's litigation attorneys have practised extensively before the Magistrate Courts, High Courts and have handled most phases of litigation. Our team of legal expert provides services in the following fields of law-

- Magistrate's Court Litigation.
- High Court Litigation.
- Commercial Litigation.
- Banking and Finance Law.
- Insolvency Law.
- Corporate Law.
- Debt Collection.

Conveyancing and Real Estate Practice

We provide legal services in transfers of properties and we possess abilities to provide advice in property transfers of all types and descriptions as well as in respect of the legislations relating thereto i.e Transfer of deed of title, registration and cancellation of mortgage bonds. Our team have extensive expertise in this field and we are well positioned to give our clients assistance in this regard.

We act for purchasers, for buyers and to register and cancel the bond in favor of our clients as well as rendering general advice in the field of property law in the Republic. Our office is well positioned within 20 kilometers from the deeds registry in Johannesburg and our clients stand to receive efficient and most costs effective services. Our team of legal expert provides services in the following fields of law-

- Transfers of Deed of Title
- The Sale of Land
- Registration of mortgage and Notarial bonds
- Cancellation of Bonds
- Property Advisory
- Establishments of Sectional Title and Registration of Sections
- Transfer Duty and Value added Tax



Estate Planning, Trusts And Wills

We render general services in administration of estates, drafting of Wills and Estates planning. We execute Wills and render general advice and drafts Trust deeds and register same. We dissolve all sorts of Estates and assist our clients in Estates planning. We advise our clients on Trust as a form of a business, the pros and cons thereto and the advantages of choosing Trust as a form of business over the other avenues available. Our team of legal experts provides services in the following fields of law-

- Drafting of Wills.
- Dissolving and Liquidation of Estates & Estates Planning.
- Estate Planning & Trust Deeds and Insolvency law.



I have made this my last Will and Testament, and I hereby revoke all former Wills, and all that I have written, printed, or otherwise made by me.

I appoint Johnson Smithson as my executor, and he/she be permitted to serve as my Personal Representative, and ask the court to grant him/her the authority to post bond.

I direct my Personal Representative to pay all my debts, taxes, state inheritance taxes, and funeral expenses, without seeking reimbursement from my estate, and if necessary, reasonable funeral expenses, and to purchase a suitable grave marker for my grave, without the necessity of an order of court.

ARTICLE III

I give my North Town Road, Santa Monica,



Our Staff Compliments

Our dedicated staff members consist of one Director, two Consultants, two Candidate Attorneys, and one secretary / receptionist. We are in the process of beefing up our legal team and employ as many support staff, as it is necessary to best serve our clients.

Price offer

Commitment to Value for Money

This section sets out in detail the principle of determining our fee estimate for our client.

In determining our fees, our overriding philosophy is to provide a quality, value-for-money service to our clients, including a high allocation of senior staff time, reflecting the importance we attach to delivering a specialised and professional service. Upon awarding of this mandate, we shall negotiate with the client a business agreement and performance evaluation scorecard to evaluate our progress towards our vision for performance excellence. This engagement shall include a detailed service level agreement.



Rates

The following table reflects our letter of engagement fee's hourly estimates and is reflected as a VAT excluding hourly rate

Name	Normal rate per hour in ZAR	Rate per hour in ZAR (10% discount)
Director	1,800.00	1,720.00
Associate / Consultant	1,600.00	1180.00
Candidate Attorney	800.00	720.00
Para Legal	0.00	0.00

DISBURSEMENTS

Advocates Fees

Cost of counsel (advocates) is treated as a pass through expense against which we apply no mark- up or administration fee. Counsel's fees differ according to the seniority and expertise and may be out of the control of Lebea Inc. However, we maintain a policy of closely scrutinising counsel fees to be passed on to clients and will advise clients where we believe that charges are excessive and will take all necessary steps to resolve any fee disputes and where necessary assist client in pursuing the appropriate relief. Moreover, we will always disclose to client, the fee basis of any counsel prior to issuing a brief, if required by client.



Item	Change per item in ZAR
Faxes	3.00 per page
Photo-copying	3.00 per page
Telephone calls	Actual cost
Couriers	Actual cost

Subject to agreement as to the manner of facilitating document exchange between clients and Lebea Inc. Attorneys, we are however very comfortable to forgo vehicular transport.

However, to the extent that any transport requirement is intrinsic to performance in an instruction received and subject to prior approval from client, our transport and attendant costs are set out in the table below:

Item	Change per item in ZAR
Vehicle Transport	4.50
Domestic Air Travel	South African Airways
Accommodation	Southern Sun or similar
Car Rental	Hertz Class C or Avis

EXECUTIVE Summary

We offer expert advice on a broad range of employment, commercial & corporate, litigation and public sector law.





Dispute Resolution

We pride ourselves in our extensive knowledge and understanding in the field of commercial law, civil litigation, employment law and public sector law. This is underpinned by both a comprehensive understanding of the applicable legislation and our expertise in substantive and procedural law. We specialize in a wide range of commercial and civil litigation, including collection of debts, banking related litigation, contract disputes, insurance coverage and property claims and other related commercial and civil matters. The firm's litigation attorneys have practiced extensively before the Magistrate Courts, High Courts and have handled most phases of litigation



Consulting

We offer advice and give opinions on non-litigious employment law matters and on commercial matters with employment law implications. We undertake:

Corporate restructuring exercises

Guidance on retrenchment processes, manage the restructuring process; consult with trade unions, employees and their representatives; draft documents and agreements; formulate severance packages; representation at CCMA or bargaining council facilitation meetings.

Disciplinary proceedings:

Prepare for the hearing; draft notices; provide e training on the conduct of disciplinary proceedings.

Transfer of a business as a going concern:

Advise on nature of transfer and impact on employees; assist with valuation and apportionment of liability; draft documents, agreements and communications; and advise on restructuring of the merged entity or service provider following transfer.

The impact of a merger on employees:

Reports and documents to support a merger filing with the competition authorities; and assistance in the consultative process with employees and their representatives.

Advice on your regulatory obligations:

Basic Condition of Employment (BCEA); Employment Equity Act; Skills Development Act; Compensation for Occupational Injuries and Diseases Act; Occupational Health and Safety Act.



Training

We keep you informed on proposed legislation and regulations affecting all aspects of the employment law, company law and other related legislation, and support you with seminars, conferences.

We run customized training sessions and workshops on various issues. We develop compliance checklists that are designed to assist companies and other public sector such as our clients to avoid or minimize cost.

Drafting

We draft a wide range of agreements, reports, policies, guidelines and procedures including: contracts of employment; all manner of agreements, eg collective, severance, settlement, training and independent contractor agreements; restraints of trade; agreements contemplated by section 197 of the Labour Relations Act (LRA); disciplinary and grievance procedures, warning and dismissal notices; lock-out notices and ultimatums; codes on sexual harassment, retrenchment, picketing, social networking and other.

Public law

We advise on the Constitution and its influence on public and private company operations. We advise government departments and state owned entities on wide-ranging legislation, including Broad Based Black Economic Empowerment Act.

Terms and Conditions and Validity of the Tender Assurance

This quotation is valid for a period of 120 (hundred and twenty) days unless agreed otherwise.

All our prices do not include VAT and the firm is not registered for VAT.

The delivery period of the mandate is 30 (thirty) days and this period may change, as the exigency of the work involved will dictate.

The prices quoted herein are valid for the duration of the validity period of the quotation.

The quotation is for the specifications and any and all deviations will be in consultations with our clients.



Conclusion

In the final analysis, we believe that our existing work methodology paired with the expertise of our team (led by Thabo Lebea) results in us being well placed to address our client's requirement as per its request for quotation.

We have established a clear and absolute commitment to integrity and quality. This commitment is engrained in our business culture, client service methodology, and in our approach to client service of all kinds. We believe the quality of our services is exceptional as a result of the quality and integrity of our director and staff.

We deliver value for money, with emphasis on a robust and objective of giving our clients solutions. We believe that our proposed fee reflects our commitment to provide the highest quality service at a realistic cost.

In the event of any queries, please do not hesitate to contact me on +27 (0) 10 003 0281 or +27 (0) 82 074 0323 or facsimile +27 (0) 11783 4383 or email thabo@lebeainc.co.za should you have any queries or issues that may require clarification.

Finally, we believe that the value of a professional service provider, in rendering services, is determine not only by its size and range of services, but also by leadership, experience and the availability of the professionals working on the engagement and their commitment as well as their enthusiasm with which they serve the needs of our client.

