



NOKO RAMABOYA ATTORNEYS

## **COMPANY PROFILE**

**[www.nrainc.co.za](http://www.nrainc.co.za)**

## **MISSION STATEMENT**

We are committed to our profession and are conscious of the high ethical standards laid down by our profession and expectations of our valued clients. We are proud to meet these challenges.

Our mission is to offer excellent, speedy and cost effective legal service to clients nationally and internationally.

We are committed to the challenges of the future and believe that lawyers should fulfill a more enterprising and proactive role than in the past. Given the opportunity, we pledge to render a value-added service.

## **REGULATORY COMPLIANCE**

The company complies with relevant regulatory regime prescribed by the laws of the country and professional requirements and is in possession of, *inter alia*, the following certificates: FICA certificate, Level 1 BEE certificate, Fidelity Fund Certificate, Certificate of Good standing with the Law Society of Northern Provinces and CSD registration.

## **AREAS OF PRACTICE**

### **LABOUR LAW**

Having regard to the rapid evolution of the Labour policies, renewed interpretation and application is inevitable. In this regard we provide clients with advices based on the current legislations and their interpretation based on recent court decisions. We further provide advices on various aspects of individual and collective employment law.

We have experience in employment equity, drafting of policies and procedures, setting up structures and mechanisms to enhance equity in the workplace, dispute resolutions, health and safety.

The firm's labour department is manned by Mokate Victor Noko, Andrea Julius and Paul Pule. We have acted in various capacities in the labour dispute space as Prosecutors, Chairing and also defending employees at DC. We are members of Saslaw and SA Labour Guide and through these platforms we are able to access the recent judicial decisions.

### **COMMERCIAL LAW**

We have experience in drawing and vetting commercial contracts, including but not limited to shareholders agreements, partnership agreements, sale of business agreements, joint venture agreements, sale of shares agreements, cession assignments, pledge, surety and indemnity agreements, sale and lease agreements and employments agreements.

We draw contracts for individual and institutional clients. We have together with ROTH and WESSELS (hereinafter referred to as our associate), drawn agreements for the FINANCIAL SERVICES BOARD in connection with Insider trading disputes.

## **LAND AN PROPERTY LAW**

The firm has also having conveyancing and notarial services department. The department is attending to registration of transfer of properties on behalf of banks (and individuals clients) and also bond registrations and cancellations for ABSA Bank. In addition we execute notarial rights at mining tittle office.

The firm handles a variety of matters dealing with Land Forum including transfer for Restitution purpose and litigation on restitution matters. One of the matters the firm was seized with was pronounced locus *classicus* by the Land Claims Court.

The firm also attended transfer for the Human Settlement Department Free State and City of Tshwane Metropolitan Council.

## **ATTORNEYS**

1.



### **MOKATE VICTOR NOKO**

Victor obtained B. Iuris, LL.B degrees (NWU), Diploma in Insolvency Practice (UP) and LL.M degree (Labour Law) (UP), PG Diploma in Labour Law (UJ) and Certificate in Mining and Prospecting Law (Wits). He started his Articles of Clerkship in 1996 August in Rustenburg where he acquired experience in litigation, both Magistrate Court and High Court matters on criminal practice and personal injury disputes.

His contract of articles was ceded in 1997 October to Goodman & Jacobs, a commercial firm of Attorneys and Conveyancers in Pretoria. He acquired extensive experience in commercial litigation (mainly contractual and insurance litigation) and conveyancing. He was involved, with the senior partners, in the preparation of conveyancing documents (both bond and transfer) for the banks, (the big four) and government institutions. He also acquired extensive experience in litigation matters for personal injuries claimants, Standard bank of South Africa and Commercial Union.

Subsequent to his admission as Attorney and Conveyancer in 1998, he was appointed as a Professional Assistant by Seriti Mavundla Attorneys, a firm which specialized in personal insurance disputes, Collections and Conveyancing. Both Messrs. Seriti and Mavundla have now been appointed as judges of the Supreme Court of Appeal and Gauteng High Court respectively.

He subsequently left to practice for his own account in 1999 and has since been handling employment disputes, personal injury claims, contracts and property law practice and litigation. He is now also admitted and practices as a Notary Public. He has also acted as examiner for Conveyancing examination for the Law Society of Bophuthatswana, and has acted as an Acting Judge in the Gauteng Local Division for one term per year in the past three years.

He has acted as external examiner for conveyancing examinations for Technikon North-West, Commercial Law Department between 2000 and 2003. The South African Pharmacy Council and South African Council Educators has also appointed him as Assessor in their disciplinary hearing during the year 2003 and 2004. He has acted for Necsa and Municipalities as Prosecutor and/or chairing disciplinary hearing. Victor took appointment as an acting Judge for the Gauteng Local Division for one term or part thereof per year since 2019 to date.

2.



**ANDREA GILLIAN JULIUS**

Andrea obtained her LLB degree from University of the Western Cape in September 2013. She started her Articles of Clerkship for a period of two years with a firm of Attorneys named F. Salie Attorneys on or about July 2014 based in Cape Town. Through her tenure of Articles she acquired experience in Magistrate's Court Litigation, Evictions, High Court Litigation, Conveyancing, Administration of Estates and Family law. During

her articles of clerkship she completed a course with the Black Conveyancers Association for conveyancing paralegals.

Subsequent to her admission as an attorney in 2016, she was appointed as a Professional Assistant by F. Salie Attorneys, where she practiced until April 2017.

Andrea joined Noko Ramaboya Attorneys in 2017 as a Professional Assistant and she is responsible for Civil and Corporate Litigation.

## **DEPARTMENT: IT DEPARTMENT**

### **Storage of Information**

- Daily backup of files from the laptops or desktops to an onsite server
- The backup server has an external hard drive to back up all the files on the server
- Daily backup files from the server to a cloud storage for offsite backup
- Data backup is organized in departments and users to make the process of recovery efficient
- Metro file offices

### **Safeguarding of Information**

- The data or files stored on the server is not visible or accessible to everyone who is connected to the network, access is granted based on roles and file permissions
- The backup server is not connected to the internet or accessible from outside our local network, this helps mitigate cyber security issues, like ransomware and data manipulation
- Virtual private network (VPN) to encrypt our internet traffic
- Encryption of critical files, to mitigate unauthorized access or reading of confidential data

### **Retrieval and Timeline**

- If or when a laptop or desktop crashes and all the data is lost, we first use a data recovery software to recover the data
- Data will be recovered based on roles and file permissions of the user in question.
- The data that is backed up and sorted based on timestamp

### **Messenger Services**

- 2 Office cars

## A **STAFF COMPLEMENT**



The firm has a staff complement of 25 employees (14 permanent and part-time/temporary) composing of 2 attorneys, 3 candidate attorneys, 4 conveyancing secretary, 2 paralegals, 3 Volunteers, Operations Manager, Finance Manager, HR Manager and Business Development Manager, Reception, executive secretary, messenger and filing clerk.

## **B. LOCATION**

The firm is strategically situated in 927 Stanza Bopape, Arcadia, Pretoria, 15 minutes' drive to the Gauteng Division of the High court, Magistrate Court, CCMA and Deeds office. The office premises have sufficient space also to cater for client's parking needs.

## **FEE STRUCTURE**






The fee structure would either be as per hourly rate and agreed to prior executing the instructions, alternatively retainer for a period as agreed to between the parties and alternatively further in terms for Contingency Fee Act.

## **REFERENCE**

We have acted, *inter alia*, on behalf of the under mentioned organizations: Capital Oil (Pty) Ltd, Financial Service Board, South African Pharmacy Council, Road Accident Fund (Cost Department), South African Council of Educators, Caltex Oil (Pty) Ltd (collections), SARS, South African Weather Service, Mpumalanga Housing Corporation, North West Transport investment (SOC) Ltd and City of Tshwane and South African Nuclear Energy Corporation (SOC) Ltd.

## PANELIST OF THE FOLLOWING INSTITUTIONS

	<p><b><u><a href="#">Absa Bank</a></u></b></p> <p>Contact: Ms M Kwakwa 012 404 1000  <a href="mailto:mokgethwakwakwa@absa.co.za">mokgethwakwakwa@absa.co.za</a></p>
	<p><b><u><a href="#">City of Tshwane Metropolitan Council</a></u></b></p> <p>Contact: Mr Ndlovu 012 358 3140  <a href="mailto:waltern@tshwane.gov.za">waltern@tshwane.gov.za</a></p>
	<p><b><u><a href="#">South African Nuclear Energy Corporation</a></u></b></p> <p>Contact: Mr Leseyane 012 305 4959  <a href="mailto:ezekiel.leseyane@necsa.co.za">ezekiel.leseyane@necsa.co.za</a></p>
	<p><b><u><a href="#">Northwest Investment Corporation (SOC) Limited</a></u></b></p> <p>Contact: Mr Jacob Motha 012 803 7870  <a href="mailto:info@nti.co.za">info@nti.co.za</a></p>
	<p><b><u><a href="#">Ekurhuleni Metropolitan Municipality</a></u></b></p> <p>Contact: Mr M Pooe 011 999 1062  <a href="mailto:mohlabane.pooe@ekurhuleni.gov.za">mohlabane.pooe@ekurhuleni.gov.za</a></p>
	<p><b><u><a href="#">Loara Reality</a></u></b></p> <p>Contact: Ms T Ramaila 011 655 7066  <a href="mailto:thato@loarareality.co.za">thato@loarareality.co.za</a></p>
	<p><b><u><a href="#">Pelchem SOC Limited</a></u></b></p> <p>Contact: Mr Ivan Radebe 012 305 4472  <a href="mailto:ivan.radebe@pelchem.co.za">ivan.radebe@pelchem.co.za</a></p>
	<p><b><u><a href="#">SANRAL</a></u></b></p> <p>Contact: Tamsyn Young 031 940 1206  <a href="mailto:tamsyny@hsginc.co.za">tamsyny@hsginc.co.za</a></p>
	<p><b><u><a href="#">Johannesburg Development Agency</a></u></b></p> <p>Contact: Mr S Gcobo 011 688 7811  <a href="mailto:sgcobo@jda.org.za">sgcobo@jda.org.za</a></p>
	<p><b><u><a href="#">Road Traffic Management Corporation</a></u></b></p> <p>Contact: Ms Zandile Mtshali 012 999 5423  <a href="mailto:Zandile.mtshali@rtmc.co.za">Zandile.mtshali@rtmc.co.za</a></p>
	<p><b><u><a href="#">Services SETA</a></u></b></p> <p>Contact: Ms Conny Mathebula 011 276 9621  <a href="mailto:connym@serviceseta.org.za">connym@serviceseta.org.za</a></p>

	<p><b><u><a href="#">National Economical Development and Labour Council</a></u></b></p> <p>Contact: Ms Nkhensani Mati 011 328 4200  <a href="mailto:Nkhensani@nedlac.org.za">Nkhensani@nedlac.org.za</a></p>
	<p><b><u><a href="#">Competition Commission South Africa</a></u></b></p> <p>Contact: Ms Sylvia Nkosi 012 394 3200  <a href="mailto:sylviam@compcom.co.za">sylviam@compcom.co.za</a></p>
	<p><b><u><a href="#">Gauteng Gambling Board</a></u></b></p> <p>Contact: Ms Nosipho Dladla 011 581 4800  <a href="mailto:nosiphod@ggd.org.za">nosiphod@ggd.org.za</a></p>
	<p><b><u><a href="#">South African Civil Aviation Authority</a></u></b></p> <p>Contact: Ms Lynda Sidambe 011 545 1516  <a href="mailto:sidambel@caa.co.za">sidambel@caa.co.za</a></p>
	<p><b><u><a href="#">North West Housing Corporation</a></u></b></p> <p>Contact: Mr Ephraim Masae 018 110 0761  <a href="mailto:emasae@nwhc.co.za">emasae@nwhc.co.za</a></p>
	<p><b><u><a href="#">Human Settlements Free State</a></u></b></p> <p>Contact: Mr J Matlakala 051 405 4303  <a href="mailto:john@fshs.gov.za">john@fshs.gov.za</a></p>
	<p><b><u><a href="#">Freedom Park</a></u></b></p> <p>Contact: Mr Moloko 012 336 4191  <a href="mailto:moloko@freedompark.co.za">moloko@freedompark.co.za</a></p>
	<p><b><u><a href="#">Commission on Restitution Land Rights</a></u></b></p> <p>Contact: Mr Makhuto 012 407 4486</p>
	<p><b><u><a href="#">Independent Electoral Commission</a></u></b></p> <p>Contact: Procurement Department 012 622 5700</p>



**Film and Publication Board**

Contact: Procurement Department 012 033 1400