



PRIVATE LEGAL (PTY) LTD

Personalised legal and business services



WHO ARE WE?



Private Legal (Pty) Ltd is a Legal and Business Consultancy assisting businesses with their legal and business requirements, compliance and solutions. We provide workable, modern and creative mechanisms in providing you and your business with an efficient, reliable and sustainable service. Our aim is to keep your business, in business. Read on to learn more about us and see how we can be of service to you and your business. Otherwise, contact us, and let us be of service to you. You won't be disappointed.

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OUR FOUNDER



Private Legal (Pty) Ltd's Founder and Director is Muhammad Abduroaf, who has over 15 years experience, in the legal field, and approximately 10 years of business legal consultancy experience. He holds an *LL.B* degree and *LL.M* (Master of Laws) degree in Constitutional Litigation. Muhammad Abduroaf is furthermore, currently, an admitted and practising Advocate of the High Court of South Africa. This role he held for the past 15 years, gaining a wealth of knowledge on an array of legal topics in the process.

Through its director, Private Legal (Pty) Ltd is furthermore connected with various attorneys who specialise in various legal fields, as well as with professional practitioners in the accounting field. This ensures that all your business legal requirements are efficiently attended to.

OUR SERVICE PACKAGES



Our service packages are custom made to suit your needs, ranging from "as required services", "retainer services", or "full on legal services". Our "as required services" caters for small businesses that require business legal advice and services occasionally and has no need to retain our services with monthly retainer fees. Our "retainer services" are suited for businesses who as a consequence of their operations are confronted with legal issues on a regular basis. They require prompt and efficient business legal advice and services at hand. Our "full-on business legal service" is suited for

businesses that prefer not to employ a legal practitioner. They however require a company with the necessary skills to attend to all their legal issues which they regularly require.

However, whatever your business or legal requirements are, we are able to provide a service solution workable and unique to your business. Speak to us.

PRICES



Costs of legal and business services is an important topic and one which we want you to be happy with. We believe in discussing this upfront. Just as much as we do not want to sell ourselves short, we also want you to feel that you getting what you are paying for. We are therefore very transparent, and shall keep you up to date with regular itemised statements. We shall ensure that there are no surprises.

TURNAROUND TIME



Our turnaround time is exemplary and fast. Depending on your service agreement with us, it ranges from promptly, should you contact us telephonically or send us an SMS or email, or from about 2 (two) to 24 (twenty-four) hours. This depends on the type of service you require. Should you make use of a dedicated email address (yourbusiness@privatelegal.co.za), the possibility of emails getting lost or being unattended to is drastically minimised.



connect@privatelegal.co.za



+2721 424 3487

We can also provide a dedicated automated voice answering service linked to a dedicated number, allocated to your business. The purpose is for the automated routing of unanswered calls. We also include a dedicated voice mail service where necessary. Call losses are minimised and voice messages left by you, your staff or clients will be speedily attended to. Feel free to discuss this dynamic service with us.

WHAT SERVICES DO WE PROVIDE FOR BUSINESSES?



There is no need for your business to employ an in-house legal practitioner to attend to your *ad-hoc* business legal issues.

Private Legal (Pty) Ltd can do it for your business in line with a contracted service package that suits your business's needs. We enter into written service agreements with our clients outlining unique terms and conditions custom made for their business. Our services encompass the following:

- Telephonic, face to face, and email legal advice;
- Contract drafting (employment and business);
- Legal risk assessment (Is your business safe from being sued or closed down by the law?);
- Employment and labour issues;
- Staff training and workshops on various legislation specific to your industry (CPA, NCA, FICA, etc).
- Legal Compliance with legislation relevant to your business functions and to that of your industry;
- Drafting Policies and Guidelines;

- Corporate Structuring, Company Formation (holding and subsidiary), and Company Secretarial Work (share register, director changes, etc.);
- Business Trust Formation; and
- If so required, a weekly advice email dealing with issues in your industry that you can send to your clients.

Speak to us, and we will customise a service to cater for your needs.

WHAT SERVICES DO WE PROVIDE FOR INDIVIDUALS?



It is always good to have legal advice at your fingertips. If you are an individual, we are able to assist you with the

following:

- General Legal advice on, family law (child custody, maintenance, divorce, etc.), criminal and business law;
- Telephonic, face to face, and email legal advice;
- Family Trust formation;
- Employment and labour issues; and
- Company and Trust Formation.

You are welcome to enquire from us.

WE CAN SET YOU UP



We provide business clients with a customised email address

(yourbusiness@privatelegal.co.za) which you, your staff and your clients can use



connect@privatelegal.co.za



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to contact and liaise with us. Furthermore, if it is sensible, a dedicated telephone number (e.g. 087XXX XXXX) with a customised voice attendant prompt (*Thank you for calling the legal advisors of Your Business...*). You may also call and immediately leave a voice message. In this way, you, your staff and clients will know they are contacting us and communication efficiency is guaranteed, especially when we handle your matters.

TECHNOLOGY



Technology plays an important role in the manner in which we operate. Therefore, we ensure we are always on top of our game where that is concerned. Feel free to put us to the test.



WHERE ARE WE?

We are based in the Cape Town CBD. However, we can also act as a virtual Consultancy for clients in the outer reaches of South Africa, and the globe.

Office: The Pinnacle, 7th Floor, 33 Burg Street, Cape Town, South Africa
Tel.: +27 21 424 3487
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Email.: connect@privatelegal.co.za
Web.: www.privatelegal.co.za

We are looking forward to hearing from you.



connect@privatelegal.co.za

MEET WITH US

If you or your business are interested in making use of our services, or simply want to meet to discuss the possibility of engaging with us in the future, or are just inquisitive; feel free to contact us on the details below.



We will be happy to meet at your place of work to get to know your business better.

We further make use of video conferencing (e.g. Skype, FaceTime), WhatsApp, and SMS if appropriate. We are more than happy to show you how efficient we are.

Or simply set up a telephonic, or video chat. If you love meeting in coffee shops; it's on us.

Thank you for taking the time to read this document. We are looking forward to hearing from you.

Regards,

Private Legal (Pty) Ltd
Cape Town | South Africa



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