

## COMPANY PROFILE:

---

### Lekhuleni-Mahlangu Attorneys

89 Vlok Street  
505 Unison building  
Sunnyside  
Pretoria  
0002

P O BOX 27596  
Sunnyside  
Pretoria  
0132

Tel: 067 123 8631

Cell: 076 053 0943

Fax: 086 410 1494

Director: Thokozile Lekhuleni Mahlangu  
(LLB UL)

## **BACKGROUND**

---

The firm Lekhuleni Mahlangu Attorneys was founded by Thokozile Mahlangu (an admitted Attorney of the High Court of South Africa in the year 2016) and carries on business at Pretoria Sunnyside in the Gauteng province. The firm consists of one support staff who works as, the legal secretary and an office messenger. The firm aims at providing legal services to a variety of individuals and companies with different legal needs all across the country. The founder is a recognized member of the law society of the Northern provinces, a member of the women's legal network and is associated with the South African Women Lawyers Association (SAWLA). We offer professional legal services in an efficient and ethical manner.

## **MISSION STATEMENT**

---

We exist to provide our clients with affordable legal services within a reasonable time and we pride ourselves with providing quality, efficient and value services for client's satisfaction. We strive to be a prominent law firm by effectively delivering highly skilled, ethical, robust and assertive legal representation to our clients.

.

## **VALUES**

---



❖ **Professionalism**

- always looking out for our client's interests and responding promptly to our client's needs
- always managing our client's matters in efficient, agile and proactive manner
- always communicating regularly and clearly with our client's and
- always looking to achieve the end results desired by our clients

❖ **Integrity**

- To be honest, trustworthy and respectful in our actions

❖ **Excellence**

- we pride ourselves with providing quality legal services.

❖ **Ethics**

- we are morally bound by our ethical belief of compliance with the law.

**VISION**

---

We aim to be one of the most influential black owned law firms managed by black women. We intend to expand having different departments within the firm dealing with a variety of fields in law.

## STAFF CURRICULUM VITAE

---

### ATTORNEY / DIRECTOR

**THOKOZILE REJOICE MAHLANGU**

**(9202020488089)**

Thokozile Rejoice Mahlangu is the founder and Director of Lekhuleni-Mahlangu Attornys (LM Attorneys). She holds an LLB degree and is an admitted Attorney of the High Court of South Africa. She also participated as a mediator in the small claims court in 2013 and further participated in a workshop hosted by black lawyers association (legal educational centre) in 2014. She is an active member in the law fraternity and has a lot to offer. Below are her credentials in detail:

### EDUCATION

---

Institution	School For Legal Practice; LEAD Edupark Polokwane
Certificate	Practical Legal Training Certificate
Period	July 2014 – December 2014

---

Institution :University Of Limpopo

Degree : Baccalaureus Legum (LLB)

Period : 2010 – 2013

High school : Bushbuckridge Secondary School

Certificate : Senior Certificate

Period : 2009

### **EDUCATIONAL ACHIEVEMENTS**

---

2015 : Admitted Attorney Of The High Court In Pretoria

2014 : Magistrates' Court Practice Certificate

: Bookkeeping Certificate

: Wills And Estates' Certificate

: Numeracy Certificate

2013 : Trial Advocacy

## **WORK EXPERIENCE**

---

Department : Competition Commission

Division : Legal Services

Period : 1 June 2017 To 31 May 2019

Key responsibilities : Mergers And Acquisitions, Cartels And Abuse Of Dominance

- Drafting of Advisory opinions for Companies, State Organs and Lay People.
- Analysing of Complaints received and draft referrals to the Competition Tribunal.
- Appearing at the Competition Tribunal on behalf of the Commission.
- Drafting of witness statements to appear at the Competition Tribunal.
- Assist with matters in the Legal Service Department and Support all sub-divisions at the Commission.
- Research precedents and acts in preparation for matters set down at the tribunal.


---

Law firm :Mpho Mashiloane Attorneys Bushbuckridge

Position : Professional Assistant

Period : January 2017 – May 2017

Key responsibilities : Civil Litigation, Criminal Litigation, Labour And Estates

- Consultation with Clients.
  - Provide Legal Advice.
  - Litigation (Court Appearances in the Magistrate Court)
  - Drafting of Pleadings.
  - Liaising with correspondents.
  - Briefing Counsel and attending Court with Counsel.
  - Index and Pagination.
  - Analysing past court decisions and applying same principles to matters litigated.
- 

---

Law firm : Sk Ntsumela Attorneys Polokwane

Position : Candidate Attorney

Period : June 2014 – Dec 2016

Key responsibilities : Civil Litigation, Criminal Litigation, Labour And Estates

- Drafting of Pleadings.
- Consulting with Clients.
- Researching law for Attorneys.
- Attending trials with Counsel.
- Giving legal advice to clients.

### **KNOWLEDGE AND SKILLS**

---

- Knowledge of the Competition Act, Criminal Procedure Act, Labour Relations Act, Employment Equity Act.



- Knowledge of the Civil Procedure.
- Knowledge of High Court Rules.
- Good Communication skills orally and written.
- Ability to deal effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce conflict between two or more people.
- Ability to use appropriate and a flexible interpersonal style to help build a cohesive team facilitating the completion of team goals.
- Experience in Microsoft word, excel and outlook.
- Good research methodology and negotiation skills.

## **ATTRIBUTES**

---

- She strives to achieve the Mission and the Vision of LM Attorneys by engaging with her clients through co-operation, collaboration and communication in order to achieve the best success at work.
- She is an enthusiastic, self-motivated and hard working person who possesses a high level of integrity.

- She ensures that a high standards of her work and tasks given to her by her clients are dealt with effectively and diligently.
- She is eager to take on new challenges and thrives under pressure.



**LEGAL SECRETARY/MESSENGER**

**Nomthandazo Pertunia Lekhuleni**

(ID NO. 960428 )

Our legal secretary has the necessary experience to handle the administration work of the law firm. Her responsibilities include the following:

- Liaising with sheriff's office, courts and other attorney's offices.
- Welcoming clients and visitors, assisting with general information.
- Receiving payments, issuing of receipts and allocating payments to collection files.
- Preparing and sending of statements of account to clients.
- Opening and closing of files
- Capturing and processing of client data.
- Receiving documents

- All duties pertaining to diary management, including scheduling of meetings, consultations and appointments.
- Daily updating of client telephone directory.
- Controlling of petty cash accounts.
- Preparing the daily payments to be banked.
- Typing of legal documents, letters and general correspondence.
- Attending to and solving of any front office administration queries or enquiries.
- Ensuring that the front office is neat and tidy, maintaining of housekeeping standards.
- And other general office administration and secretarial duties.

#### **OFFICE MESSENGER**

- She is responsible for serving documents and filling them in court.
- Post collection

#### **SERVICES OFFERED**

---

**Drafting of contracts and policies**

- commercial contracts
- contracts of employment and policies
- service level agreements
- addendum agreements
- Memorandum of understanding
- lease agreements
- ante nuptial contracts and
- other general contracts.

### **Company Law**

- Company Registration
- Drafting Memorandum of Incorporation
- Change of Directorship

### **Competition Law**

- Drafting legal opinion on Compliance with the Competition Act
- Mergers and Acquisitions
- Abuse of Dominance
- Cartels

### **Civil Matters**

- Motor vehicle collusion

- 
- Insurance claims
  - Consumer rights claims
  - Evictions
  - Delictual matters
  - Rescission of Judgments
  - Application for Administration orders
  - Default judgments
  - Other general civil matters

### **Family law**

- Contested and uncontested Divorce
- Access to minor children (Custody)
- Maintenance

### **Third party claims**

- Road Accident Fund matters (for loss of support in case of the death of a bread winner or bodily injuries sustained due to the motor vehicle accidents).
- Provident fund claims
- Compensation fund claims

### **Personal injury claims**

- Medical negligence claims
- Injuries sustained while on duty and executing your duties.

### **Labour matters**

- Unfair dismissals
- CCMA or Bargaining Councils Arbitration
- Appearances in court or any high court with similar status.

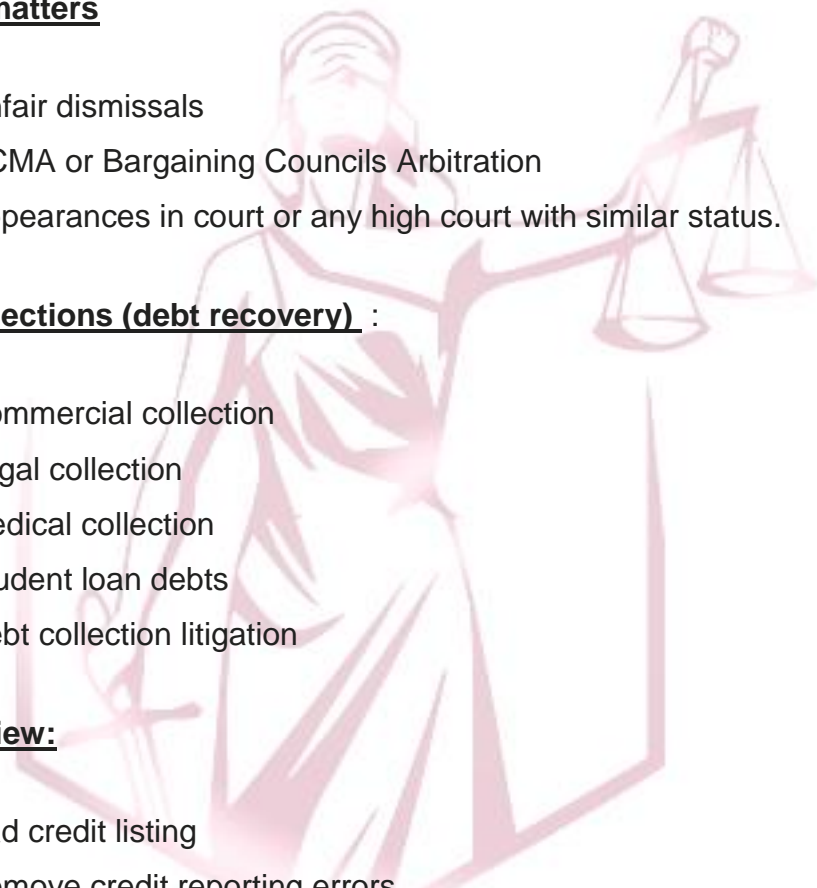
### **Debt collections (debt recovery) :**

- Commercial collection
- Legal collection
- Medical collection
- Student loan debts
- Debt collection litigation

### **Debt review:**

- Bad credit listing
- Remove credit reporting errors
- Litigation for money damages due to loss of credit opportunities, loss of employment, job opportunities etc.

### **Administration of estates**



- Administration of deceased estates (testate and intestate)
- Drafting of wills
- Registration of trusts

### **Criminal matters**

- 24/7 bail application
- Criminal litigation

### **Immigration matters**

- Application for permits and citizenship
- Asylum and refugee status application

### **Costs**

- Draft and prepare bills for taxation
- Attend and/or oppose taxation

### **Availability**

---

We are operating in a competitive environment and we aim towards efficiently, professionalism and competency as we appreciate that time is of essence. We adhere strictly to deadlines. Our exposure and use of modern technology makes it possible for us to render quality services to our clients at their earliest convenience.

## **Billing policy and fee structure**

---

Our fee structure and disbursements always depend on the number of consultation held, court appearances, preparations for trials, drafting of documents, sheriff fees, travelling expenses, telephone calls (if applicable) and copies. And other incidental costs if applicable. It is envisaged that once we have received a mandate we will communicate with our client regarding fee which is negotiable on a case by case basis..

