

Company Profile 2022



Amade & Company Inc

Attorneys • Notaries • Conveyancers • Mediators

hold to your purpose



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1. Company Introduction

AMADE & COMPANY INCORPORATED is a full-service firm of attorneys, notaries, conveyancers, and mediators situated in Bloemfontein South Africa, the Judicial Capital of South Africa.

Our experienced staff members offer a wide array of general and specialist legal services to our clients. We aim to establish tailor-made solutions for each of our clients to address their needs, to this effect we adopted a client-centred approach to always represent our clients ethically and in their best interest.

Our firm is rated at Level 1- 135% B-BEEE procurement recognition.

Our firm is a registered accountable institute with the Financial Intelligence Centre and a registered supplier in the Central Suppliers Database of the National Treasury.

2. Client Base

Our firm represents a wide array of clients ranging from companies and higher education institutions to individuals.

No matter the client or the size or scope of a matter we maintain our level of excellence in service as part of the vision and objectives of our firm.

3. Vision and Objectives

Our firm ascribes to the following vision and objectives:

- Expert client-orientated services: We aim to offer our clients with expert services that are tailored to their individual needs, this allows us to resolve issues additional to the mere scope and instruction that are presented during the first consultation. We believe that in this approach we retain our clients for future work and assistance as needed.

- Corporate Social Responsibility: Our firm is committed to the social responsibilities in our areas of practice. All professional staff members in our firm provide pro-bono services from time to time. We further believe that part of our social responsibilities is to nurture, train and empower our staff members through further education and training consistently.
 - Diversity and inclusivity: We endorse diversity and inclusivity on grounds of gender, race, colour and disability in our offices and nurture a culture of equality in all areas of practice.
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4. **Fee Structures**

Our firm charges according to officially prescribed tariffs in litigious matters. In non-litigious matters and matters where no prescribed fees exist, we charge based on the guidelines as issued by the Legal Practice Council.

5. **Services**

Commercial Law

- | | |
|--|--|
| • Drafting of Shareholder Agreements and Memorandums of Incorporation. | • Sale of Business Agreements. |
| • Registration of Businesses. | • Policy drafting and implementation. |
| • Formation, Registration and Amendments of Business Trusts. | • Non-disclosure and Confidentiality Agreements. |
| • Building and Construction Agreements. | • Service Level Agreements. |
| • Drafting of standard terms and conditions. | • Contractor and Subcontractor Agreements. |
| • Commercial and Residential Lease Agreements. | • General compliance and Governance. |

Consumer Law

- Vetting and drafting of credit agreements.
- Matters relating to the National Credit Act.
- Acting as a mediator in terms of the Consumer Protection Act.
- Enforcement, repossession, and recoveries in terms of breach of a credit agreement.

Criminal Law

- Acting as defence attorneys in Magistrate Court matters.
- Acting as defence attorneys in High Court matters.
- Facilitation of criminal appeals in the High Court and Supreme Court of Appeal.
- Criminal investigations on behalf of companies related to fraud, theft and other criminal conduct.
- Expungement of criminal records.

Dispute Resolution/Litigation

- Magistrates Court Litigation.
- High Court Litigation.
- Supreme Court of Appeal Litigation.
- Correspondent work on behalf of other practitioners.
- Arbitration.
- Court Annexed Mediation.

Estate Law

- Administration of deceased estates.
- Drafting of wills and codicils.
- General estate planning.
- Registration of family and business trusts.

Employment Law

- Acting as initiators on behalf of employers.
- Acting as independent chairpersons in disciplinary enquiries.
- Drafting and vetting of employment contracts.
- Conducting investigations on behalf of employers relating to misconduct in the workplace including but not limited to theft, fraud, nepotism and sexual harassment.
- General Compliance Practices.
- Conducting investigations on behalf of employers relating to the incapacity of employees.
- Conducting mediations in the workplace.
- CCMA matters including appearances and assistance with referrals.
- Bargaining Council Litigation.
- Labour Court and Labour Appeal Court Litigation.
- Drafting and implementation of workplace policies including but not limited to human resources, disciplinary policies, facility use, substance abuse and smoking policies.

Family Law

- Drafting and registration of antenuptial contracts.
- Registration of trusts.
- Divorce proceedings- contested and uncontested proceedings.
- Co-Habitation agreements.
- Life partnership agreements.
- Applications relating to access to and custody of minor children.
- Mediation and conflict resolution in all areas of family law.
- Maintenance applications and enforcements.

Property and Conveyancing Practice, Notarial Practice

- Drafting and vetting of purchase and sale agreements.
 - Transferring ownership of conventional, commercial and sectional title properties.
 - Opening sectional title registers.
 - Subdivision and consolidations
 - Cession of Notarial Deeds.
 - Opening township registers and township establishments.
 - Registering and cancelling servitudes
 - Rezoning of properties.
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6. Staff Component

Our firm is led by Mr Faizel M. Amade. Mr Amade is an attorney, notary and conveyancer with more than 10 years post-admission experience.

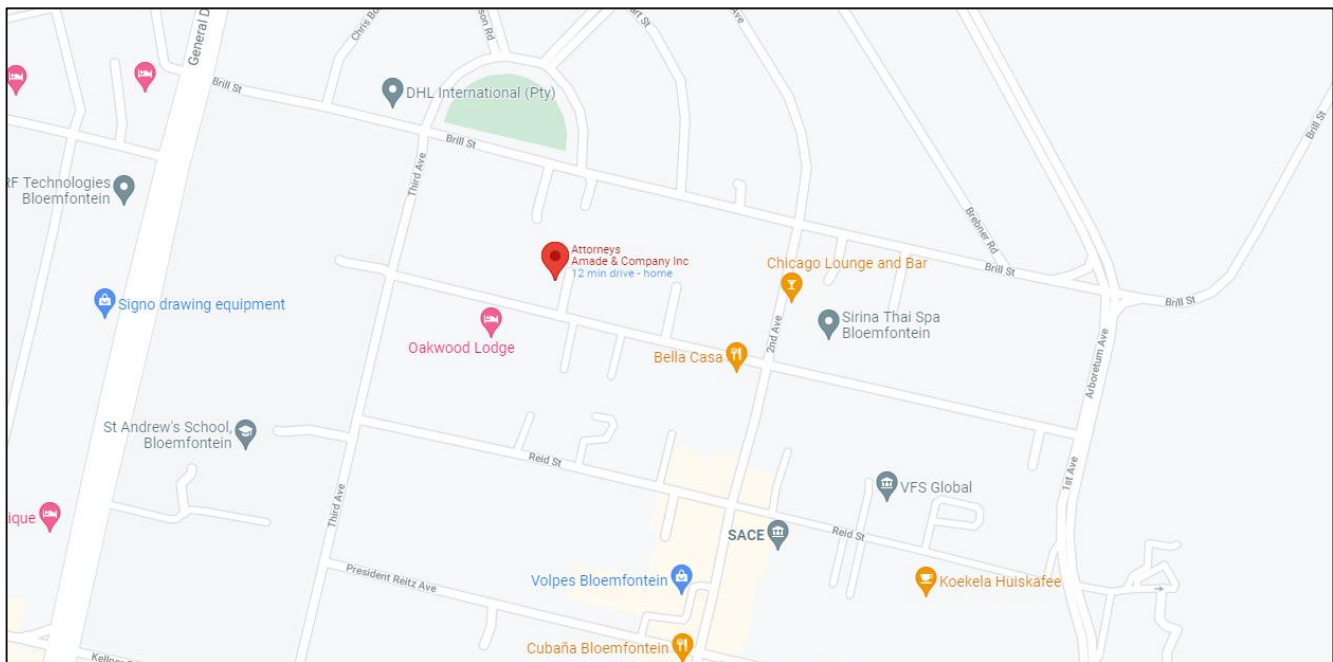
Mr Amade obtained his LLB degree from the University of the Free State. He followed suit and obtained a Masters of Law and a Post Graduate Diploma in Labour Law from the same institution.

Mr Amade was admitted as an attorney in 2011, as a notary in 2014 and as a conveyancer in 2015.

Mr Amade is assisted by Ms B Amade, Mr J Venter and Mr A White

7. Contact Details

Address: 56 President Steyn Avenue
Westdene
Bloemfontein
9301



Google Maps Plus Code: V6W5+45 Bloemfontein

Coordinates: -29.10475104392189, 26.207882043995564

Electronic mail: info@amadeinc.co.za

Fax: +27(0) 86 478 0038

Tel: +27(0) 61 561 3066

Website: www.amadeinc.co.za