

CONTACT DETAILS

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Bushbuckridge
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MMA

MPHO MASHILOANE ATTORNEYS

COMPANY PROFILE

www.mashiloaneatt.co.za

EXECUTIVE SUMMARY

Established in 2001 Mpho Mashiloane Attorneys is a law firm whose sole purpose is to offer professional legal services to individuals, private sector, government and to the community at large.

Although based in Mpumalanga, it has since its inception rendered services to various clients in South Africa and mainly in Mpumalanga, Limpopo and Gauteng.

We boast the high level of professionalism and offer quick solution to legal problems and have continually adapted to the needs of all our various clients. Throughout our existence we have gained valuable experience and expertise and thus enabling us to confront any challenge in the legal fraternity.

Our Legal Practise consist of previous acting Magistrates and Regional courts prosecutors with vast experience in the legal field.

We have to date developed proper systems to meet the demands and requirements in the modern South Africa. Our services include amongst others excelling in civil litigation, criminal matters, deceased estates and road accident fund matters. We boast the best and extensive practical experience in the field of legal practice and we are in a position to meet any challenge.



MMA

MPHO MASHILOANE ATTORNEYS

MPHO RICHARD MASHILOANE (FOUNDER AND SENIOR ASSOCIATE)

Date of Birth: 01 January 1970 (Male)

Educational Qualifications: B-Proc Degree- University of Venda.

Years : 1994 to 1997

Past Work Experience: Candidate attorney

Law Firm: Francis Legodi Attorneys (Bushbuckridge)

Duration: January 1998 – 2000

Current Position: Senior Attorney

(Mpho Mashiloane Attorneys)

Date Admitted: 01 March 2001



CURRENT DUTIES:

- Practice Management
- Labour Law
- Civil Litigation in the Magistrate's,
- Regional and High Court.
- Criminal Court Practice in the Magistrate, Regional and High Court.
- Personal injury claims (RAF)
- Administration of Estates.
- Local Government Law
- Medical malpractice
- Debt collection
- Land restitution matters.
- Labour Tenants Matters
- Forensic Investigations
- Chairing and Initiating Disciplinary Enquiries
- Dispute Resolution and Settlement Negotiations.
- Financial Management and Legal Bookkeeping.
- Drawing Legal Documents re; contracts, By-laws, policies, trust deeds and other related documents.
- Matrimonial Law.

PHATHU RATSHITANGA(CANDIDATE ATTORNEY)

Date of Birth:13 JULY 1988 (Male)

Educational Qualifications: LLB. Degree

WITS University

Years:2010 – 2013

Current Position: Candidate Attorney

Period :2021 to Date

Law Firm:Mpho Mashiloane Attorneys

CURRENT DUTIES

- Practice Management
- Labour Law
- Civil Litigation in the Magistrates, Regional and High Court.
- Criminal Court Practice in the Magistrate, Regional and High Court.
- Personal injury claims (RAF)
- Administration of Estates.
- Local Government Law
- Medical malpractice
- Debt collection
- Land restitution matters.
- Labour Tenants Matters
- Forensic Investigations
- Dispute Resolution and Settlement negotiations.
- Financial Management and Legal Bookkeeping.
- Drawing Legal Documents re, contracts, trust deeds and other related documents.
- Matrimonial Law.



OCTOVIA KHOSA (CANDIDATE ATTORNEY)

Date of Birth:25 September 1998 (Female)

Educational Qualifications:LLB Degree – University of Limpopo

Years :2018 to 2021

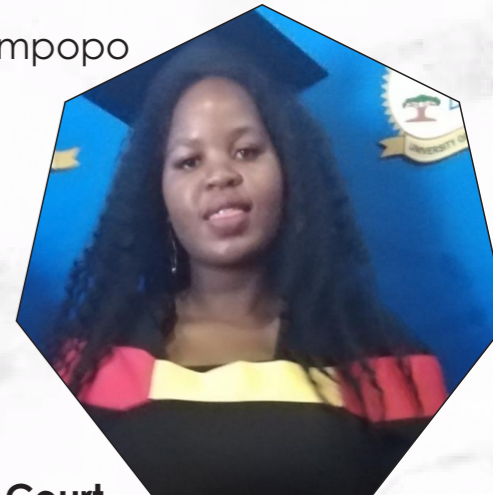
Law Firm: Mpho Mashiloane Attorneys

Current position: Candidate Attorney

Period: October January 2022 to date

CURRENT DUTIES

- Practice Management
- Labour Law
- Civil Litigation in the Magistrate's, Regional and High Court.
- Criminal Court Practice in the Magistrate's, Regional and High Court.
- Personal injury claims (RAF)
- Administration of Estates.
- Local Government Law
- Medical malpractice
- Debt collection
- Land restitution matters.
- Labour Tenants Matters
- Forensic Investigations
- Dispute Resolution and Settlement Negotiations.
- Financial Management and Legal Bookkeeping.
- Drawing Legal Documents re; contracts, trust deeds and other related documents
- Matrimonial Law.



MIMMIE MOHLALA

Date of Birth: 09 March 1989 (Female)

Educational Qualifications: LLB Degree – University of Limpopo

Duration of study: 2008 to 2012

Past work experience: AB Mdluli Attorneys

Position: Candidate Attorney

Period: March 2017 to October 2022

Law Firm: Mpho Mashiloane Attorneys

Current Position: Professional Assistant

Duration: November 2022 to date



CURRENT DUTIES

- Civil Litigation in the Magistrate's, Regional and High Court.
- Criminal Court Practice in the Magistrate's, Regional and High Court.
- Personal injury claims (RAF)
- Administration of Estates.
- Local Government Law
- Medical malpractice
- Debt collection
- Land restitution matters.
- Labour Tenants Matters
- Dispute Resolution and Settlement Negotiations.
- Financial Management and Legal Bookkeeping.
- Matrimonial Law.
- Labour Law
- Drawing Legal Documents re: contracts, trust deeds and other related documents.

**SIBONGILE INNOCENTIA SHABANGU
(SENIOR ADMINISTRATOR)**

Date of Birth: 04 November 1977
Educational Qualifications: Diploma in Data Capturing
Institution: Academy of Learning
Current Position: Senior Administrator
Period: 15 October 2004 to date

CURRENT DUTIES

- Internal Auditing
- General office management
- Staff supervision
- Income and expenditure supervision
- Financial management and bookkeeping
- Para – legal work
- Revenue collection
- Pagination and indexing of court files.
- Training and mentoring of new administrative staff
- Road Accident Fund claims re: lodging claims, medico-legal arrangements, issuing summons and attend to settlements
- Provision of personal assistance to senior attorneys
- Fast typing, filing and diarizing, general file management and IT support on data storage and capturing.
- Handling payroll



**NTSAKO SURPRISE METANE
(CANDIDATE ATTORNEY)**

Date of Birth: 28 MAY 1984
Educational Qualifications: LLB Degree
Institution: University Of Limpopo
Current Position: Candidate Attorney
Period: 01 June 2022 to date

CURRENT DUTIES

- Legal Research
- Civil Litigation in the Magistrate's Courts
- Criminal Court Practice in the Magistrate's Courts
- Personal injury claims
- Administration of Estates
- Local Government Law
- Debt collection
- Offering legal advice to clients
- Legal Drafting



KWAZI MGWENYA (MESSENGER / DRIVER)

Date of Birth: 12 February 1989
Educational Qualifications: Grade 12
Current Position: Messenger / Driver
Period: 15 March 2022 to date



CURRENT DUTIES

- Management of incoming and Outgoing mail
- Management of incoming and outgoing Court documents
- Internal legal courier
- General driving of all office staff and related matters
- Index and pagination of court documents
- Tracing and claims assessment-Transportation of office clients including Medico – legal referrals.

JULIUS MAKHUBELE (DRIVER / SECURITY GUARD)

Date of Birth: 02 February 1970
Educational Qualifications: Grade 12
Date Obtained: 1992
Current Position: Security
Period: 16 September 2013 to date



CURRENT DUTIES

- Maintain safe and secure environment for customers and employees
- Patrolling and monitoring premises and personnel
- Attending to minor messenger and driving services

THABISO SIBUYI (DRIVER / SECURITY GUARD)

Date of Birth: 28 JULY 1994
Educational Qualifications: Grade 12
Date Obtained: 2012
Current Position: Security
Period: 10 October 2022 to date



CURRENT DUTIES

- Maintain safe and secure environment for customers and employees
- Patrolling and monitoring premises and personnel
- Attending to minor messenger and driving services



**MOREEN PATRICIA MOKOENA
(GENERAL ASSISTANT)**

Date of Birth: 1982-02-27
Educational Qualifications: Arise Business College
Date Obtained: 2006
Current Position: General Assistant
Period: 06 April 2013 to date

CURRENT DUTIES

- Rendering cleaning services to the office
- Management of the office kitchen
- Minor messenger services
- Photocopying, faxing and e-mailing
- Filing and diarising

QOLANI MICHAEL SITHOLE (MESSENGER/DRIVER)

Date of Birth: 1984 August 15
Educational Qualifications: Grade 12
Date Obtained: 2002
Current Position: Driver
Period: 12 March 2021 to date

CURRENT DUTIES

- Patrolling and monitoring premises and personnel
- Attending to minor messenger and driving services
- Maintain safe and secure environment for customers and employees



TEARS BHEKI MZIMBA (CANDIDATE ATTORNEY)

Date of Birth: 30 June 1992 (Male)
Educational Qualifications: LLB Degree
University of Limpopo
Year Obtained: 2015

Current Position: Candidate Attorney
(Completed articles in 31
31 January 2019, waiting for admission)
Date Registered: 23 January 2017

CURRENT DUTIES

- Legal research
- Civil Litigation in the Magistrate's Courts
- Criminal Court Practice in the Magistrate's Courts
- Personal injury claims
- Administration of Estates.
- Local Government Law
- Debt collection
- Offering legal advice to clients
- Legal Drafting



EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION

The firm subscribes to the requirements, regulations and other policies for Employment Equity and Affirmative Action. Its employees profile is wholly black youth and females. The staff is predominantly historically and previously disadvantaged individuals. Where possible we provide free services to the previously disadvantaged. It is the firm's aim and vision to provide opportunities for women and youth empowerment. Our employment policy has employment equity and affirmative action features. HDI individuals are considered and offered opportunities when they arise.

STATUTES AND RULES

We comply with legal rules and statutes such as Unemployment Insurance Fund, Occupational Injuries Act, Tax laws, Attorneys Act, Business laws, Legal ethics, Attorneys Act, Road Accident Fund Act and relevant laws/rules as amended.

BEE/BBEE STATUS AND COMPLIANCE

The firm is hundred percent owned by black person. It therefore qualifies for benefits and other interests due to wholly black owned institutions. It adheres to requirements, regulations and laws of Black Economic Empowerment initiatives. It also plans to enter into trade agreements and empowerment initiatives under the auspices of Black Economic Empowerment. It complies with all requirements for BEE and BBEE.

SKILLS TRANSFER

It adheres to the requirements and regulations of Skills Development Act by offering their employees opportunities to show case their talent while developing their knowledge. It promotes principles of further education and training. We further provide opportunities for upcoming legal practitioners in the form of articles of clerkship and further internal training including attending external short courses.

HIV/AIDS

We participate in the fight against HIV/AIDS and policies have been adopted dealing with the scourge and the treatment of people with HIV/AIDS. The company does not discriminate against people with HIV/AIDS and promote such discrimination.

CONCLUSION

Throughout our existence we have transferred to most members of the community some of whom are employed in high positions. We place emphasis on rational business model with high level of ethical behavior and excellence. Fundamental to our level of intellect is the achievement of the desired result to the satisfaction of the client. To us the client always comes first and we able to achieve this through upholding the proper ethical standards. We have the necessary capacity and qualifications to carry out any project the legal fraternity.



MMA

MPHO MASHILOANE ATTORNEYS

BANKING DETAILS

Account Name: Mpho Mashiloane Attorneys
Type of Account: Business Account
Name of Bank: Standard Bank
Account Number: 0608 – 463– 72
Branch Code: 052452
Branch Name: Hazyview

TAX AND LEVY INFORMATION

Tax Ref: 2710269149
Vat Ref: 4330217425
UIF Ref: 1627969/1
PAYE Ref: 7170762852
Tourism Levy Number: 019712

ACCOUNTANTS

Name: Licksman Accounting Services
Physical Address: Palm Springs Unit 67
57 Murray Street
Meredale 2091

Contact: Luyolo Ngqongwa
E-mail: Luyolo@licksman.co.za

Cell: 072 217 0102 | Tel: 011 412 1748 | Fax: 086 506 6642