



SB WOTSHELA ATTORNEYS

# COMPANY PROFILE 2024

SB Wotshela Inc is a prestigious law firm established by Ms. Siyasanga Batandwa Wotshela. Located in Pretoria, Hatfield, we operate under the strict guidelines of the Legal Practice Council.



## WELCOME TO **SB WOTSHELA ATTORNEYS**

### **Expert Legal Services, Client-Centered Approach, and Comprehensive Solutions for Business and Personal Legal Needs**

SB Wotshela Inc (t/a Wotshela Attorneys) is a prestigious law firm established by Ms. Siyasanga Batandwa Wotshela. Located in Pretoria, Hatfield, we operate under the strict guidelines of the Legal Practice Council. Our firm is distinguished by our commitment to providing value-adding, solution-oriented services tailored to our clients' needs.

We specialize in Corporate and Commercial Law, including corporate governance, compliance, and forensic investigation. Our expertise also extends to Litigation and Employment Law. Our highly qualified professionals are dedicated to delivering legal services and advice that are of high quality, efficient, and affordable.

At Wotshela Attorneys, we empower clients by identifying and managing legal risks, ensuring they are informed and protected. Our client-centered approach builds trust through innovative and practical legal solutions.

Choose SB Wotshela Inc for expert legal counsel that prioritizes your business and personal legal needs. Our team of highly qualified professionals specializes in Corporate and Commercial Law, Litigation, and Employment Law.

We deliver high-quality, efficient, and affordable legal services tailored to your requirements. By proactively identifying and managing legal risks, we ensure you are well-informed and protected. Our client-centered approach builds strong, trust-based relationships and exceeds expectations with innovative and practical solutions. Trust SB Wotshela Inc to provide the best possible outcomes for your legal challenges.

- Expert guidance in managing and mitigating legal risks effectively.
- Providing innovative, practical legal solutions tailored to client needs.

# ABOUT SB WOTSHELA ATTORNEYS



## DEFINING OUR COMMITMENT THROUGH CORE VALUES

Excellence, Integrity, Client-Centered Service, Innovation, and Commitment to Legal Excellence define our ethos.

These values guide our pursuit of perfection, ethical decision-making, and personalized legal solutions.

They underpin our commitment to delivering exceptional services, fostering enduring client relationships, and providing innovative, practical solutions that uphold our reputation for excellence.

## LEADING PROVIDER OF QUALITY LEGAL SERVICES

## OUR MISSION & VISION



**Our Vision is to lead as foremost provider of innovation**

We aim to be recognized for our unwavering integrity, deep expertise across diverse legal domains, and commitment to delivering exceptional value and outcomes for our clients.



**Our Mission is to provide legal expertise with integrity and efficiency.**

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# CORE PRACTICE AREAS

## Corporate and Commercial Practice

In our Corporate and Commercial Practice, we specialize in advising clients on commercial contracts, diligently identifying and managing associated legal risks.

Our services encompass comprehensive analysis of contract terms, ensuring clarity and compliance with legal standards. We proactively resolve disputes, employing strategic approaches to safeguard client interests and promote smooth business operations.

Our goal is to ensure robust contractual management, supporting client success while minimizing legal exposure. We aim to foster long-term relationships grounded in trust and reliability, delivering consistent value through strategic and proactive legal counsel.

- Diligent risk identification and management in client contracts.
- Strategic dispute resolution and contract management support.



### CORPORATE GOVERNANCE

Our corporate governance specialists provide essential services including directors and trustees' induction, developing charters and terms of reference for boards and committees, and advising on corporate behavior standards per King IV and the Companies Act of 2008. We conduct board and committee evaluations, offer independent governance advice, and assist in developing codes of ethics, gift policies, and conflict of interest management. Additionally, we provide secretarial services to boards and committees, ensuring compliance and efficient support.

Our focus is on enhancing governance effectiveness, promoting adherence to regulatory standards, and fostering a culture of integrity and accountability within organizations.



## COMPLIANCE

Our services focus on identifying relevant legislation, establishing robust compliance processes, and diligently monitoring and reporting on compliance status to ensure strict regulatory adherence and mitigate risks for our clients.

- Analytical assessment to ensure regulatory compliance.
- Validation services for comprehensive regulatory adherence.



## PUBLIC AND ADMINISTRATIVE LAW PRACTICE

**In our public and administrative law practice, we provide crucial advisory services on interpreting and applying legislation governing public finance, including the Public Finance Management Act, Municipal Finance Management Act, National Treasury Regulations, and Treasury Guidelines.**

We offer expert opinions to ensure compliance and effective financial management. Additionally, we advise on the interpretation and application of road traffic legislation, assisting clients in navigating regulatory requirements and ensuring lawful operations.

Furthermore, our team excels in drafting and reviewing legislation, encompassing both by-laws and national statutes. We strive to enhance legal clarity and compliance while supporting clients in achieving their operational objectives within the bounds of the law. Our dedication lies in providing strategic legal guidance that addresses complex administrative and regulatory challenges, thereby fostering confidence and operational efficiency for our clients in the public and administrative sectors.



### ENSURING COMPLIANCE WITH ADMINISTRATIVE REGULATIONS

Expert guidance on the Promotion of Administrative Justice Act and Promotion of Access to Information Act ensures proper handling of information access applications, minimizing litigation risks. We navigate complexities to safeguard client interests and foster transparency in administrative processes, ensuring legal compliance and risk mitigation.

**Advising on public entity governance and restructuring to optimize operations and enhance compliance strategies.**

- Strategic advisory on operational optimization within public enti-
- Compliance enhancement strategies for public entity restructuring.

# EMPLOYMENT LAW PRACTICE

**Our Employment Law Practice encompasses a wide spectrum of services crucial to workplace management.**

We handle litigation on labor issues, draft agreements aligned with labor laws, provide guidance on dismissal procedures, retrenchments, and legislative compliance. Additionally, we conduct thorough investigations into workplace misconduct, including fraud and harassment allegations. Our expertise extends to chairing disciplinary inquiries and assisting in the development and implementation of disciplinary codes, ensuring fair and lawful employment practices for our clients.



## LABOR DISPUTE REPRESENTATION

Representing clients in disputes related to employment issues such as unfair dismissal, discrimination, and contractual disputes.



## AGREEMENT DRAFTING COMPLIANCE

Crafting agreements that align with legal requirements and protect both employer and employee rights.



## DISMISSAL PROCEDURE ADVISORY

Guidance on legally compliant procedures for employee dismissals, ensuring adherence to the Labour Relations Act and relevant codes.



## RETRENCHMENT GUIDANCE

Strategic advice and support for organizations navigating the complexities of retrenchment processes, minimizing legal risks.



## LABOR LAW COMPLIANCE

Comprehensive advice to ensure compliance with labor laws, safeguarding employers from legal pitfalls and promoting fair practices.



## MISCONDUCT INVESTIGATION SUPPORT

Assistance in conducting thorough investigations into employee misconduct allegations, ensuring procedural fairness and legal compliance.



## GENERAL LITIGATION PRACTICE

Our litigation department deals with matters ranging from debt collection, enforcement of contracts, litigation as a result of commercial crime or the results of disciplinary actions.

We continuously provide our clients with an independent advise on the probabilities of matters reaching the litigation stage and the processes that may be followed to avoid unnecessary litigations.

# FORENSIC INVESTIGATION

**At Wotshela Attorneys, we specialize in assisting both public and private sectors in detecting, preventing, and responding to fraud and misconduct.**

Our comprehensive service includes conducting thorough investigations aimed at immediate remedies like disciplinary hearings and criminal investigations. We provide confidential legal opinions that detail our clients' rights and available remedies following instances of economic crime.

All our work is treated with strict confidentiality, ensuring our clients benefit from legal professional privilege and trust in our expertise.



## Fraud Risk Assessment

Evaluating vulnerabilities and implementing safeguards against potential fraudulent activities within organizations.



## Forensic Audit

Conducting detailed examinations to uncover financial misconduct and gather evidence for legal proceedings.



## Procurement Assessment

Analyzing procurement processes to ensure transparency, efficiency, and compliance with regulatory standards.



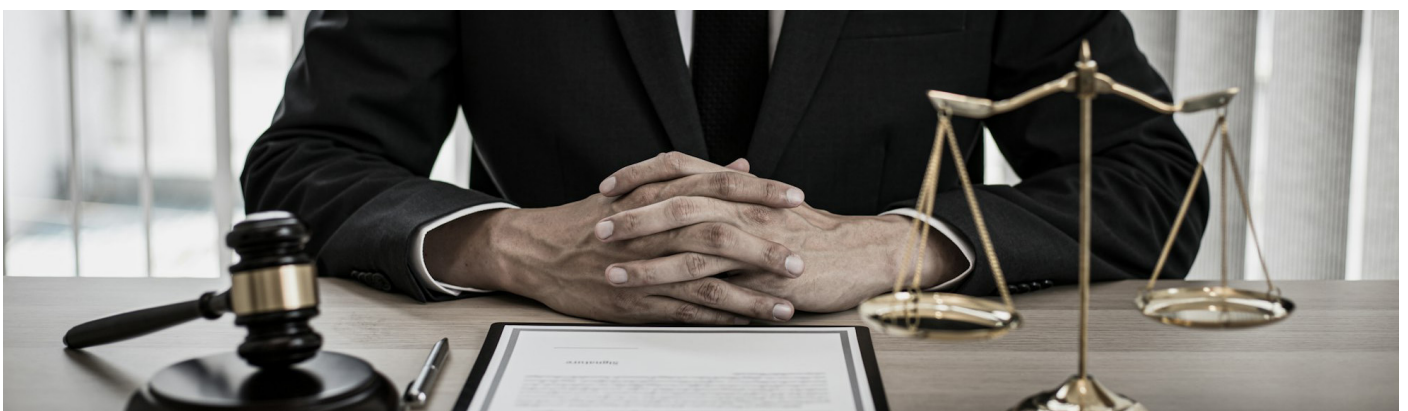
## Fraud Reporting

Documenting instances of fraud and communicating findings to stakeholders for appropriate action and mitigation.

## WHY CHOOSE US

SB Wotshela Inc offers expert legal counsel specializing in corporate, commercial, and employment law.

We prioritize integrity and efficiency, providing tailored solutions to navigate complex legal landscapes. Our team excels in corporate governance, compliance, and dispute resolution, ensuring proactive and strategic advice. We are committed to delivering exceptional service that protects and promotes your interests, fostering long-term partnerships built on trust and reliability. Choose us for reliable, effective legal representation that meets your unique needs and exceeds your expectations.



# IMMIGRATION

**Our immigration services encompass the full spectrum of legal needs under the Immigration Act 13 of 2002, including visa applications, conditions, policies, permanent residency, and addressing immigration offences.**

We also provide expert guidance on refugees, asylum seekers, and temporary residency permits. Our team ensures thorough compliance with all relevant regulations, offering strategic advice and diligent representation throughout the immigration process.

**Tailored legal support navigating South Africa's immigration laws for residency, visas, and addressing immigration challenges effectively and efficiently.**

- Expert guidance on South African immigration laws.



## COMPREHENSIVE IMMIGRATION LEGAL SUPPORT IN SOUTH AFRICA

Whether you're embarking on a journey to immigrate, facing immigration issues, or seeking clarity on your rights, SB Wotshela Inc offers comprehensive legal support. Specializing in the Immigration Act 13 of 2002 and its amendments, we handle visa applications, conditions, policies, permanent residency, and matters concerning refugees, asylum seekers, and temporary residency permits.

Our approach ensures meticulous compliance with immigration regulations, providing strategic advice and dedicated representation. We prioritize understanding your unique circumstances to tailor our services effectively, facilitating a seamless navigation of South Africa's complex immigration landscape.

At SB Wotshela Inc, our commitment extends beyond legal expertise to fostering trust and delivering results. We advocate for your interests with integrity and efficiency, ensuring that your immigration journey is managed with care and professionalism. Whether you're an individual, family, or business, our team is dedicated to guiding you through every step, from initial consultation to successful resolution, empowering you to make informed decisions and achieve your immigration goals effectively and confidently.





## CONTACT US

Feel free to reach out to us for expert legal guidance and tailored solutions that address your specific needs.

Whether you're navigating complex legal challenges or seeking proactive legal advice, our team at SB Wotshela Inc is here to assist you every step of the way. We prioritize understanding your unique circumstances to provide effective, strategic counsel that ensures your legal matters are handled with care and professionalism.



**SB WOTSHELA**  
a t t o r n e y s

### Address

Hilda Law Chambers 339 Hilda  
Street, Hatfield, Pretoria

### Phone

012 342 0006

### Email

info@wotshela.co.za  
siyaw@wotshela.co.za