



# Company Profile

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⚖ ATTORNEYS

⚖ NOTARIES

⚖ CONVEYANCERS





**Firm name:** MOYO LEGAL PRACTICE

**Firm representative's name:** BHEKIMPILO MOYO

**Position:** PRINCIPAL PARTNER

**Phone number:** 393 86 24

**Fax number:** 393 86 25

**E-mail address:** moyolegalpractice@gmail.com

**Postal address:** P O Box AE 451 AEH Gaborone

**Physical Address:** Plot 19111, Phase 2 Aresutalane Way, Gaborone

## SERVICE/LEGAL EXPERTISE



**Matters that we believe are indicative of the success of our firm, in terms of business acumen, technical competence, professional standing in the industry, experience, track record etc**

Civil litigation, commercial work, debt collection, conveyancing and notarial practice with experience of more than 18 years.



**Areas that we believe we are strongest.**

We provide services in conveyancing, notarial practice and debt collection of which we are strongest. We are also strong in arbitration matters and civil litigation



## ■ ABOUT US

Moyo Legal Practice is an established law firm focusing on creating a highly renowned and firm presence in the legal community. We thrive to provide our clients with legally sound advice.

The firm believes in client satisfaction and swift delivery of justice for its clients. Our work is second to none as we make it our firm's mission to give our clients peace of mind in all legal issues brought to us. The record, experience and training of our staff compliment are testimony to our success in handling legal matters.

The law firm has all the capacities of being in most financial institutions' panel of attorneys.

The principal partner has vast experience in handling all matters that may be entrusted to the firm by any financial institution as he has over the years handled and dealt with different matters and work for and on behalf of various financial institutions as follows:

- From 2008 to 2011 the principal partner did work for First National Bank Botswana Ltd, Mahalapye Branch.
- From 2008 to 2013 the principal partner did work for Kingdom Bank Africa Ltd.
- From 2008 to May 2013 the principal partner did work for Standard Chartered Bank Botswana Ltd.
- From 2016 to date the firm does Conveyancing work for Botswana Savings Bank.
- From 2016 to date the firm does Conveyancing work for Bank of Botswana.

The Principal Partner has vast experience in dealing with and handling bank matters as he has for a period in excess of 8 (eight) years dealt with and done work for numerous banks in Botswana, which banks include First National Bank Botswana Ltd, Standard Chartered Bank Botswana Ltd, Bank Gaborone Ltd and Kingdom Bank Africa Ltd.

Our staff is friendly, well trained and experienced in handling legal matters. The Principal Partner and also the leading Attorney of the firm, Mr Bhekimpilo Moyo, boasts of a record of multiple successes in his legal battles.

All our Departments are adequately staffed with experienced and self driven individual who always do the best to surpass our individual and collective clients' expectation.

When given an opportunity to discharge legal services the firm has never disappointed.



**Staffing profile including firm's organizational structure, entire staff complement, positions, years' of experience in the various areas of expertise or employment.**

The firm consists of four (4) attorneys, whose particulars are Bhekimpilo Moyo, Senior Partner, Notary Public and Conveyancer, Thembelani Ignatius Njabulo Mhlongo, also Attorney, Conveyancer and Notary Public, Bonolo Kgathi, Attorney, Conveyancer and Notary Public, Kudzai Maeresere Attorney, Conveyancer and Notary Public.


The firm also trains a number of pupil attorneys at any given time. There are also law students who do their internship at the firm. All interns and pupil attorneys are placed under the guidance and pupillage of the firm's principal partner who is an admitted pupil master.

The staff complement consists of six (6) secretaries; 3 legal or civil litigation secretaries and 3 conveyancing secretaries. Our 3 conveyancing secretaries are vastly experienced having been in the industries for

over 50 accumulative years as follows:-

Mmapula Maphale; She has been a Conveyancing Secretary since 1990 and has worked with various law firms which include Letsididi & Seema Co (1990 – June 1999), Mokongwa & Co (July 1999 – June 2005), Collin Duncan & Associates (July 2005 – October 2015) before joining Moyo Legal Practice in 2016. Mmapula has in the years she has worked as a Conveyancing Secretary assisted in handling banks transactions for banks which include First National Bank, Standard Chartered Bank, Stanbic Bank and Botswana Savings Bank.

Godiraone Baepi; She has been a Conveyancing Secretary since 1999 and has worked with law firms which include Mankge – Masuge Attorneys (1999 – March 2001), M K Moesi & Co (April 2001 – June 2016) before joining Moyo Legal Practice in July 2016. As a conveyancing secretary, Godiraone has assisted in transactions involving the banks which include Barclays Bank (now ABSA) and Bank Gaborone.

A background image showing a pair of golden scales of justice and a bronze statue of Lady Justice holding a scale and a sword, with a wooden gavel resting on a surface in the foreground.

Ntebogang Gaotingwe: She was a Conveyancing Secretary at Piyush Sharma Attorneys from 2016 – July 2021 where she assisted in various transactions involving banks such as Bank of Baroda, First Capital Bank (Bank of India) and the then Bank ABC (NOW Access Bank) before joining Moyoyo Legal Practice in August 2021.

There is also an accountant, an accountant assistant, a receptionist, a fia compliance officer and 2 messengers.

The firm has been involved in extensive debt collection, civil litigation and conveyancing work since its establishment.

### **Our firm's geographic structure.**

The firm occupies premises on Lot 19111, Phase 2, Aresutalane Way, Gaborone and this is a comparatively and reasonably large office with each officer occupying his/her own office. There is also a board room for meetings.

### **Our current customers and the type of work we do for them.**

- Botswana Savings Bank - Conveyancing;
- Botswana Building Society - Conveyancing;
- Bank of Botswana – Conveyancing;
- Bank of Baroda – Conveyancing for selected clients who insist on the firm handling their transactions;
- Various Local Authorities - legal opinions and civil litigation;
- Individuals members of the Public;



**The level of Client support we will provide to Botswana Savings Bank (the “Bank”), includes;**



**accessibility of  
key personnel**

There is always an attorney available at all practical times to attend to clients queries.



**relationship  
management**

We provide quality service and ensure client's confidentiality.



**dedicated  
resources**

We shall provide all available resources to satisfy clients



**complaint  
resolution  
procedure**

Client shall be allowed to talk directly to the senior partner if not happy with how their work was handled.

**Added services (apart from the provision of legal advice) we offer (such as free regular reports, free seminars on new legislation, regular client bulletin, access to library material/research services, templates and precedents, skills transfer, employee attachments).**

We shall provide regular reports freely, avail our personnel to be resource persons if required at no cost. Our library shall also be available for usage by client.

# TARIFFS

- As for conveyancing work, we are required to charge as per the tariffs, a copy of which can be availed to the bank on demand.
- The Rules of the High Court set guidelines on the charges.
- Our standard disbursement rates, broken down into disbursements.

## Disbursements

Charge per item	faxes	photocopying	couriers	Telephone calls	Regular client reports	Other (specify)
Standard rates	Per BTC Tariff	P5.00	P60.00	As per BTC, Mascom and Orange Tariffs	No charge	
Bank rates	Per BTC Tariff	P3.00	P60.00	As per BTC, Mascom and Orange Tariffs	No charge	

Please note that on actual disbursements such as telephone, fax and courier charges we cannot charge below the standard rate, as these are paid directly to the service provider. But for service s such as regular reporting to client and photocopying, we shall provide free service for the former and charge P10.00 per page for photocopying against the standard rate of P5.00 per page.

### Actions taken to minimize costs now and in the future

- Telephone calls are monitored, a distinction between private and business calls is made.
- The usage of stationary is closely monitored
- We utilize paperless transactions like digital communications.
- We ensure that there is no abuse of company funds and properties.

### Quality control procedures used to supervise or monitor work done by trainees/ candidate attorneys.

Trainees have time limits within which they have to complete assigned tasks, there after the qualified attorney monitors the progress.

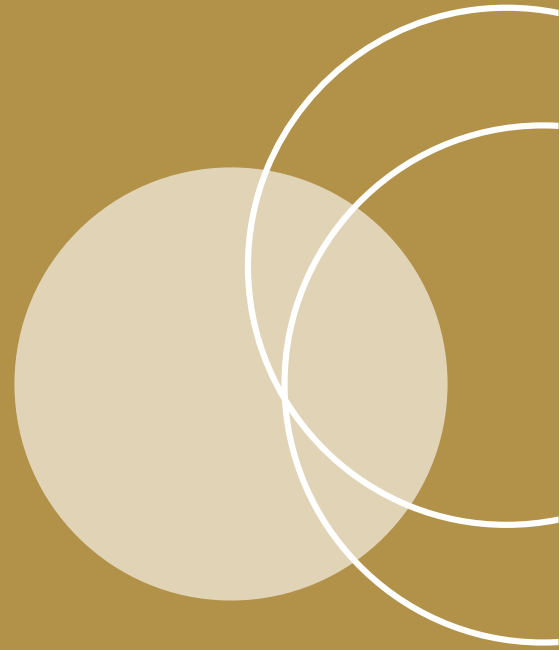
## Weekly evaluation

There is a weekly meeting of professionals where it will be decided which attorney handles what or which matters.

## Management of inter-office information flows including file access, case management, client reports etc.

The computers are inter linked to one another

Files are stored alphabetically in secure cabinets and they are also categorically stored according to each type of work e.g Individuals files, debt collection, Botswana Savings Bank conveyancing, e.t.c



### Desktop or laptop PC

*Both desktop and laptop PC*

### Personal email

*moyolegalpractice@gmail.com*

## Major software packages that we use.

Windows XP Professional

## IT security arrangements to protect sensitive data and external communications.

Each individual with the access to desktop and laptop PCs have their own private pass words.

## IT support, disaster recovery and systems back up procedures.

The system backup is done through CD backup or USB memory sticks, which is updated at the end of each working day. The IT support is provided by Golden Dreams (Pty) Ltd.

## Security and confidentiality of information.

Highly confidential documents are kept in a strong room and only partners have access to the room. Employees are bound by their contracts of employment not to disclose/ discuss any matters that involve the firm and third parties as clients.

## Our business locality and premises security.

We are situated at Lot 19111, Phase 2, Aresutalane Way, Gaborone privately owned and we have a 24 hour security alarm system



**All practicing certificates and our Fidelity Guarantee Fund certificate are in order.**

Attached herewith are copies.

**SUITS**

- There are no outstanding suits or enforcements against firm or its attorneys.
- There has never been any previous no pending suit against the firm or its attorneys.
- No staff member in our firm has been convicted of a criminal offence involving dishonesty or at all.

**Citizenship of our staff, including partners and other professionals.**

The company is owned by non-citizen, and all staff, professional and auxiliary are Batswana.

**Corporate social responsibility policy.**

The firm makes a contribution of an average of P5 000.00 (Five Thousand Pula) per annum towards vulnerable children notably Bagogi Support Group.

**Unexpected workflow fluctuations.**

Should there be an unexpected over flow of work, it is the policy of the firm that employees should work over time. Further, the firm has undertaken to employ more workers, both professional and auxiliary staffs if need be.

**Unexpected absences from the office.**

To date we have never had an unexpected absence by an attorney. In the event such absences arise there is always an attorney to cover up for the absent one. With the expected absences, the departing lawyer makes an arrangement with any of the remaining lawyers to cover up for him/her

# OUR PRINCIPLE PARTNER



## BHEKIMPILO MOYO

LLB (Honours) (UZ)

Bhekimpilo Moyo is the principal partner and the founder of the Moyo Legal Practice firm.



From early age, Bhekimpilo was always passionate about conversations which stimulated a lot thought process. Everyone around him would look for an opportunity to have a conversation with him, for the gratification they would get from his use of words, interest in the topic, various topics and excellent listening skills. Coupled with the affinity to always help others made it worse. Bhekimpilo was forced to sharpen his skills in time management and use of words to make sure every conversation was completed timely and effectively; making sure the other part was satisfied with the outcome and his message was well understood. Today these qualities play a vital role in his profession, allowing him to take personal interest in his client's needs.

Bhekimpilo Moyo is the principal partner and the founder of the Moyo Legal Practice firm. He specialises in corporate recoveries, conveyancing, debt collection, notarial practice, practical law, insurance law, constitutional and human rights law, civil litigation, professional and medical mal-practice claims. His experience is gained through handling various situations and through working and guidance from other seasoned lawyers he worked with at Dube and Partners (Bulawayo, Zimbabwe), Maphakwane and Partners (Botswana) and Collin Duncan and Associates (Botswana).

## 13 years of Experience

- Conveyancing
- Debt collection
- Community service
- Probono services
- Various transactions for developers,
- Registrations of bonds and transfer various clients e.g. 6.4 billion Pula transaction for New Era College
- High profile cases for medical negligence
- Criminal law
- Litigation

## Philosophy

- Responsibility
- Excellence
- Respect for attitude
- Balance
- Diversity

## Culture

- Good Communication
- Integrity
- Analytical
- Research
- People oriented
- Perseverance
- Thinking outside the box

# OUR SERVICES



## Notarial Practice

- Preparation of Agreements of Sale
- Preparation and Registration of Deeds of Hypothecations
- Preparation and Registration of Notaries Deeds of Trust
- Preparation and Registration of Societies
- Preparation and Registration of any Notarial Deeds
- Notarisation and Sealing of Documents



## Conveyancing

- Preparation of Agreements of Sale
- Preparation & Registration of Title Deeds
- Preparation & Registration of Mortgage Bonds
- Preparation & Registration of Sectional Title Deeds



## Debt Collection

- Recovering of Debts
- Negotiating Settlements
- Drafting Settlements Agreements
- Motor Vehicle Repossessions
- Foreclosures of Immovable Properties

## Civil Litigation (in all Civil Cases)

- Preparing Pleadings
- Research on aspects of Law
- Court appearances



# OUR SERVICES



## Divorce and Counselling

- Meeting with parties, initiating and conducting reconciliation talks
- Drafting and settling pleadings
- Negotiating settlements
- Court attendances



## Claim for Damages

- Recovering of Debts
- Negotiating Settlements
- Drafting Settlements Agreements
- Motor Vehicle Repossessions
- Foreclosures of Immovable Properties



## Labour Matters

- Drafting Contracts of Employment
- Brokering disputes Settlements
- Drafting Court pleadings
- Research
- Court appearances



## Defence in Criminal Matters

- Bail applications
- Negotiating on behalf of a client
- Research
- Court attendances

# OUR CLIENTS

- Renwiet (Pty) Ltd
- Muzila Investments (Pty) Ltd
- Huatswana (Pty) Ltd
- Makarios Group
- Open House Marketing (Pty) Ltd
- Adima Hire (Pty) Ltd
- Bushman Holdings (Pty) Ltd
- Chicken Zone (Pty) Ltd
- Nova Industries (Pty) Ltd
- Cleantek (Pty) Ltd
- Auto Parts Centre (Pty) Ltd
- Other Options Investments (Pty) Ltd
- Golden Dreams (Pty) Ltd
- Millennium Enterprise (Pty) Ltd
- Sypol (Pty) Ltd
- Ikea Botswana
- Botswana savings bank-conveyancing
- Bank of botswana-conveyancing
- Pharmavision (Pty) Ltd
- New Era College
- Ezweleni Micro Len



## CONTACT US



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