



(A level one broad based BEE contributor)

ATTORNEYS, CONVEYANCERS AND ADMINISTRATORS OF DECEASED ESTATES

BUSINESS PROFILE

The Dykes, van Heerden Group is a nationally based, dynamic and well respected firm of attorneys with a staff compliment of over 150 staff with offices in Johannesburg, Cape Town and Kwazulu Natal. It is proud of the fact that it has embraced the concept of uplifting members of the previous disadvantaged groups and is in fact a level one broad based black economic empowerment contributor. It has had the privilege of acting for a number of large financial institutions, corporate clients, developers as well as numerous individual clients. At Dykes van Heerden Inc. ("DvH") there are five directors *viz* Peter Dykes, Johan van Heerden, Cheryl Ramsamy, Doctor Segogoba and Christopher Dykes. DvH is always looking for opportunities to broaden its horizon and to improve the service rendered to its clients. As an example DvH was the first firm of attorneys in the world to develop an on-line reporting system for its clients. DvH specialises in conveyancing, commercial matters and developments. In this regard DvH has a dedicated commercial department, development department, problem solving department and a number of conveyancing teams within our conveyancing department.

INTRODUCTION OF OUR FIRM

We do not consider our clients so much as clients, but rather as valued partners as we believe that if we provide a fast and efficient service we will add value to your business. We believe that should you require the same, we should be available to provide assistance in all aspects relating to your developments and not only limit ourselves to the strict conveyancing function. We believe that we can add value to your business by virtue of the following facts:-

- We have a dedicated development division who concentrate solely upon developments. They are accordingly not distracted by having to attend to other conveyancing functions. It is always best to utilise people who specialise in a particular field. We always use the analogy that one would not go to an eye specialist if one requires a heart operation and accordingly believe that any firm who attends to developments must be prepared to specialise in the same.
- We are on the panels of the major banks, including ABSA Bank, Nedcor Bank, Standard Bank, and First National Bank, the commercial panel of ABSA Bank, the ABSA-One panel of ABSA Bank and the Libertas panel of Standard Bank. This means that we invariably do the bond registration in respect of all transactions in developments which avoids delays occasioned by having to use bond attorneys who are not familiar with the requirements of developments.

- We have personal experience of developments and accordingly know from personal experience that even a delay of one day can drastically affect the finances in a particular development. We are aware of the fact that time is of the essence and take whatever steps are necessary to expedite registrations in any particular development.
- We have a specialised corporate commercial offering which includes drafting, review, interpretation and negotiation of commercial agreements. We will add value in providing affordable commercial services on a cradle to grave basis. Our specialisation includes development agreements, corporate commercial agreements, commercial agreements, lease agreements, trusts estates and family law. Please see our commercial profile for further information on our experience in this regard.
- We have a support staff of consultants, professional assistants and candidate attorneys whose function is to assist in expediting all conveyancing transactions. Accordingly their day is spent attending the various Local Metropolitan Councils to expedite clearance certificates and other necessary documentation, attending clients to sign documentation at their homes or places of business and liaising with the various parties. Due to the fact that we attend the clients at their home or place of business to sign the papers whenever it is necessary, we are able to attend to the conveyancing function in a wide geographical area. We accordingly have attended to developments as far afield as Pretoria, Germiston, Oakdene, Morningside, Roodepoort, Krugersdorp, Johannesburg, Cape Town and even Knysna. Distance is not a factor, due to the fact that we consider that the work must be done at our offices, but the client must not be inconvenienced in any way whatsoever. In the same way as the vast majority of bank clerical work in England is done in Calcutta, India, due to the fact that the staff in Calcutta, India is cheaper and more efficient, we believe that the conveyancing function is to be done at our offices, but that we must attend the clients wherever they are.
- We have a staff compliment of 150, which means that even if somebody is sick or on leave, matters continue to be attended to in the absence of such person.
- We provide support services for those developers who require the same. Accordingly in respect of those developers who require such service, we get involved from the planning stages and in particular assist with the question as to which is the most tax effective method of approaching the development, which vehicles should be used in attending to such development, drafting of the necessary contracts and where necessary placing purchasers on terms where the purchasers are not complying with their obligations in terms of the contract.
- In addition we provide a written report once a week which is set out in an easy to read format in order that you can see the progress in respect of each sale in the development. This of course can never replace personal meetings and we will attend meetings as often and as regularly as you wish us to do.
- Our conveyancers attend at the Johannesburg, Cape Town and Pretoria deeds office each day and we do not use correspondents in such deeds offices. This obviates any delays and means that personal attention can be given to each matter as and when it comes up in the deeds office.



BRIEF HISTORY OF THE DYKES VAN HEERDEN GROUP

Peter Dykes became a director of Munro McHarry Inc. (a well established firm in Randburg) at the end of 1984. Subsequently, with the blessing of Munro McHarry Inc. he started a new partnership known as Munro Edmonds Dykes. It was initially the intention that Munro Edmonds Dykes would concentrate on commercial work and litigation and Munro McHarry Inc. would concentrate on conveyancing. The partnership subsequently changed its name to Edmonds Dykes and later to Dykes, Daly. A few years later Dykes, Daly purchased Munro McHarry Inc. which then became part of Dykes, Daly. In March 1995 Johan van Heerden (who had done his articles at Dykes, Daly and had helped to establish the Roodepoort office of Dykes, Daly) became a partner of Dykes, Daly. Dykes, Daly at such stage separated into four separate firms and Peter Dykes and Johan van Heerden became the sole partners of Dykes, Daly (Roodepoort). Dykes, Daly (Roodepoort) subsequently changed its name to Dykes, van Heerden and subsequently became an incorporated company known as Dykes, van Heerden Inc. In September 2006, Cheryl Ramsamy and Doctor Segogoba were appointed as directors.

From 1 June 2004 Dykes, van Heerden Inc opened offices in the Cape as part as its strategy to be "Conveyancers for South Africa". Subsequently a new company (Dykes, van Heerden Cape Incorporated) took over the Cape practice. The directors of the same are Louis Slabbert, Elana Hopkins, Peter Dykes, Garth Dykes and Johan van Heerden. The offices are situated in Bellville but due to the fact that it is prepared to sign documents with clients at their homes or offices, it covers the entire Western Cape including the entire Peninsula, the Winelands, the Garden Route up to Plettenberg Bay, the West Coast, the Overberg, the Overstrand, the Swartland and parts of the Karoo. Louis Slabbert and Elana Hopkins are the main partners at the Cape Town office and are responsible for managing the same. We are very proud of the fact that since opening of the office in June 2004 it has grown to be one of largest conveyancing firms in the Western Cape.

Dykes, van Heerden Inc opened a branch in Amanzimtoti on the 18th of September 2006. Subsequently it was decided that Dykes, van Heerden (KZN) Inc would take over such practice. The directors of such practice are Lisa Boniface, Thomas van Heeswijk and Cheryl Ramsamy. Lisa Boniface and Thomas van Heeswijk are in charge of such office. Due to the fact that Dykes van Heerden (KZN) Inc is prepared to sign documents at the client's houses and offices, the office in fact covers both the North and South Coast of Kwazulu Natal.



BRIEF DESCRIPTION OF THE VARIOUS SERVICES OFFERED BY THE DYKES VAN HEERDEN GROUP OF COMPANIES

1. CONVEYANCING

The conveyancing departments are made up of a large number of conveyancing paralegals and assistants. The various companies operate directly out of the Cape Town, Pretoria and Johannesburg Deeds Registries which ensures that any delays which are usually experienced when utilising Correspondents in these Deeds Registries are avoided as its conveyancers attend these Deeds Registries each day to ensure personal attention for each transaction. Dykes, van Heerden developed the first on-line reporting system for attorneys in the world and accordingly the clients of the Dykes, van Heerden group of companies are able at any time

of the day or night and anywhere in the world to ascertain what is happening with their particular transaction by visiting the web-site and entering their username and password. In addition the various companies have developed a comprehensive reporting system and accordingly estate agents, developers and other interested parties are given hard copy reports in respect of each transaction at least once a week to ensure that the clients are kept abreast with the developments on each file.

Due to the importance of conveyancing, the directors of the various companies made a conscious decision to only employ the most qualified and efficient conveyancing paralegals available. Accordingly paralegals were head hunted from as far afield as Pretoria and Randfontein. As a result thereof the turn around time for conveyancing matters is consistently fast. The Dykes, van Heerden Group is instructed by numerous estate agent firms and is fortunate enough to be on the panel of ABSA Bank, Nedcor Bank, Peoples Bank, Standard Bank, and First National Bank, the commercial panel of ABSA Bank, the ABSA-One panel of ABSA Bank and the Libertas panel of Standard Bank. It also is instructed by a number of developers and does the conveyancing work in respect of developments as far afield as Germiston, Midrand, Sandton, Johannesburg, Cape Town and even Knysna.

The Dykes, van Heerden group is supported by various consultants whose function is to ensure that transactions proceed as smoothly and expeditiously as possible. The consultants functions include:-

- Delivering documents to clients when necessary to their offices or homes;
- Liaising with estate agents, bank representatives and communicating with all clients.

A number of professional assistants and candidate attorneys are also employed to ensure that clients who are unable to attend any one of the offices of the Dykes, van Heerden group receive personal attention at their home or office. They spend a large portion of the day attending clients to assist them with the completion and signature of documentation. They also attend the various local Councils' and the Receiver of Revenue's offices to expedite the issuing of clearance certificates and transfer duty receipts.

The various companies within the Dykes, van Heerden group are the attorneys of choice in areas far afield from their offices due to the fact that the purchasers and sellers are afforded the luxury of signing the documents at their home or office instead of having to attend an attorney's office. It is the policy of the Dykes, van Heerden group to ensure that the transaction is made as pleasurable as possible with as little inconvenience as possible. Accordingly the conveyancing paralegals, assistants, consultants, professional assistants and candidate attorneys all co-operate to ensure that as little inconvenience as possible is caused to the clients.

To ensure maximum efficiency, most of the conveyancing paralegals work in teams. The purpose thereof is to ensure that more than one person is *au fait* with each transaction. This means that in the event of any person being ill or going on leave, the work does not grind to a halt but is in fact dealt with by the rest of the team. The conveyancing staff rely upon and are supported by an efficient hardworking administration department and accounts department as well as messengers who travel far and wide to ensure that documents are collected and delivered timeously.

In addition Diana Neilson and her team are responsible for ensuring that all investments are made timeously and at the best possible interest rate to ensure that purchasers who pay deposits obtain the best possible return.

2. **COMMERCIAL MATTERS**

DvH has recently expanded its commercial offerings and has started its own commercial department with a national staff complement of over 5 dedicated professionals as well as additional support staff. In fact a large portion of the instructions received by the Dykes, van Heerden group relates to the drafting of contracts, advice on contracts and other commercial matters, formation of trusts and the general tax implications involved in transactions. The service is provided for the full range of contracts from small contracts such as the hire of residential properties to large contracts involving millions of Rands and complex arrangements between the contracting parties. Our key commercial drafting experience includes drafting, reviewing, interpreting and negotiating:

Development Agreements

joint venture agreements (incorporated and unincorporated) between co-developers, land owners and developers, building contracts, sale of land agreements and associated agreements.

Corporate Commercial Agreements

Including shareholders agreements, MOIs, sale of shares agreements, association agreements, sale of members' interest agreements, sale of business agreements, partnership agreements, trust deeds and joint venture agreements (incorporated and unincorporated).

Commercial Agreements

Franchise agreements, independent contractor agreements, distributor agreements, supply agreements, service agreements, cession and assignment agreements, option agreements, use agreements, license agreements, marketing agreements, employment agreements, hire agreements, non-disclosure, confidentiality and non-circumvention agreements, amendment and restatement agreements, MOUs, MOAs, MOIs, term sheets, transportation agreements, independent engineer agreements, publicist, production and settlement agreements.

Offer to Purchase and Sale Agreements

All forms (including commercial, residential, farming, sectional title, options) which are compliant and up to date with all property legislation including inter alia Consumer Protection Act (if and when applicable), Alienation of Land Act (if and when applicable), Sectional Titles Act (if and when applicable), Local Government Municipal Systems Act, the Matrimonial Property Act, Income Tax Act and the Vat Act.

Sale of Land on Instalments

In both instances when the Alienation of Land Act is and is not applicable.

Lease Agreements

All forms including immovable property - commercial, residential, farming, sectional title, movable property, operating and financing leases.

Trusts, Estate Planning and Family Law

Drafting trust deeds and establishment of trusts including *inter vivos* trusts (business, family and trading trusts), testamentary trusts (including *bebind* trusts, trusts for minors and the establishment of testamentary trusts in wills), specialised wills, estate planning, divorce agreements and cohabitation agreements.

3. DEVELOPMENTS

Arising out of the fact that the Dykes, van Heerden Group is recognised as leaders in the conveyancing field and as a result of the directors' interest in commercial matters, the members of the Dykes, van Heerden Group are the attorneys of choice for a number of developers. The Dykes, van Heerden Group not only prides itself in assisting with the conveyancing function in respect of developments but also provides a full range of commercial services to the developers. The firm is often involved from the planning stage right to final fulfilment of such development on a cradle to grave basis. At the planning stage, advice is given as to which commercial vehicle would be the best vehicle to use for the development and what sort of rezoning should be applied for by the developer as well as advice regarding the most tax effective structures to follow. The directors have personal experience in developments and accordingly are fully aware of the fact that even a day's delay can cost a developer thousands of Rands. Time is considered to be of the essence in each development. Some recent developments in which the Dykes, van Heerden Group has been involved include:-

Eye of Africa	Stamford Close	Ruimsig Manor	Stoneridge Villas
Bateleur	Sparrow Court	Mandela Ville	Blueberry Office Park
The Wedge	Rothchild Manor	Villariche	Zandspruit Ext 21
Cypress Gardens	The Hamptons	Lekkerrus	The Islands Estates Ext 1 and 2
Kyalami Estates	Simoview	Kegomoditswe	MI-Pad
Lake Grace	Lady Hamilton	Featherbrooke Estates	Sunset Acres
Novelle	Maxwell Close	Elephant Hills	Radiokop Ext 50
Cooloola Estates	Mon Elmle	Sandini	The Drift Ext 8
93 Bellairs	Sallyview	Tuscany Manor	Sawmill Park
Stopford Heights	Highbury Gardens	Anfield Close	Chancliff Ridge Ext 25
Rothchild Road	Sarasota	Lyndore Manor	Cape Town and Western Cape
Carpe Diem	Sweet Thorn Park	Stonecrest	Chapman's Bay Estate
Mayer Estate	Casa Bella	Tuscany Manor 2	Montafon in Simon's Town
Olleventhout Manor	Sao Tome	Valencia	Gelderhof Country Village Estate
Tuscany Manor 3	Michael Point	Somerset	De La Haye Villas
Kruinpark	Campus	College House	Inniekol
Little Creek	Trafford Place	Mandelaville	Victor Place
Jess Court	Eagle Breeze	Eagle Falls	Rubicon Centre
Eagle Reef	Eagle Dawn	Tuscany Manor 4	UBS House
Marina Court	Callistoga Villas	College Road	Bakoven Sunsets
108 On Blanford			Klein Welgemeend Estate
			Municipality transfer for the City of Cape Town

PROFILE OF THE PROFESSIONAL STAFF
DYKES, VAN HEERDEN INC

PETER ARTHUR DYKES

Peter Dykes has a B.Comm. LLB. He has been practising as an attorney for 29 years. His areas of interest include litigation, commercial work and rendering assistance to new businesses. He particularly enjoys commercial work and problem solving.

JOHAN VAN HEERDEN

Johan van Heerden has a B.Proc degree and was admitted as a partner to Dykes van Heerden in March 1995. He is a Springbok gymnast and tumbler. He particularly enjoys commercial matters and deserves a great deal of credit for building up the conveyancing department of Dykes, van Heerden.

CHERYL RAMSAMY

Cheryl Ramsamy has a B. Proc degree and has joined Dykes, van Heerden in 2003. She is a qualified conveyancer and enjoys Property Law and all aspects of conveyancing including transfers, bonds and developments. She previously practised as a litigation attorney for approximately 2 years. She became a director of Dykes van Heerden Inc during September 2006.

DOCTOR SEGOGOBA

Doctor Segogoba joined Dykes, van Heerden Inc during January 1999. Previously he had spent a University vacation with Dykes, van Heerden as part of the Integrated Bar Project (IBP). Dykes, van Heerden and Dykes, van Heerden Inc for many years acted as a coach and mentor to students as part of its contribution to such project. The IBP was initiated in 1989 by the Centre for Human Rights at the University of Pretoria and the Faculty of Law at the University of the North in association with the Ministry of Justice of the Republic of South Africa in order to provide broad preliminary practical training at top level for senior black law students from all South African Universities. He was admitted as a conveyancer during January 2005 and became a director during September 2006.

GARTH PETER DYKES

Garth Dykes joined Dykes van Heerden Inc in January 2008. He has an LLB degree. He enjoys litigation and assists with problem solving.

CHRISTOPHER DYKES

Christopher Dykes joined Dykes van Heerden Inc in March 2009. He has an LLB degree awarded with distinction and is also actively involved with problem solving matters.

TOBIE REYNEKE

Tobie Reyneke has a B.luris and a LLB. Degree. He is an admitted conveyancer and notary. He has the right of appearance in the High Court of South Africa. He joined Dykes van Heerden Inc in 2012.

NADIA DYKES

Nadia joined the commercial law department of Dykes van Heerden Inc. in March 2015. She specialises in contracts and commercial work. Nadia has a BA Law (majoring in psychology) and LLB degree, both degrees were awarded with distinction. She previously articulated for and worked at ENSAfrica (Edward Nathan Sonnenbergs Inc.).

DYKES, VAN HEERDEN (CAPE) INC
CAPE TOWN BRANCH

LOUIS SLABBERT

After completing his degrees and articles, Louis Slabbert was admitted as an attorney in November 2002 whereafter he practiced as such with Wilson, Markel & Basson Attorneys in Somerset West. He started practicing with Heunis & Heunis Attorneys in Cape Town in June 2003, where he started specializing in property law until he was head hunted by Dykes, Van Heerden Inc, a property law firm based in Roodepoort, Gauteng, who wanted a branch to be opened in Cape Town. He opened such branch in Bellville on 1 June 2004 and is a shareholder and director of Dykes van Heerden Cape Inc and a partner in Dykes van Heerden Slabbert Hopkins.

ELANA HOPKINS

After completing her degrees at the age of 24, and being admitted as an attorney and conveyancer in November 2002, she practiced as such with Heunis & Heunis Attorneys in Cape Town since November 2002 where she started specializing in property law until she was head hunted by Dykes, Van Heerden Inc, a property law firm based in Roodepoort, Gauteng, who wanted a branch to be opened in Cape Town. She ran such branch in Bellville together with her husband, Louis Slabbert, since 1 June 2004 and is a shareholder and director of Dykes van Heerden Cape Inc and a partner of Dykes van Heerden Slabbert Hopkins.

JAMIE TRUTER

Jamie completed her articles at a media law firm in Cape Town, whereafter she was admitted as an attorney and conveyancer in 2013. Shortly thereafter she joined the DVH Team, focusing on business development, signing up of bonds and the training of property consultants.

TANJA NOLTEN

Tanja initially joined DVH in 2007 as Public Relations Officer. Her passion for people and the real estate industry has however motivated her to obtain her LL.B degree part-time. She is currently appointed as Candidate Attorney with DVH and is looking forward to joining our team of Conveyancers upon completion of her degree.

NADIA DE KOCK

Nadia obtained her LL.B degree from the University of Stellenbosch in 2002. She was admitted as an Attorney and Conveyancer by the High Court of South Africa in 2005 and has been specialising in conveyancing matters ever since. Nadia practices as Conveyancer at our Cape Town Branch and is also a keen and enthusiastic public speaker & legal trainer with a passion for the continuous development of the real estate industry. She is therefore actively involved with the DVH legal training initiatives and regularly presents our DVH legal updates to the real estate industry.

IZAK VENTER

After obtaining both a B.Com and LL.B degree, Izak was admitted as an Attorney in 1999 and as a Conveyancer in 2001. Although he initially specialised in civil litigation, his love and passion for all things property soon resulted in him specialising in Property Law, Conveyancing and property related matters. His experience in both Litigation and Conveyancing has enabled him to develop a pragmatic and solution driven approach which has been the mainstay of his career. Izak practices as Conveyancer in the Cape Town Branch and is a regular Speaker and Trainer on the latest topics in Property Law at our Training Seminars.

ELMAREZIA HENDRICKS

Elmaresia Hendricks has a LLB degree. She was admitted as an Attorney in 2006 and as a Conveyancer in 2011. She is currently practicing as an Attorney in the Cape Town office.

LISE COETZEE

Lise Coetzee has a BA LLB degree. She was admitted as an Attorney in 2001 and as a Conveyancer in 2002. She is currently practicing as a Conveyancer in the Cape Town office.

DYKES, VAN HEERDEN (KZN) INC**CHERYL RAMSAMY**

Cheryl Ramsamy has a B. Proc degree and has joined Dykes, van Heerden in 2003. She is a qualified conveyancer and enjoys Property Law and all aspects of conveyancing including transfers, bonds and developments. She previously practised as a litigation attorney for approximately 2 years.

THOMAS VAN HEESWIJK

Thomas van Heeswijk achieved his LLB degree at the University of the Witwatersrand in 2008. He joined Dykes van Heerden in March 2011 and has experience in general practice and enjoys all property related matters.

LISA BONIFACE

Lisa Boniface achieved her LLB degree at the University of the Witwatersrand in 2008 and was admitted as a Conveyancer in July 2015. She joined Dykes van Heerden in August 2011 and has experience in general practice and enjoys all property related issues.

TRACEY-LEE KESHWAR

Tracey-Lee Keshwar achieved her LLB degree at the University of KwaZulu-Natal in 2006 and was later admitted as a Conveyancer in 2009 and Notary Public in 2010 respectively. She joined Dykes van Heerden in May 2013 and has experience in all property related issues and has a keen interest in commercial law. She recently completed the advanced corporate module of the LLM Business Law Masters.

LISA HODGSKIN

Lisa Hodgskin achieved her LLB degree at the University of KwaZulu-Natal in 2004 and was admitted as a Conveyancer in 2007. She joined Dykes van Heerden in May 2014 and has experience in the administration of deceased estates and all property related issues.

