





## **OUR VISION**

To be a competitive legal advisory service provider in and outside Zimbabwe.

## **OUR MISSION**

To provide sound, cost effective, quality legal services to individuals, small to medium enterprises, non-governmental & inter-governmental organizations, listed and non-limited businesses and other persons (real or artificial) requiring competent skills.

## **OUR OBJECTIVES**

- To professionally provide quality legal services
- To do justice with compassion
- To build the law firm's reputation
- To promote legal education

## **OUR VALUES**

- We are committed to upholding professional ethics
- We are committed to charging reasonable fees
- We are committed to providing an efficient service
- We value Integrity; In this regard we are in all our dealings, open, honest and straight forward
- We value Confidentiality
- We value Professionalism
- We value Excellence
- We value Passion-we are passionate about our work
- We value Teamwork
- We value Trust
- We value Reliability
- We value our Clients-Our Clients come first. We look after our clients' interests as if they were our own



## OUR HISTORY

The eminent law firm of Kanokanga & Partners was established in 1991. This without a shadow of doubt, makes it one of the oldest post-independence 'indigenous' law firms.

This multi-disciplinary law firm was established by then (26) year old Davison Kanokanga after gaining considerable knowledge working under the supervision of (i) Mr. Patrick A Chinamasa (former Attorney General, Minister of Justice, Legal & Parliamentary Affairs) and (ii) Mrs. Justice V. Ziyambi, Judge of the Supreme Court and Constitutional Court)

Davison as he is affectionately known sits on the Legal Practitioners Disciplinary Tribunal with one other senior Lawyer and two High Court Judges. He has travelled extensively and gained valuable connections regionally, continentally and internationally. Davison was the first Zimbabwe fellow on the **International Lawyers for Africa** (ILFA) program during which time he was placed at one of London's and the world's leading law firms, Lovells LLP before it merged to become Hogan Lovells LLP on a Skills Exchange Programme funded by amongst other law firms SJ Berwin, Linklaters, Clifford Chance and Eversheds. He was also the first Zimbabwean representative on Advocates Africa and Advocates International.

In addition to practicing law, Davison is a radio and television personality who through his programmes offers free services to the Zimbabwean nation



## AWARDS

The Firm was in 2015 named a winner in the 2015 African Corporate Excellence Awards, having been awarded **Best Corporate Law Firm in Zimbabwe**.

In 2016 the firm has been awarded the **Most Innovative Company in Zimbabwe** Award by Acquisition-Intl

In 2016 the firm has been awarded the **Zimbabwe - Client Care Law Firm of the Year** Award by **ACQ (Acquisition Finance) Magazine**

In 2016 the firm has been awarded the **Commercial Law Firm of the Year in Zimbabwe** Award by Corporate Intl

In 2016 the firm has been awarded the **Alternative Dispute Resolution Law Firm of the Year in Zimbabwe** Award by Corporate Intl

The Founding Partner has been nominated for Africa's most prestigious recognition platform for men by Titans [www.titans-building-nations.co.za](http://www.titans-building-nations.co.za)

## MEMBERSHIPS

Our award winning law firm is able to offer the same legal services locally, cross-border, regionally and internationally as our firm is affiliated to the following organizations:

- (a) Law Society of Zimbabwe
- (b) Advocates Africa
- (c) Advocates for International Development (A4ID)
- (d) Advocates International
- (e) Europlaw Group
- (f) International Law Firms (ILF)
- (g) International Lawyers for Africa (ILFA)
- (h) International Referral (IR Global)
- (i) Thomson Reuters Foundation (TrustLaw Connect)
- (j) Reunite International





## **PRACTICE AREAS**

### **1. BANKING & FINANCE**

At Kanokanga & Partners we pride ourselves as experts as we use techniques and strategies in accordance with the regulations and law concerning banking and finance. Our banking and finance service is supported by experienced staff capable of dealing with the most difficult and complicated cases. We specialize in resolving disputes on a swift and amicable basis for our clients. Our banking & finance services include but are not limited to;

- Dispute resolution
- Debt recoveries
- Providing advice and opinions in financial agreements
- Preparation of financial agreements, security forms and documentation

### **2. COMMERCIAL & CORPORATE LAW**

At Kanokanga & Partners we pride ourselves as having a specialized knowledge of commercial and corporate best practices. For more than two decades our firm has assisted various business enterprises, ranging from start - up businesses to listed companies, clubs, boards, contractors, developers and institutions. Our commercial and corporate practice is effervescent due to our knowledge and skills in relations to dispute resolution, negotiations and contract support for in-house legal teams. Our corporate & commercial services include but are not limited to;

- Company formations and restructuring
- Joint ventures
- Drafting and review of commercial agreements
- General legal drafting and review
- Submitting opinions on commercial agreements
- Debt collection
- General legal opinions
- Franchising, licensing, distribution and agency agreements
- Partnerships and joint venture agreements
- Sale and lease agreements for movable and immovable property
- Supply and manufacturing agreements
- Corporate governance



### 3. CONVEYANCING & PROPERTY LAW

At Kanokanga & Partners we understand the importance of commercial property. We pride ourselves as experts who remain at the centre of the economic process of property transfer. We advise our clients timeously and on a cost effective basis on issues relating to the most important investment, real estate. Thus we advise our clients on issues relating to property registration, property development and other legislative changes. So whether you own, invest, develop or lease commercial property we are committed to delivering quality and prompt conveyancing services. Our conveyancing & property law services include but are not limited to;

- Registration of all types of documents in the deeds office
- Giving legal advice on land use and planning, property development, acquisition, development and management of real estate.
- Bond Registration
- Applications for Capital Gains Tax Certificates
- Applications for Rates Clearance Certificates
- Bond Cancellations
- Property Transfer
- Property Registration
- Leases
- Share Block schemes
- Sectional Title developments and group housing scheme developments
- Consolidations and subdivisions
- Registration and cancellation of servitudes
- Drafting contracts/deeds and the registration of transfers
- Deceased and insolvent estate transactions
- Low cost housing, retirement development, share block and time share schemes



#### 4. CRIMINAL LAW

At Kanokanga & Partners our lawyers understand the importance of criminal law and criminal defence services. We inform our clients on various issues relating to criminal law, we strive through our knowledge and expertise to not cause discomfort, embarrassment or loss to our clients. Our lawyers are capable of handling the most difficult and complicated cases. Our criminal law services include but are not limited to;

- Bail Applications at Police Stations
- Formal Bail Applications in all Courts
- Plea and sentence Agreements
- Formal Representations
- Criminal Litigation
- Correspondents
- Appeal & Reviews to High Court, Supreme Court of Appeal and Constitutional Court
- Review of setting aside of admission of guilt payments
- Domestic Violence offences
- Fraud, Theft & other Commercial Offenses
- Drug Related Offences
- Assault Charges
- Driving under the influence of alcohol
- Other driving related offences
- Immigration related offences



## 5. DEBT COLLECTION / INTERNATIONAL DEBT RECOVERY

At Kanokanga & Partners as experts in international commercial debt recovery we provide a comprehensive debt collection services to clients nationally, regionally and internationally through various partnerships and international networks. Our firm has for more than two decades continued to excel in debt collection which we do quickly, efficiently and cost effectively. We as a firm dedicated to international debt recovery have a consulting service available for our clients as we strive to maintain client existing commercial trading relations and client profitability by reducing financial costs. Our debt collection / international debt recovery services include but are not limited to;

- Debts with an overseas or international element
- Chasing of debts and pre-action negotiations
- Letters of demand
- Follow up telephone calls
- Issue and service of court proceedings
- Obtaining Judgment
- Enforcement of Judgments; and (as appropriate)
- Single and volume debt recovery, including the provision of regular management information
- Trade or book debts and utilities to financial institutions

## 6. ESTATE PLANNING

At Kanokanga & Partners our staff and lawyers are experienced and capable of dealing with estate planning services. Our firm understands the important reality that death is inevitable and as such we are committed to providing our clients with the most up-to-date estate planning information. We provide an assortment of services for clients staying in Zimbabwe or staying abroad. We secure our clients future well being offering knowledge on family trust, estate administration and will writing/registration. We strive to protect a beneficiary's assets as well as inheritance. Our estate planning services include but are not limited to;

- Estate planning
- Drafting of wills
- Trust Formation & administration
- Winding up of deceased and insolvent estates and companies
- Administration of curatorship estates
- Administration of testamentary trusts
- Testamentary disposition, drafting and registration of family trusts





## 7. FAMILY LAW

At Kanokanga & Partners we treat our clients as family and at the heart of the firm we believe in the family unit. Family law is a sensitive and personal area that we address with skill and proficient advocacy. In this regard we provide advice relating to all aspects of family law and our services include but are not limited to;

- Drafting and registration of antenuptial agreements
- Divorce litigation and settlement
- Maintenance
- Adoption
- Custody disputes
- Children's court
- Protection orders
- Children's rights



## 8. LANDLORD & TENANT

We at Kanokanga & Partners assist both the landlord and the tenant in respect of their rights, in relation to tenancy and lease agreements. We as a firm work closely in this regard with a local due diligence based business that provides tenant screening, vetting and blacklisting services as is the international trend and thus we are able as a firm to assist our clients with ease. Due to a thorough knowledge and skills set the firm boasts of exceptionally high standards and seeks to protect client's interest. Our landlord & tenant services include but are not limited to;

- Maintenance Issues
- Injunctions
- Housing Law including claims for rent arrears and possession of property against lawful tenants or squatters
- Lease disputes and breach of covenant
- Adverse possession and co-ownership disputes
- Negotiating a new lease
- Business tenancies
- Residential tenancies
- Agricultural tenancies
- Rent and rent review
- Guarantees and rent deposits
- Repair and alterations
- Lease variations
- Terminating leases
- Problem tenants
- Breaches of lease
- Eviction and possession
- Drafting and advising on tenancy agreements
- Taking action against tenants in breach of the terms of their tenancy including repossession
- Taking action against landlords who are not carrying out necessary repairs
- Obtaining vacant possession of the property at the end of the tenancy where the tenant refuses to vacate
- Disputes with letting agents
- Recovery of unpaid service charges
- Enforcement of terms of the lease
- Advising on and preparing compulsory legislative Notices
- Challenging service charges including referral to a Leasehold Valuation Tribunal
- Application for landlords consent to carry out alterations or sublet or vary terms of the lease
- Dealing with bad landlords who fail to maintain the building
- Dealing with bad tenants who fail to pay rentals or maintain property



- Taking over management of the block
- Lease extensions
- Landlord and Tenant obligations
- Drafting Commercial Leases
- Stamp Duty and working with tax advisors on the VAT implications of Commercial Leases

## 9. LABOUR LAW

At Kanokanga & Partners we understand the importance of employment. We have structurally designed our firm to advise clients on all areas of labour related issues ranging from pension law, social security, skills developments, health and safety and more. Our labour lawyers are specialists who work closely with various consultancy based organizations handling various human resource development or human resource management aspects. We advise our clients on the latest legislative changes, debates and changes. We provide specialist services to employers and employees. Our labour law services include but are not limited to;

- Chairing disciplinary hearings and employment related enquiries
- Occupational safety and environmental issues
- Representation at all levels of hearings
- Employee retirement policies and general employee rights
- Training on disciplinary procedures and retrenchments
- Employee disputes before NEC and Labour Court
- Employee incentive schemes
- Health and safety regulations
- Restraints of trade
- Termination of employment, retrenchment and redundancy
- Personal injury and workman's compensation
- Unfair dismissal
- Drafting employment contracts
- Drafting codes of conduct
- Drafting constitutions
- Reviewing and advising on collective bargaining agreements
- Conciliation, Mediation, Arbitration
- Collective Bargaining
- Employment Contracts
- Employment Legislation
- Disciplinary Investigations / Hearings
- Pension law
- Employee Benefits
- Policy Drafting & Development



## 10. MUNICIPAL LAW / LOCAL GOVERNMENT

We at Kanokanga & Partners have for more than two decades provided local government or municipal law services to our clients. We offer a unique range of services to municipalities, and as part of those services we institute claims on behalf of municipalities, defending claims against municipalities and also provide eviction proceedings. We have and continue to handle simple to complex issues in relation to local government or municipal law. We guide municipalities through rates and debt recovery services and sale in execution of immovable property. As part of our municipal services we provide our clients with knowledge on interpreting, amending and reviewing bylaws and regulations. Our municipal law services include but are not limited to;

- Amendments of official plans and zoning by-laws including rezoning;
- Policy development
- Subdivision applications
- Municipal conflicts of interest
- Municipal taxes and other charges
- By-law enforcement
- Amalgamation, annexation, and restructuring advice
- Municipal by-law interpretation, drafting, and litigation
- Municipal law opinions
- Preparation of municipal resolutions, staff reports, and other documentation
- Licensing matters
- Property tax and assessment appeals
- Public-private partnerships
- Expropriations
- Financing transactions
- Transportation issues
- Construction and project management agreements
- Representation before all levels of trial and appellate courts, regulatory boards, administrative tribunals, municipal councils, and committees
- Alternative dispute resolution, including mediation and arbitration
- Zoning and Land Use Planning
- Labor and Personnel, including collective bargaining and grievance arbitration
- Municipal Agreements, including inter-governmental agreements
- Ordinance Drafting and Enforcement
- Property Acquisition, including eminent domain and condemnation
- County and Municipal Drains and Drainage issues
- Liquor Licensing
- Cemeteries
- Municipal Library creation and operational issues
- Finance and Bonds, including Special Assessment and Utility Rates and Fee issues



- Land development agreements including subdivision, site plan and rezoning agreements
- Co-venture agreements for public-private partnership projects
- Municipal finance and security agreements including debentures
- General contracts for procurement of goods and services
- Construction contracts
- Land sale and land acquisition agreements

## 11. SPORTS LAW

We Kanokanga & Partners offer a unique range of services to help athletes, sports clubs, sports governing bodies, leagues, sponsors and anyone else in the sports sector on all legal matters relating to sports. We as a firm have an active interest in sports law and our firm is one of the most vibrant. We as a firm guide our clients through available options for commencing, defending or maintaining a claim either through arbitration or the courts. Our sports law services include but are not limited to;

- Contracts negotiation
- Sponsorship deals
- Image rights, transfer fees, free agency and prohibited substances
- Broadcast rights, increasingly valuable sponsorship contracts,
- Litigation involving individual contracts, collective agreements, tax issues and disciplinary issues
- Brand management
- Event organization
- Sports governance
- The drafting of rules and regulations;
- Disciplinary and anti-doping proceedings;
- Bringing and defending challenges to the decisions and actions of governing bodies
- Dispute resolution (including mediation and expert determination)



## **HOW WE OPERATE**

We at Kanokanga & Partners have for more than two decades acted and continue to act in the best interest of our clients (*national, regional & international*). We in our operations seek to do the following:

- (a) To uphold the rule of law & the proper administration of justice
- (b) To act with integrity
- (c) To act in the best interest of the client(s)
- (d) To provide quality service
- (e) To provide cost effective solutions to our clients
- (f) To act professionally

Whilst we take all reasonable steps to act in your best interest, we require that our clients co-operate with us at all material times. Further it is our client's responsibility to provide us with clear and detailed instructions (and not giving us false or misleading information) and also pay our fees and necessary disbursements timeously.

## **PRO BONO**

We at Kanokanga & Partners as part of our corporate social responsibility believe in giving back to the community. We provide free legal advice to persons who cannot afford legal services. We provide discounted legal services to inter-governmental and non-governmental organizations and charitable organizations.

We as a firm are committed to structured social awareness and upliftment programs. In this regard we work closely with international pro bono organizations.



## **WHO WILL DEAL WITH YOUR CASE**

The Senior Partner may assign any legal practitioner to handle your case. If your assigned legal practitioner is not in the office and you wish to see him/her, we will be more than happy to take a message or have you see another legal practitioner (however this legal practitioner may not be familiar with your case).

## **CLIENTS BILL OF RIGHTS**

It will be noted that as a client you have certain *rights (these rights are not stated in any order of importance)*:

1. Right to see your Legal Practitioner
2. Right to prompt feed-back from our firm
3. Right to be updated regularly and in a timely manner on the progress of your case
4. Right to prompt communication (includes face to face or web-based) with your legal practitioner
5. Right to a reasonable charge for the work done on your behalf
6. Right to make the ultimate decision in your matter
7. Right to have your legal rights & options explained to you
8. Right to a written fee agreement (see Useful Information)

## **COMPLAINTS PROCEDURE**

We at Kanokanga & Partners have exceptionally high standards which we are determined to maintain especially given that the Senior Partner is a member of the Legal Practitioners Disciplinary Tribunal

\* Please be advised that we have an internal complaints procedure. You may raise your complaint with your Legal Practitioner or our Office Administrator. Should you still be dissatisfied, you are at liberty to take up the matter with the Senior Partner. If after seeing the senior Partner you are still dissatisfied you may direct your complaint to the Law Society of Zimbabwe.



## **CONFLICT OF INTEREST**

At the commencement of engagement and during its continuation we will investigate on whether there are any conflicts of interest, and upon our findings we will either accept or decline your instructions. In the event of the latter we can assist you by referring your matter to a 'best-friend' law firm.

We are subject to the duty of confidentiality (*see Letter of Engagement*) in relation to the information received and it will be noted that this duty continues to exist even after the conclusion of your matter.

An attorney-client relationship (*see Letter of Engagement*) is a contract of representation (verbal or written) by the legal practitioner (or any member of staff) and client. It can also be formed upon payment of a sum of money by the client to the legal practitioner in order to secure legal advice or other legal services. The information shared between legal practitioner and client is privileged and confidential information. Exceptions of this arise if client has reveal something illegal, for example a scheme to murder wife/employer or to defraud or conceal evidence.

## **ARCHIVING**

We open a file for each client upon the existence of an attorney-client relationship. We will maintain and archive your file for (5) five years, counted from the date from the end or withdrawal of the matter, whereafter we will destroy same.





## CONTACT US

Kanokanga & Partners

Suite 1, 1<sup>st</sup> Floor

Mizrahi House

33 Robson Manyika Avenue

Harare

Zimbabwe

Phone +263 (4) 756 681

Phone +263 (4) 781 349

Fax +263 (4) 752 918

Email [justice@kanokangalawfirm.net](mailto:justice@kanokangalawfirm.net) | [kanokangasc@live.com](mailto:kanokangasc@live.com)

URL [www.kanokangalawfirm.net](http://www.kanokangalawfirm.net)