



# THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES

## PARALEGAL SHORT CERTIFICATE COURSE: INSOLVENCY LAW 2016



The course will run for four weeks on Saturday mornings from 08h30 – 13h00 with an examination held two weeks after the last lecture. The lectures and examination will be held at Johannesburg, will be announced depending on the amount of students.

Insolvency Law	
Term 1	
◆ Commencing	6 February 2016
◆ Concluding	27 February 2016
◆ Examination	12 March 2016
Term 2	
◆ Commencing	7 May 2016
◆ Concluding	28 May 2016
◆ Examination	11 June 2016
Term 3	
◆ Commencing	23 July 2016
◆ Concluding	13 July 2016
◆ Examination	27 August 2016
Term 4	
◆ Commencing	01 October 2016
◆ Concluding	22 October 2016
◆ Examination	05 November 2016

### *Seminar Programme*

- Lectures Day 1 + 2:** the law and practice of insolvent estates  
- lecturer will be a practising attorney
- Lectures Day 3:** focuses on areas of particular importance to students  
- lecturer will be a suitably experienced Liquidator
- Lectures Day 4:** focuses on areas of particular importance to students

### **Examination**

An examination of 100 marks is written.  
Students will receive a copy of the last examination paper written.



**Our Mission:** "Training paralegals to play a vital role in the South African legal system."

THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES GAUTENG & NORTH WEST

37 South Street  
Carletonville  
2499

Box 1715  
Carletonville  
2500

Tell: 018 786 1872  
Fax: 018 787 3155 / 085 400 8421

Principal & Admin:  
Dr Danie van Zyl  
Kira Kohrs

Email: [vzylprokels@lantic.net](mailto:vzylprokels@lantic.net)

1. Introduction to the principles of insolvency, where we find the law that governs insolvency and an overview comparison of sequestration of the individual with company liquidation.
2. Voluntary Surrender – circumstances, law and procedure.
3. Acts of Insolvency – when one is vulnerable to sequestration.
4. Compulsory sequestration – the process and the rights and duties of the parties.
5. Provisional Trustee.
6. Effect of a sequestration order – close consideration of the consequences of such an order.
7. Trustees and Liquidators – appointment and remuneration, rights, duties and activities. This to be considered in great detail.
8. Property and transactions of the insolvent – what property vests in trustee, what transactions can be set aside.
9. Meetings, Reports, Resolutions and Interrogations.
10. Claims – proving claims and the rights of creditors.
11. Sale of the estate's property.
12. Trustees' and Liquidator's Accounts – Distribution and Contribution.
13. Compositions.
14. Rehabilitation.
15. Offences and the criminal law.
16. Retrospect on what effect our understanding of insolvency should have on our commercial dealings in, for example, credit transactions.

**Entry requirement:**

- South African matric or equivalent,
- Tertiary level learning through life experience for persons 23 years or older.

Students will receive the textbook [Hockley's Insolvency Law](#) an authoritative analysis of Insolvency Law, together with our course notes, study guide and welcome pack. The lectures will consolidate the course material, highlight relevant areas and answer questions raised on a practical level.

*Fees 2016*

R	1,900.00	Registration
R	1,518.00	Notes + Course Material
R	2,420.00	Lectures
R	525.00	Examination
<b>R</b>	<b>6,363.00</b>	<b>NETT</b>



Students may purchase the Textbook Hockley's Insolvency Law an authoritative analysis of Insolvency Law, but will receive our course notes and study Guide.

**PAYMENT OPTIONS:** (Please tick the appropriate on the registration form)

**Option 1 (R 6,363.00 excl. VAT)**  
Full payment on date of registration

**Option 2 (R 6,703.00 excl. VAT)**  
♦ Registration fee R 1,900.00 + R 240.00 handling fee (= R 2,140.00 total) on date of registration.  
♦ Course material R 1,518.00 + lecture fees R 2,520.00 (= R 4,038.00) on date of 1<sup>st</sup> lecture  
♦ Examination fee of R 525.00 one week prior to examination.

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[vzy/prok@lantic.net](mailto:vzy/prok@lantic.net)

### *Who should attend these courses?*

- People already working in an environment where legal knowledge or skills are required; and
- Legal assistants who want to specialise.



### *About us*

The South African School of Paralegal Studies, which is conveniently situated next to the railway station in Rondebosch, was established in 1992 to provide specialized training for legal support staff of professional practices, financial institutions, corporations and those wanting to embark upon a legal career.

Certain courses conducted by the School and its sister entity, **THE SOUTH AFRICAN INSTITUTE OF LEGAL TRAINING** also appeal to the self-employed businessperson or owners/managers of small to medium companies. In 1997 a new course was introduced aimed at providing matriculants with basic legal knowledge as well as secretarial skills enabling them to start a career as a paralegal.

Our Chief-Principal, Dr Günter Pabst, is a board member of the Standards Giving Body for Legal Education & Training at SAQA (South African Qualifications Authority).

### *What is a paralegal?*

**Paralegals** or Legal Assistants are people who are able to work in a legal environment. Paralegals have a sound basic knowledge of the legal principles relevant to the field in which they are working and as a result are able to work independently to perform legal tasks. Although not qualified to represent clients, Paralegals perform various important legal tasks and other administrative duties in the office. In an attorney's practice, for example, the Paralegal relieves the workload of the attorney by performing much of the routine legal work or research.



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[vzylprok@lantic.net](mailto:vzylprok@lantic.net)



### *Who we trained*

#### **LAW FIRMS & AUDITORS:**

Adams & Adams; A.H. Adhikari Attorneys; A. Silberstein & Associates; Balsillie Watermeyer & Cawood; BDO Spencer Stuart; Bernadt Vukic Potash Getz; Bisset Boehmke & McBlain; Buchanan Boyes; Thompson Smithers Inc.; Ernst & Young; Fairbridge Aderne & Lawton; Findlay & Tait; Herold Gie & Broadhead; Hofmeyr Herbstein Gihwala Cluver & Walker Inc.; Ince Wood & Raubenheimer; Jan S de Villiers & Son; Kapdi & Daniels; Kessler & De Jager Attorneys; Laubscher & Hattingh; Mallinicks; Marais Muller; Mark Willies Attorneys; Miller Gruss Katz & Traub; Moosa & Associates; Pincus Matz Marquard Hugo-Hamann; Ploughman; Scot, Shapiro & Sonnenberg Inc.; Silberbauers; Sonnenberg Hoffman & Galombik; Syfret Godlonton Fuller Moore; Walker Malherbe.

#### **BANKS & FINANCIAL SERVICES:**

ABSA Bank; Bay Trust; BOE Bank; Cashbank; Cape of Good Hope Bank; Investec Bank; Land & Agricultural Bank of SA; Momentum; Nedcor; NBS Bank; Norwich Life; Old Mutual; Protea Assurance; Protea Finance; Sanlam; Seardel Investment Corp.; Standard Bank; Stannic; Syfrets; Synergy Insurance Brokers.

#### **COMPANIES & PRIVATE ORGANISATIONS:**

AMC Classic; Black Sash Advice Office; BP British Petroleum; Caltex Oil; Cape Plastics; CG Smith Sugar Ltd.; Creda Press; Control Instruments; Engen; Gray Security Services; Harwin W. Smith Pharmacies; Hotspice Products; Irving & Johnson; Key Recruitment Group; Legal Wise; Logans Sportsmans Warehouse; Manprop Realtors; Mono Plastic Packaging; Mortgage SA; Multifoil Muscfest; N1 City Hospital; National Union of Distributive and Allied Workers; National Union of Metalworkers of South Africa; Oceana; Pam Golding Properties; Permprop; Pick 'n Pay; Plessey Projects; Princess Alice Hospital; Seeff Properties; Shell SA; South African Typographical Union; Steer & Co.; Stellenbosch Farmers Winery; Universal Properties; V&A Waterfront (PTY) Ltd; Woolworth; Virgin Active.

#### **STATAL & PARASTATAL ORGANISATIONS:**

Building Industrial Council; Cape Consumers; Cape Technikon; City of Cape Town; Catholic Welfare & Development; Department of Defence; Department of Health; Department of Land Affairs; Department of Public Works; Escom; Navy SA Parliament (ANC Caucus); South African Tele-communications Regulatory Authority; South Peninsula Administration; Spoornet; Telkom; The State Attorney; UCT Legal Aid Clinic; Transnet; University of Stellenbosch, Western Cape Regional Services Council.

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# THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES

SA SCHOOL OF PARALEGAL STUDIES  
**STANDARD BANK** - CARLETONVILLE  
Branch Code: 016 141  
Account no: 022 902 325  
**Ref: Name and Surname**

## *Paralegal Short Certificate Course Insolvency Law Registration 2016*

### Personal Details:

Surname (Mr/Mrs/Ms/Miss) \_\_\_\_\_ First name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_

ID No. \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  female  male

### Note: Compulsory to supply certified copy of ID and Matric Certificate with registration form.

South African Citizens & Permanent Residents: Please complete following information required by government for statistical purposes. Please tick the relevant block. Your Race:  African  Coloured  Indian  White

Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Postal Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company name + address \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Job Description and Person you report to \_\_\_\_\_

To whom must the invoice be addressed? \_\_\_\_\_

Address to which correspondence shall be sent  Home  Business (please tick)

### How would like to pay?

Payment as explained in the brochure:

Payment Option 1 **OR**  Payment Option 2

If you need assistance in filling out this form, please contact us on

### TERMS OF AGREEMENT

1. I acknowledge that I am fully aware of, understand and am bound by the details contained in the course brochure and on the website [www.paralegal.za.org](http://www.paralegal.za.org).
2. In particular, I acknowledge that I am bound by the details set out in the following documents, all of which are available at [www.paralegal.za.org](http://www.paralegal.za.org):
  - Examination and Assessment Rules; and
  - Student Handbook: Learner Policies and Procedures (only available in hardcopy at the school).
3. I understand that notice of cancellation of this registration must be given in writing. If such notice is received by the School no later than ten working days before the start of the course, the registration fee is non-refundable. If such notice is received later than 10 working days before the start of the course I will be liable for the full registration, notes, course and exam fees whether or not I attend the course or I attend all the lectures.
4. I agree, that should any of the amounts due remain unpaid, my full fees shall become payable immediately and interest at 18% will be levied thereon and I may forfeit my right of attendance until arrears have been settled.
5. I understand that in the event of any legal action being taken against me to claim outstanding fees, I shall be liable for the costs of such action on an attorney and client scale together with collection commission and interest.
6. I understand that I remain liable for the full fees in the event that the person/entity named above to which the invoice is to be addressed will not pay, regardless the reasons.
7. For any additional copy of our course notes the school will charge a set amount.
8. I choose my home address as indicated above as the address at which I agree to accept service of notices and legal documents.

Signed at: \_\_\_\_\_ On: \_\_\_\_\_ Signature: \_\_\_\_\_