



COMPANY PROFILE

OUR EXPERIENCE MAKES THE DIFFERENCE.

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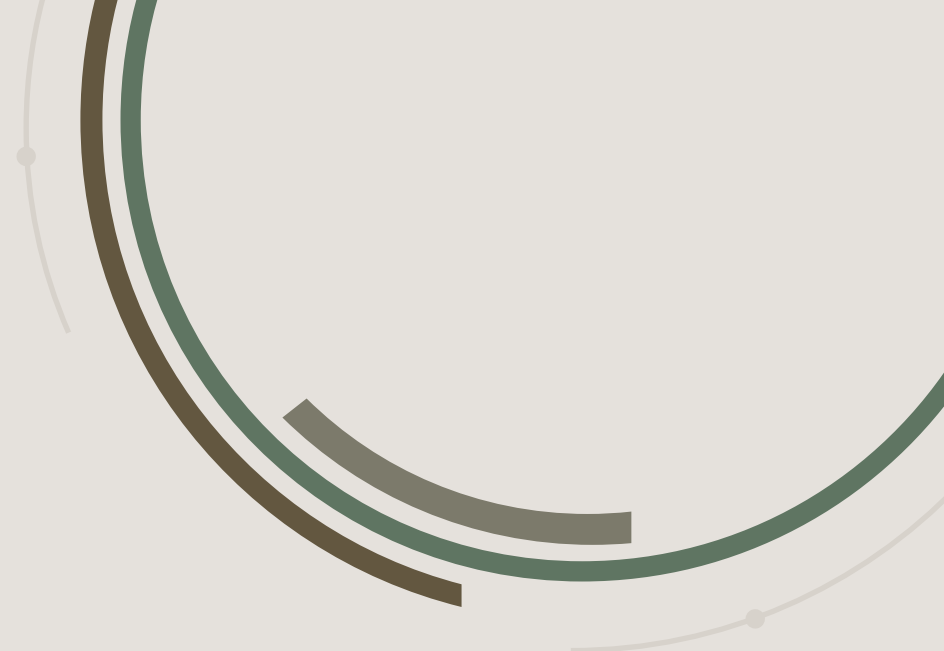
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ABOUT US

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SDJ Inc t/a SDJ Convey was established in 2019. The Firm is young and innovative however boast a wealth of knowledge and experience within the fields of conveyancing and deceased estate administration. The Firm has over 80 years of knowledge and experience across their Directors whom are well established and respected Professionals within their own field of expertise.

The Firm continues to deliver legal services of the highest quality and has catered for the needs of both our Corporate and Individual clients. Our firm currently operates from three offices in the greater Tshwane and Ekurhuleni Region, namely our Centurion office, Faerie Glen office and Midstream office which are situated at the following addresses.

The Midstream branch has been strategically positioned in Ekurhuleni and as such within the jurisdiction of the South Gauteng High Court. We therefore have offices which fall within the regions of both the North Gauteng High Court in Pretoria and the South Gauteng High Court in Johannesburg allowing us to ensure that we are able to provide services to the majority of Gauteng.

The Centurion branch is located at Riverfalls Office Park in Doringkloof Centurion. We currently have two offices within the Riverfalls Office Park, one dedicated to Conveyancing and the other to the Deceased Estate administration.

Although our offices are situated in Gauteng, we currently service clients Nationally and have the necessary systems in place in order to do so effectively and professionally.



A photograph of three people in a meeting room. A man in a dark suit and glasses sits in the center, facing two other people whose backs are to the camera. They are in a room with large windows overlooking a city. The text 'MEET THE TEAM' is overlaid in white, bold, uppercase letters. A decorative yellow circular graphic with a white arc and a yellow dot is positioned to the left of the text.

MEET THE TEAM

MEET THE TEAM

The Directors



EDDIE SMIT

Director, Conveyancer, Notary Public

Bcom, LLB, MBL



JOHAN MULLER

Director, Conveyancer, Notary Public

BLC, LLB, LLM



KIM DE JAGER

Director, Notary Public, Deceased Estates

LLB



LISA KRYNAUW

Director, Conveyancer, Notary Public

Bcom, LLB

A low-angle, upward-looking photograph of several modern skyscrapers. The buildings feature a mix of glass facades and textured, brownish-gold panels. The sky is a pale, overcast grey. In the lower-left quadrant, there is a graphic element consisting of a thin yellow arc that starts with a solid yellow circle and ends with a white arc. The text 'WHAT WE DO: CONVEYANCING' is centered in the lower half of the image, overlaid on the buildings.

WHAT WE DO: CONVEYANCING

WHAT WE DO: CONVEYANCING

Our firm has throughout our three branches extensive knowledge and experience in all facets of conveyancing which includes but not limited to the establishment of townships, section title schemes, the opening of sectional title registers and deceased estate transfers.

Our Conveyancing services includes but not limited to:

- Establishment of townships
- Sub-division and consolidation of land
- Opening of section title registers
- Sectional title schemes
- Specialised deceased estate conveyancing
- Drafting of agreements pertaining to property developments
- Drafting of Commercial and residential lease agreements
- Drafting of sale agreements
- Registration of notarial deeds, leases and servitudes
- Transfer of individual stands
- Transfer of building packages
- Transfer of immovable property, including sectional title units



WHAT WE DO: ESTATES



WHAT WE DO: ESTATES

At SDJ Convey we have a fully-equipped Estates department with an abundance of experience. This along with our specialised estates conveyancing department dealing solely with estate transfers allows us to provide a service which covers every aspect of a Deceased Estate under one roof.

We provided our clients with a dedicated, efficient and professional service with compassion which in turn provides a burden-free process and alleviates all the pressures that families experience when a loved one passes away.

Our estate services include but not limited to:

- Drafting of Wills and Testaments
- Full Administration/Winding up process of deceased estates
- Conveyancing process out of deceased estates

SECURITY AND IT POLICY

All our premises are equipped with 24 hour surveillance cameras and are monitored by 24 hour security guard. Our company ensures that third party information is protected and is not disclosed. A copy of our protection of information security agreement for third operators processing information on our behalf can be made available on request.

To further protect data, we have a business contingency plan in the event of a disaster of which a copy can equally be made available on request. Having regard to our company's IT policy, our company has entered into an "information security policy" agreement with our IT host (DotCloud), outlining the policy and required procedures.

Security, in respect of our client's information is further protected in terms of the protection of data, privacy and information security agreement that we enter into with suppliers. We are fully compliant with regards to the protection of personal information Act of 2013.

SEGREGATION OF DUTIES

To enhance the security of payments made by our firm as well as to safeguard the integrity of our financial statements, our company has implemented a policy whereby more than 2 designated persons have to verify and authorise payment before they can be made.

Once the necessary authorisation is obtained the document is sent to the company's financial department for payment to be made. The authorisation and verification forms are then filled and sent to the company auditors on a yearly basis.

PROFESSIONAL INDEMNITY

SDJ Convey holds a professional indemnity policy to the maximum of ten million rands of which a copy can be made available upon request



THANK YOU!

With our abundance of experience and expertise we believe that our company is able to offer a comprehensive solution to our clients, whereby there is a reduction in the logistics, cost and time lapses which can be crucial in legal related matters.

Yours Faithfully
SDJ Convey

Centurion

River Falls Office Park
Ground and First Floor
Tamboti Building
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Doringkloof

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Faerie Glen

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