



LexisNexis®

Lexis® Practical Guidance
advancing what's possible



Smart, practical legal guidance for professionals.

Bridge the gap between understanding the law, and applying it.

Get straight to the answers with this easy-to-navigate online resource, focused on the practical application of law. Divided into 30 legal practice areas, Lexis® Practical Guidance covers hundreds of topics and includes guidance notes, checklists, workflows, forms and precedent documents, key cases and legislation.

Leverage the collective experience of our expert authors who are leading practitioners in their fields and get direct access to practical legal know-how.

Instant clarification on points of law

Get concise guidance on legal questions so you know how to take action.

Simplified legal processes

Use checklists, flowcharts, forms and precedents to simplify legal processes.

Simplified legal processes for practical application



2463
FORMS AND PRECEDENTS



30
LEGAL PRACTICE AREAS



4712
GUIDANCE NOTES

The “how-to” of legal practice

The “how-to” of legal practice Lexis® Practical Guidance is a practical guide to the application of the law, including clearly illustrated best practices, policy templates and process flow documents. Now, you can easily understand what needs to be done, why it needs to be done and when to do it.

Lexis® Practical Guidance offers you all this and more from a single, conveniently accessible online platform, so you can navigate the complexities and nuances of legal practice with ease.

Curated by top legal experts and organised by practice area, Lexis® Practical Guidance has intuitive search features, regular content updates and quick links to deeper research tools.

LEARN FROM EXPERTS ACROSS 30 PRACTICE AREAS.

“What sets it apart from other products is that you can get all relevant information on one easy to access, user friendly platform”

Allison Williams
Norton Rose Fullbright



Corporate compliance & in house legal

IT AND DATA PROTECTION

Software and hardware agreements including software licencing and support and hardware maintenance. Privacy and data protection, with reference to the Protection of Personal Information Act and the EU's General Data Protection Regulation.

CORPORATE GOVERNANCE

Compliance with statutory obligations and corporate decisions in line with best practice. Issues relating to the Companies Act: Powers of board and shareholders, compliance with CIPC requirements, disclosure of information, whistle-blowing and money laundering.

COMPLIANCE

Setting up internal compliance functions and processes to deal with legal requests and contract management. Policies, charters and manuals for reviewing and creating a transparent corporate compliance culture.

PROCUREMENT

The interaction of goods and services, supply chain management, demand management and tenders. Direct access to the processes and rules relating to the procurement function.

IN-HOUSE ADVISOR

Managing a legal portfolio, from a proactive approach to risk to looking at matters that warrant serious legal attention, to being responsible for typical management duties such as overseeing a team.



Specialist areas

MARITIME

Shipping law: Public and private international law, maritime conventions and rules, admiralty jurisdiction and practice, marine insurance, carriage of goods by sea, security arrests, judicial sales and applications to the Registrar.

CONSUMER LAW

Consumer rights to ensure businesses have correct procedures and policies in place. Guidance on the Consumer Protection Act including franchise requirements, product safety and recall, criteria for business names and industry codes of conduct.

INCOME TAX

Tax on individuals, companies and other business entities. Transactions relating to business and trade, mergers, acquisitions and start-ups, investment and wealth management, employment, administration and compliance.

INTERNATIONAL ARBITRATION

Commercial arbitration across the major international institutions, including the ICC and LCIA. International regulations like the IBA's rules on evidence governing international arbitrations and the New York Convention.

ENVIRONMENTAL LAW

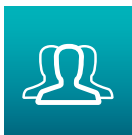
Responsibilities of various stakeholders, role of environmental inspectors, sanctions for non-compliance, land pollution, water, waste management, marine areas and fishing, as well as mining and agricultural considerations.

FINANCIAL SERVICES

Compliance with professional and sectoral requirements for financial services, insurance, collective investment schemes, securities services, capital markets, derivatives, retirement funds and banking sectors.

VAT

Registering for VAT, submission of VAT documents, avoidance of penalties and VAT rulings, how vendors can manage SARS obligations effectively.



HR & workplace safety

LABOUR PUBLIC SECTOR

Focused on government departments: Relevant PSCBC resolutions and precedents such as recognition agreements, responding to unlawful strikes and applications for condonation and rescissions.

MINE HEALTH AND SAFETY

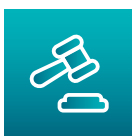
Commercial transactions related to mine health and safety, investigating and reporting incidents, holding inquiries, and appealing decisions of Inspectors under the Mine Health and Safety Act.

LABOUR

Employee cycle from start to discipline and dismissal, and chairing disciplinary enquiries. Policies for handling sexual harassment, social media at work, using company devices, strike handling and mitigation and transformation strategies.

OCCUPATIONAL HEALTH AND SAFETY

Compliance with health and safety laws, including the record of explanation, understanding safe working procedures and checklists for a lock-out or tag-out programme, as well as general safety, construction and facility regulations.



General practice

CIVIL PROCEDURE

Litigation in the Magistrates', Regional and High Courts. Actions, applications, appeals, reviews and execution of judgments with simple explanations of the rules and relevant practice directives. Precedents and templates covering a wide range of matters.

DISPUTE RESOLUTION

Conciliation, mediation, arbitration and court-annexed mediation, with rules of all major arbitrary bodies including the Arbitration Foundation of SA, the Association of Arbitrators and Africa-ADR.

TRUST WILLS AND ESTATES

Forming a trust, preparing a will and implementing an estate plan, including formation, types and general principles of a trust, creation of wills and governing principles, estate administration, liquidation, distribution and tax-calculations.

BUSINESS LAW

Managing business affairs: Registration requirements, risk in terms of IP protection, compliance with competition laws, property agreements, franchising, supply chain management and termination of a business.

FAMILY LAW

Paternity disputes, spousal maintenance, Children's Court matters and aspects such as international child abduction, adoption, surrogacy and assisted reproductive technology. Forms and precedents: Antenuptial contracts, divorce summons, maintenance applications, protection orders etc.

RECOVERIES AND DEBT COLLECTION

Placing a debtor *in mora*, issuing a letter of demand, finalising a matter, obtaining a judgment against the debtor, section 65 applications, transfer of matters to other courts and attaching property for execution.

LEGAL PRACTICE AND COMPLIANCE

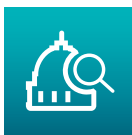
Practice management from setting up a practice to handling ongoing compliance in terms of FICA, law societies, AFF and the AIIF to managing employee and client relationships.

IMMIGRATION LAW

Immigration processes, practices and law, covering the issues, obligations and offences relating to immigration, visa applications, working, retiring and studying in SA, citizenship, permanent residency and refugee status.

REAL ESTATE, LAND AND CONVEYANCING

Conveyancing process with precedents and actions to be taken, including establishing a sectional title scheme and managing body corporate affairs.



Corporate law

INSOLVENCY

Application processes, requirements and procedures set out in the Insolvency Act 24 of 1936 to assist insolvency practitioners and insolvents with liquidation, sequestration and business rescue matters.

COMPETITION LAW

Horizontal and vertical practices, reportable mergers, when to notify, how to apply for leniency and lodge confidentiality claims. Detailed do's and don'ts on managing dawn raids and the Commission's powers.

FINANCE AND LENDING

Legal considerations regulating financing, types of security, asset and project finance for informed decision-making in structuring specific transactions.

MERGERS AND ACQUISITIONS

Due diligence exercises, mergers and amalgamations, valuation methods, restructuring during business rescue and takeover implications. Precedents on sale agreements, board resolutions and minutes required for companies and guarantees.

INTELLECTUAL PROPERTY

Legal aspects relating to IP, from key terms to different forms of IP and how these can be protected or enforced. Traditional types of IP such as trademarks, copyright, patents and designs to unique types such as plant breeders' rights and domain names.

Focus on what matters

The structure and table of contents are topic-focused and replicate the main workflows and questions practitioners are faced within their field of law. Simple, concise and practical guidelines help users to get quick answers, and include links to case law, legislation and additional analyses for those wanting to engage further on a specific topic. While the content is simple enough for the junior practitioner or legal outsider, Lexis® Practical Guidance also delivers enough depth and detail for the seasoned specialist. Senior practitioners will find that it helps to keep them well-informed of developments and best practices and facilitates insight into issues that arise outside of their main area of specialisation.

Apply the law with ease

Lexis® Practical Guidance is an effective tool for practitioners, legal advisors, knowledge managers and support lawyers. Not only will it help you to understand the law, it also provides the practical steps needed to apply the law. It's the smart all-in-one guidance you need to improve efficiencies, reduce outsourcing costs and manage legal risk.

The screenshot displays the LexisNexis Practical Guidance interface for Trade Marks. The sidebar on the left lists various practice areas, with 'Intellectual Property' selected. The main content area shows the 'Trade marks - Application and registration process of trade marks' overview, with a table of contents listing topics like 'What is a trade mark and a mark?', 'Types of trade marks', 'Registration process', 'Opposition to trade mark application', and 'Effect benefits and renewal of trade mark registrations'. The right-hand panel, titled 'Essentials', provides quick access to 'Forms & Precedents', 'Checklists', and 'Other Resources'. Three callouts (A, B, and C) highlight specific features: A points to the sidebar, B points to the table of contents, and C points to the 'Essentials' panel.

A High level overview of contents for each practice area.

B Direct access to relevant guidance notes, commentary, legislation and case law provides practical know-how.

C Forms, precedents, checklists, and flow charts help you execute tasks accurately and provide advice that is compliant.



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