“20 Years Of Legal Advice In Sub-Saharan Africa”
"Even a journey of 1000 miles begins with the first step"

-Lao Tse
Established in 1995, INTO SA assists foreign companies venturing with their brands and products into Sub-Saharan Africa, by offering a safe and sound legal framework for doing business safe and successfully.

Today INTO SA is a Public Company, which through its Branch and Brand Network, provides assistance and services in all aspects of Company Set-Ups, Immigration Visa to any Sub-Sahara African destination, facilitation of all Tax Registrations, Business & Sector Licenses as well as strategic guidance to comply with local Empowerment Legislations as well as in-depth Market Intelligence across all 49 countries in Sub-Saharan Africa.

INTO SA has become the leading multi-disciplinary Advisory Partner, who provides any business with the Experience, Transparency and Integrity to succeed in Sub-Saharan Africa. In South Africa the company and all its branches are recognised to be Level 1 BEE Contributors and provide all clients with a dedicated multi-lingual team of legal, fiscal and economic experts, collectively benefitting from over one hundred years of university education and experience.

More than three hundred successful Business Establishments with a total Investment of just over Eight Billion South African Rand over the past two decades give ample testimony to the fact that providing new ventures with old knowledge will inevitably lead to success.

Furthermore, Into SA operates together with its international partners with the eAFRICA Platform, a unique gateway to access any market in Sub-Saharan Africa. Whether it is African Government Tenders or contacts to or the establishment of own Import and Distribution Channels, the Membership in this Platform ensures that the experience and the knowledge specific to each country become and remain our clients’ reliable and ever-present companion on every step of the way into a new African Market.

The Into SA Learning Academy (Pty) Ltd was established by Into SA Limited. The company has created the Into SA Learning Academy to give a little back to Africa and improve the economy by providing quality assured educational facilities that individuals can access.

On their WebPage into-sa.com, Into SA offers an extensive Information Library, which offers the Laws of Sub-Saharan Africa (eLAW), Information Leaflets on local legal issues (eINFO) and an overview over bilateral treaties for each country in Sub-Saharan Africa (eTREATY) online free of charge.
The Services

Immigration Law
- Consultation concerning Applicable Visa Applications.
- Guidance throughout the Process, Providing Relevant Documents, Drafts and Information.
- Close Monitoring of the Timeframe in Respect to the Client’s Individual Needs.
- Compiling Applications, Schedules and Business Plans.
- Coordination of Necessary Translations and Certifications of Personal and Official Documents.
- Placement of Advertisements.
- Obtaining of Recommendation Letters and Certificates from DTI, DoL, TISA, WESGRO, TIKZN and SAQA.
- Drafting of Benchmarking and Employment Equity Reports.

Company Law
- Advice on Suitable type of Company, Trust or other Corporate Structures.
- Incorporation of Private, Public and Non-Profit Companies as well as Trusts in all Jurisdictions World-Wide.
- Business Name Search and Reservation.
- Drafting of Company Documents, Resolutions and Notices.
- Change of Directors, Shareholders, Auditors, Members and Company Secretary.
- Amending Financial Year, Share Capital, Share Allotment and Registered Address.
- Draft of Share Purchase and Shareholders’ Agreements.
- Legal Due Diligence and Background Checks on Companies and Individuals.
- Serving as registered Company Secretaries.
- Submission of Annual Returns to Registrar of Companies.
- Dormancy Declarations and Reinstatement of Companies.
Legal Consulting

- Legal Consulting in Respect of South African and Sub-Sahara African Law.
- Drafting of Contracts in German, English, Portuguese, Spanish, Czech and Slovak.
- Negotiations and Communication with Business Partners, Representatives and Legal Advisors.
- Drafting of Legal Documents such as Powers of Attorney, Affidavits, Acknowledgements of Debt and Undertakings Franchise Contracts and BEE Handbook.
- Drafting and Creation of Last Will and Testaments.

Economic Empowerment Consulting

- Consulting in Respect of Broad-based Black Economic Empowerment (South Africa), Citizens Economic Empowerment (Zambia) and Indigenisation and Economic Empowerment (Zimbabwe).
- Draft of Handbooks and Empowerment Strategies.
- Facilitation of Supplier and Enterprise as well as Socio-Economic Development.
- Specialised Compliance Solutions for Foreign Owned or Managed Companies.
- Skills Development Facilitation and SETA Submissions.
- Drafting of Enhanced Recognition Affidavits.
- Communication and Access to Veri/f icators.
Executor of Estates

- Appointment as Executor of Late Estates.
- Registration of Estates.
- Drafting of Liquidation and Distribution Account.
- Submissions to Master of the High Court.

Tax & Public Registrations

- IT: Income Tax
- VAT: Value-added Tax, Employee Tax (PAYE)
- PAYE: Employee Taxes
- UIF: Unemployment Insurance Fund
- SDL: Skills Development Levy
- NPO: Non-Profit Organisation
- PBO: Public Benefit Organisation
- SETA: Sector Education Training Authority
- CIDB: Construction Industry Development Board
- COIDA: Workmen’s Compensation
- Import and Export Customs Registrations.
- Tax Clearance Certificates.
Serviced Office Space (eOFFICE)
- Registered Physical Business Address.
- Work Station with Internet Access and Telephone.
- Dedicated Telephone Number with Receptionist Service.
- Receipt of Post and Transfer via Courier or Email.
- Usage of Boardrooms.

Government Grants
- Information on Available Grant Programmes.
- Assessment of Qualification for Grants.
- Draft of Application Under the Applicable Grant Programme.
- Application Monitoring and Communication with Relevant Authorities.
- Appeals and Motivation Letters.

Market Research
- Fiscal, Legal and Political Environment of Target Market.
- Analysis of Target Market.
- Overview over Competitors in Specific Markets.
- Development and Adjustment of Market Entry Strategies.
- SWOT and USP Analysis for Products and Projects.
- Business To Business Facilitation into Sub-Saharan Africa (eAFRICA).
- Business To Government Facilitation into Sub-Saharan Africa (eAFRICA).
- Analysis of Target Markets in Sub-Saharan Africa.
- Representation of Company in the Identified Country.
- Introduction to Government Representatives.
- Facilitation of Tender or Partnership Participation.
- Draft of Documents for Engagement in the Identified Country.
Other Services

- FOREX Advice and Reserve Bank Approvals for Foreign Loans.
- Opening of Bank Accounts and Access to Banking Facilities of Into SA Banking Partners (FNB, SasFin, Nedbank Wealth).
- Licensing (Business, Food Products, Hospitality, Liquor, IPP).
- Protection and Registration of Intellectual Property Rights.
- Credit and Financial as well as Legal Background Checks.
- Import Assistance as Registered Agent with SARS.

Into SA Divisions

intoSA ACADEMY

Training Academy for Soft Skills

Into SA Academy trains and teaches all skills that compliment and support today’s business environment. Accredited with the Service SETA, the respective Courses provide Certificates and Diplomas, which benefit the career of each employee, improve his or her value for the employer and are recognized as Skills Development within the South African BEE Framework. For more information: academy.into-sa.com
Travel Management

Into SA Travel is a Travel Management Company, which offers Into SA clients access to favourable airplane tickets, discounted Car Hire Rates and preferred Room Rates for Accommodation. The company also specializes in the organisation of travelling Business Delegations and offers Access to prime Luxury Holiday Destinations and Safaris.

Non-Profit Organisation

Into SA maintains and supports its own Non-Profit Organisation by raising funding within the Social-Economic Development component of its Client’s BEE Scorecard to support Education and the Standard of Living for the impoverished parts of Society. Into SA Empowerment (ISEC) NPC is registered as Non-Profit Organisation with the Department of Social development, No. 178-652 NPO.

Into SA Trademarks

eAFRiCA  intoHR

eB-BBEE  eOFFiCE

eBRiEF  eVISA

eiINFO
Black Economic Empowerment Contributor

Into SA is a Qualifying Small Enterprise (QSE) and together with its subsidiaries recognized as Level 1 Contributor to the Broad-based Black Economic Empowerment (BEE) in South Africa. For our Clients this means that the value of all services and support rendered by Into SA will be recognized with 135% in their Preferential Procurement, which forms part of the Enterprise & Supplier Development Element.

It also means that all courses, workshops and learning programmes offered by Into SA Academy are fully recognized under the Skills Development Element and the cost thereof as Preferential Procurement calculated at 135%.

Into SA Regional Offices

- intoSA Limited
- intoSA Tshwane
- intoSA Johannesburg
- intoSA Cape Town

- intoSA Tanzania
- intoSA Rwanda
- intoSA Mozambique
- intoSA Central Europe
- intoSA Turkey
INTO SA Memberships

- Association of Fraud Examiners (AFE)
- Austrian Business Chamber (ABC)
- South African Netherlands Chamber of Commerce (SANEC)
- Southern African - German Chamber of Commerce (SAGC)
- Swiss Chamber of Commerce (SwissCham)
- Johannesburg Chamber of Commerce & Industry (JCCI)
- Capital City Business Chamber (CCBC)
- South African Photovoltaic Industry Association (SAPVIA)
intoSA

Your Foreign Corporate Legal Advisory Firm
For Sub-Saharan Africa Specialising In
Corporate Law, Immigration, Licenses and Tax
Registrations as well as BEE / CEE Advice,
Government Grants And Serviced Office Space.

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