

UNIVERSITY OF KWAZULU-NATAL

LEGAL SERVICES

**NOTICE TO ALL UNIVERSITY PERSONNEL, COLLEGES, DIVISIONS, SCHOOLS, DEPARTMENTS AND
SECTIONS**

Line Managers are requested to print a copy of this document for display in a prominent position in their College/Division/School/ Department/Section and to bring it to the attention of staff members who do not have access to Microsoft Outlook

It is imperative in light of the 2021 December year end closure, that instructions for Legal Services to process contracts via the electronic Contracts Management System be submitted timeously and **by no later than close of business on Friday 03 December 2021**. This is especially applicable where the proposed contract commencement is **03 January 2022** or sometime during the course of that month. Your cooperation with this request will assist Legal Services to attend to the instruction timeously to ensure that the contract is finalized prior to the intended commencement date.

Please also note that the **closing date** for all other legal queries (general and Intellectual Property) dealt with as manual files, ordinarily sent to the designated Legal Services mailboxes / or directly to Legal Services staff, **is 10 December 2021**. (These are the requests that are generally submitted for advice, drafting, other documents that require vetting and authorized signature and etc.)

Legal Services will take no responsibility for late finalization of a contract occasioned by incomplete or late referral instruction received after the time stated above. You are advised that a late referral of a contract for processing, with a consequent late finalization may cause prejudice to the contracting parties (the University included). You may be liable for this prejudice; Legal Services will take no responsibility for any liability occasioned by it.

You are reminded that all proposed contracts and memorandums of understanding have to be referred to Legal Services for processing via the University's electronic contracts management system. The processing commences with the completion of the online referral form. To access this form kindly refer to the following address:

<http://legalservices.ukzn.ac.za/ContractsManagement.aspx>

If you should require any assistance with the online referral, kindly contact Mr Randy Phalad (phaladr@ukzn.ac.za) and Ms Slindile Khumalo (khumalos1@ukzn.ac.za) (Contracts Management Legal Services) on X 7455/0833279846 or X 8199 or X3580.

**ADV. PAUL FINDEN
DIRECTOR LEGAL SERVICES**

21 October 2021

