

□ BRISCOE  
□ ATTORNEYS

CONVEYANCERS & NOTARIES



A member of



international commercial law alliance

001 / P001

# About the Firm

002 / P003

# Areas of Expertise

- P004 - Commercial Law
  - Trusts & Administration of Estates
  - Competition
  - Family & Matrimonial Law & Antitrust
- P005 - Conveyancing & Property
  - Intellectual Property
  - Labour Law
- P006 - Litigation & Dispute Resolution
  - Mediation & Arbitration
  - Mining & Environment

003 / P007

# Legal Team

- P008 - Andrew Briscoe
- P009 - Daphne Kgalaletso Briscoe
- P011 - Katlego Sefako
- P012 - Anna Shatera
- P013 - Kristy Bassingthwaighte

001

# About the Firm

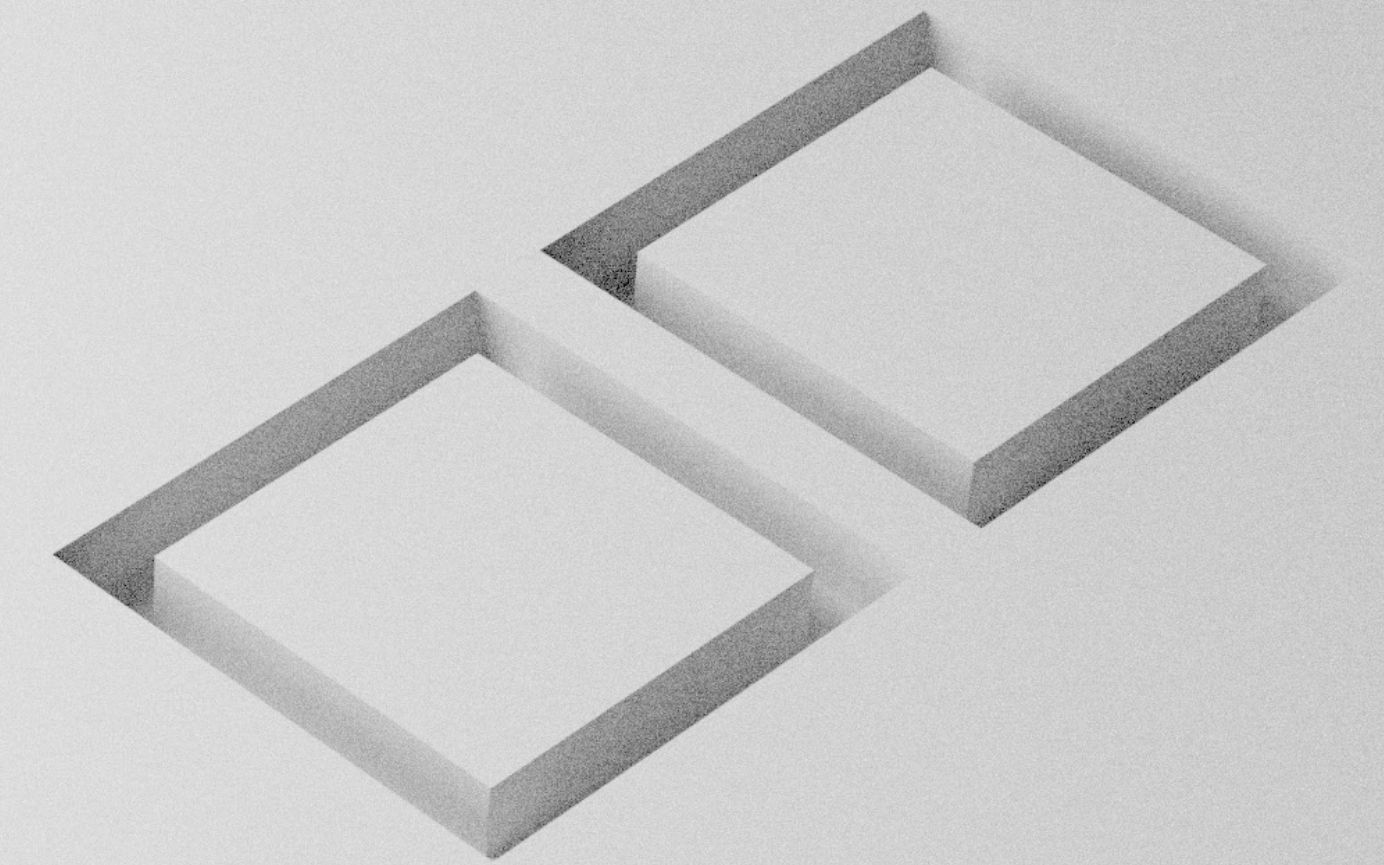
# About the Firm

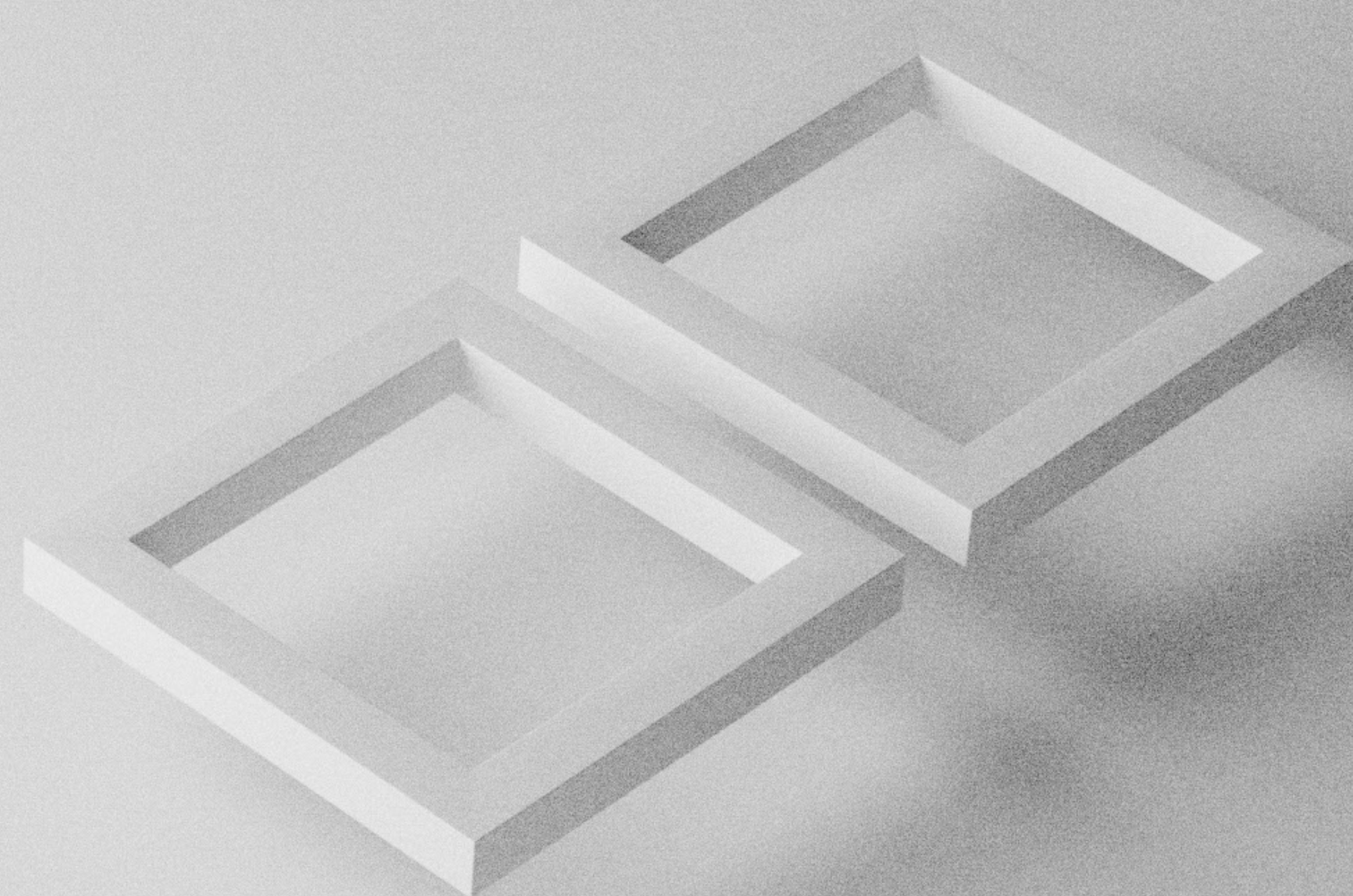
Briscoe Attorneys is a leading boutique law firm in Gaborone, Botswana with an exceptional track record in providing legal advice and services to clients across the private and public sectors. Briscoe Attorneys was established in 1994 by Daphne Kgalaletso Briscoe and now comprises of over 25 staff members.

Briscoe Attorneys is a member of the International Commercial Law Alliance (ICLA), which is an alliance of independent law firms in over 40 countries. Our membership in a prestigious law alliance sets us apart from other competitors in the industry and gives us access to an extensive network of legal professionals, renowned for their exceptional skills and in-depth knowledge. Our collaborative efforts ensure that our clients receive the most comprehensive and effective legal solutions available.

Briscoe Attorneys offers a wide range of legal services, ensuring that its team-based approach delivers innovative, practical and cost-effective solutions to its clients, offering accessible and complete legal services to a diverse client base.

As a dynamic and multi-faceted law firm, we distinguish ourselves through our adherence to the core values that guide not only our practising of the law, but all our personal and professional interactions. By entrusting Briscoe Attorneys with your legal issues, you know you are in capable hands.





002

# Areas of Expertise

001

# Commercial Law

Briscoe Attorneys has an established reputation in commercial law and provides a wide range of advisory and drafting services including:

- Business purchases and sales
- Business franchising
- Commercial agreements
- Commercial litigation
- Company formations
- Joint venture agreements
- Management buy-outs
- Mergers and acquisitions
- Shareholder agreements

002

# Trusts & Administration of Estates

- Drafting of Wills
- Advising on estate planning & options
- Formation of estates
- Managing the estates
- Executing the estate
- Advising on and setting up of Trusts

003

# Competition & Antitrust

Submission of merger notifications  
Merger approval  
Monopolies and anti-competitive practices  
Commercial and exclusivity agreements

004

# Family & Matrimonial Law

- Divorce
- Access and custody disputes
- Domestic violence
- Maintenance
- Adoption
- Settlement agreements
- Drafting wills and handling the administration of deceased estates

005

# Conveyancing & Property

The reputation of our conveyancing and property department is second to none in Botswana. All transactions are personally handled by Daphne Kgalaletso Briscoe and dealt with as speedily as possible, subject to due diligence and the highest standards of professional care. We specialise in work for developers of residential and commercial property. Our services include:

- Conducting searches on immovable property
- Consolidation of immovable properties
- Conducting searches on instruments under the Married Persons Property Act
- Land usage and planning applications
- Lease agreements
- Rectification and endorsements on deeds records
- Registration of securities including mortgage bonds, deeds of hypothecation and cession of book debts
- Registration of transfers of immovable property
- Registration of trusts
- Registration of sectional titles
- Notarial deeds and cession in respect of tribal properties

006

# Intellectual Property

Briscoe Attorneys offers a range of services and expertise in relation to intellectual property law, which include:

- Advice on patents, trademarks, copyright and design
- Filing and registration services for intellectual property
- Intellectual property due diligence services
- Licensing agreements
- Litigation on intellectual property matters

007

# Labour Law

Labour law is one of our major strengths. This is a dynamic area of legal practice which requires understanding of the latest legislation and decisions of the Industrial Court, the High Court and the Court of Appeal. Our reputation in this area is enhanced by Andrew Briscoe's Annual Labour Law Update seminars which have inspired and informed human resource and labour specialists since 1995. We provide practical and specialist legal advice on the complete range of legal issues affecting employment in Botswana including:

- Contracts and conditions of employment
- Collective agreements
- Disciplinary and grievance procedures
- Fair and unfair dismissals
- Litigation in the Industrial Court, the High Court and the Court of Appeal
- Recruitment
- Retrenchment and termination of employment
- Settlement agreements

008

# Litigation & Dispute Resolution

Our litigation department provides extensive general and specialist services to clients on a wide range of matters. An important aspect of our litigation work is to evaluate whether litigation can be avoided by resolving issues early and making settlements out of court. Our litigation services include:

- Legal opinions
- Urgent applications
- Case management services to clients in litigious matters for Magistrates Courts, the High Court, the Industrial Court, and the Court of Appeal, as well as support for alternative dispute resolution (mediation and arbitration)
- Banking and finance litigation
- Contract litigation
- Construction litigation
- Intellectual property related litigation
- Labour and employment issues
- Matrimonial litigation
- Medical malpractice
- Personal injury litigation
- Property litigation
- Settlement negotiations

009

# Mediation & Arbitration

Alternative dispute resolution refers to the different ways people can resolve disputes without a trial and is designed to settle disputes outside of the courtroom with the help of an impartial third party. Our expertise include:

- Neutral evaluation
- Mediation
- Arbitration

010

# Mining & Environment

Briscoe Attorneys has an established reputation in advising companies within the mining sector on matters relating to, amongst other things:

- The drafting of commercial agreements
- Employment
- Corporate social responsibility
- Environmental compliance
- General regulatory work





003

# Legal Team

001

# Andrew Briscoe

Consultant

Andrew obtained a degree in law from the University of Durham and went on to study at the Universities of Nottingham and Cambridge. Before emigrating to Botswana in 1993, he lectured in law in Nottingham and London. He has been a consultant to Briscoe Attorneys since 1994.

Andrew has undertaken many consultancies on law and policy development in Botswana and Southern Africa, addressing issues such as combating corruption, governance and transparency, environmental law, labour law, and small business regulation. Clients include the Botswana Parliament, various ministries of the Botswana Government, the UK Department for International Development and international organisations such as the World Bank, the Southern African Development Community, the BGR [Bundesanstalt für Geowissenschaften und Rohstoffe, of Germany], the Friedrich Ebert Foundation, the International Development Research Centre (Ottawa), the International Bar Council, the Swedish International Development Authority, and Transparency International.

Andrew's work for the Government of Botswana includes his appointment in 1997 as the consultant to the Minister of Commerce and Industry's Task Force for Development of Policy for Small, Medium and Micro Enterprises. In 2002-3, he was commissioned by the Botswana Parliament to report on the Independence of Parliament, and has amongst other things drafted labour legislation for Parliament, and a Code of Conduct for Members of Parliament. Andrew was also been contracted by the Directorate of Public Service Management to conduct seminars on Labour Law for Permanent Secretaries and their deputies, and also for the Ambassadors and High Commissioners serving in Botswana's various missions abroad.

Andrew was a founding member and director of Transparency International Botswana, and has served on small business promotion agencies in both Botswana and the Southern Africa Development Community.

Andrew's greatest passions in life are his wife, his sons, and writing. In addition to writing on law, he has also contributed over 50 articles on aspects of postal history in Southern Africa to specialised philatelic journals, several of which have received awards.



002

# Daphne Kgalaletso Briscoe

Managing Partner

## Qualification and Experience

She has vast experience in conveyancing, civil litigation, debt collection and labour related matters, she has been a Magistrate from 1986-1987. She has also appeared in the Magistrate Courts, High Court, Court of Appeal and the Industrial Court of Botswana. She has extensive experience in drafting court documents, conducting Legal research and rendering legal advice. She obtained her Bachelor of Laws from the University of Botswana 1986 and received training for Trial Advocacy in the University of London.

## Education

- University of Botswana - Bachelor of Laws 1981 - 1983
- University of Edinburgh, Scotland 1983 - 1984
- University of Botswana 1985 - 1986 Bachelor of Laws
- Commonwealth Young Lawyers Course, London University, attached to Institute of Advanced Legal studies and School of Oriental and African studies - 1989
- Women in Business and Management, a course at City University, London - 1992

## Detailed Tasks Assigned

Overseeing the Law firm including dealing Labour Law Matters, Commercial which includes Investments, Mergers and Acquisitions. Consultation of Clients, carrying out legal research, legal opinion and legal advice, appearing at the Magistrate Court, High Court, Industrial Court, Court of Appeal, Arbitration, Drafting of Agreements, commercial transactions, contracts, company liquidations, intellectual property; professional liability, Discipline & Regulation; individuals in respect of personal injury claims; medical negligence/malpractice and court documents.



009

## Professional Memberships

- Admitted as Attorney, Notary Public and Conveyancer - 1987
- Member of the Law Society of Botswana - 1996 to date
- Member of the Law Society of Botswana Disciplinary Committee - 1996 to date
- Member of the Women Lawyers Association Botswana - 2003 to date
- Board Member, Air Botswana - 2008 to date
- Member of the Council for the National Vision 2036 - 2017 to 2022
- Board Member, Bank of Botswana - 2017 to date
- Appointed as the Interim Chairperson of the Bank of Botswana

## Language

- English
- Setswana

## Experience Record

- Dealings with Commercial and Investment transactions at a Board Level as a Board Member of Bank of Botswana, Council Member for 2036 Botswana Vision, Board Member Air Botswana
- Property and other Investments
- Sole trader of Briscoe Attorneys from 1994 to date, Gaborone
- Consultant in Botswana Law in London with the University of London from 1991 -1993
- Professional Assistant at Armstrong Attorneys from 1987 -1990, Gaborone
- Magistrate from 1986 - 1987, Gaborone



003

# Katlego Sefako

Attorney

## Education

University of Botswana: Bachelor of Laws:  
2010 - 2016

## Professional Memberships

Law Society of Botswana

Language

- English
- Setswana

## Qualification and Experience

Katlego is a dynamic and results oriented Associate Attorney. She obtained her Bachelor of Laws from the University of Botswana in 2016 and received training for Trial Advocacy in 2018. She has 7 years post qualification experience. She is admitted as an attorney, conveyancer, and notary public in the courts of Botswana. Katlego has further expanded her studies and acquired a Compliance Management Certificate with University of Cape town.



004

# Anna Shatera

Attorney



## Qualification and Experience

Anna is a versatile Associate Attorney with 6 years of experience in civil litigation. She obtained her Bachelor of Laws Degree from the University of Botswana in October 2017 and holds a Post Graduate Diploma in Advanced Taxation and a Certificate in Enterprise Risk Management, both obtained from Botswana Accountancy College. Anna has appeared before the Court of Appeal, High Court, Industrial Court and Magistrates Court.

## Other Achievements

- Certificate of Completion – Justice Advocacy Africa and The Law Society of Botswana – Trial Advocacy Training – 10th November 2018
- Certificate of Attendance – Botswana Stock Exchange Listings Requirements Workshop – 31st March 2021

## Education

- University of Botswana: Bachelor of Laws 2017
- Botswana Accountancy College: Post Graduate Diploma in Advanced Taxation 2019
- Botswana Accountancy College: Post Graduate Certificate in Enterprise Risk Management 2021

## Professional Memberships

Member of the Law Society of Botswana

## Language

- English
- Setswana

005

# Kristy Bassingthwaighte

Attorney

## Education

- Bachelor of Commerce - Rhodes University
- Bachelor of Laws - Rhodes University

## Language

- English
- German

## Qualification and Experience

Kristy has experience in commercial litigation, particularly in matters involving commercial leases, business rescue and liquidation proceedings, marital and commercial divorces, delictual claims, mediations and arbitrations. Kristy's experience ranges from conducting legal research, drafting legal opinions, providing legal advice and drafting legal documents. Kristy obtained her Bachelor of Commerce and Bachelor of Laws from Rhodes University and commenced employment with Eversheds Sutherland, a global law firm in South Africa, in 2020.

## Professional Memberships

Member of the Law Society of Botswana



 BRISCOE  
ATTORNEYS

---

CONVEYANCERS & NOTARIES



Plot 133, Independence Avenue  
Gaborone, Botswana  
(+267) 3 953 377  
(+267) 71 359 316  
admin@briscoe.co.bw