



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Legal Documentation Administration For Asset Sales Training

Business, Commerce and Management Studies / Marketing

Unit Standard 117025 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to administer legal documentation for asset sales, ensuring compliance with South African financial and legal frameworks. It covers the preparation, verification, and management of contracts, deeds, and supporting documents in asset transactions. By the end, participants will be able to streamline documentation processes and mitigate legal risks.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	117025
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply legal principles to administer asset sale documentation in compliance with South African law.
- Analyze asset sale contracts to identify key terms, obligations, and potential risks.
- Evaluate the completeness and accuracy of legal documents, including deeds and transfer forms.
- Implement procedures for the secure storage and retrieval of asset sale records.
- Demonstrate the ability to coordinate with stakeholders, such as conveyancers and financial institutions, during asset transfers.
- Design a checklist for verifying legal documentation against regulatory requirements.

WHO SHOULD ATTEND

- This course is designed for legal administrators, paralegals, finance professionals, and asset managers involved in the sale or transfer of assets.
- It is ideal for those seeking to enhance their document handling capabilities in corporate or legal environments.

COURSE OUTLINE

Day 1: Introduction to Legal Documentation in Asset Sales

- Overview of asset sales vs. share sales
- Legal framework: Companies Act, Consumer Protection Act, common law
- Types of assets: tangible, intangible, movable, immovable
- Roles of legal professionals, conveyancers, and administrators
- Ethical considerations in legal documentation
- Introduction to standard asset sale documentation

Day 2: Core Components of Asset Sale Agreements

- Structure of an asset sale agreement
- Parties, recitals, and definitions
- Purchase price and payment terms
- Representations and warranties
- Conditions precedent and subsequent
- Indemnities and limitation of liability
- Breach and remedies

Day 3: Due Diligence and Disclosure in Asset Sales

- Purpose and scope of due diligence
- Due diligence checklist for asset sales
- Reviewing contracts, licences, and permits
- Intellectual property and data privacy considerations
- Environmental and regulatory compliance
- Preparing the disclosure letter
- Legal consequences of misrepresentation

Day 4: Transfer of Assets and Title Documentation

- Transfer of ownership: delivery, registration, endorsement
- Documentation for movable assets: bills of sale, delivery notes
- Documentation for immovable assets: deeds of transfer
- Intellectual property assignment agreements
- VAT, transfer duty, and capital gains tax considerations
- Role of the Companies and Intellectual Property Commission (CIPC)
- Practical exercise: completing a transfer form

Day 5: Post-Completion Obligations and Regulatory Compliance

- Post-completion steps: filings, notifications, announcements
- Competition Act: merger notification thresholds
- Sector-specific regulations (e.g., financial services, mining)
- Retention and destruction of records
- Handling warranty claims and disputes
- Litigation vs. alternative dispute resolution
- Practical case study: post-completion checklist

Day 6: Advanced Topics: Complex Assets and Cross-Border Sales

- Sale of a business as a going concern

- Share block and sectional title transfers
- Cross-border asset sales: jurisdiction and governing law
- Exchange Control Regulations and SARB approvals
- Double taxation agreements and withholding tax
- Documentation for international asset transfers
- Practical workshop: drafting a cross-border clause

Day 7: Practical Integration and Assessment

- Simulated asset sale transaction: from mandate to close
- Drafting a complete asset sale agreement
- Preparing due diligence report and disclosure letter
- Completing transfer documentation
- Post-completion filing and compliance checklist
- Peer review and feedback session
- Final assessment: written test and practical exercise

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	25 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	26 Aug 2026	On-Campus	Harare, Zimbabwe
18 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE
19 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed — on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 117025) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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