**UNIVERSITY OF KWAZULU-NATAL**

**UNIVERSITY NOTICE – LEGAL SERVICES**

**IMPORTANT NOTICE - CHANGE IN ALLOCATION OF WORK – LEGAL ADVISORS**

Dear University Colleagues

Please be advised that with effect **1 July 2017**, the Legal Advisors allocation of work will no longer be on a College or Division specific basis, but rather on a fairer rotational basis. This means that as you refer contracts to Legal Services for vetting, request legal advice or legal opinions, the Legal Advisors will be allocated these matters on a rotational basis as they are received.

**It is important to note that:**

1. When you refer a **contract for vetting**, you will be required to access and upload it into the electronic contracts management system. The link to access the system for this purpose is: <http://legalservices.ukzn.ac.za/ContractsManagement.aspx>

If you require **assistance with the contract upload into the system, supporting documentation and approvals**, please contact the following Legal Services Staff:

* Mr Randy Phalad

Email: [phaladr@ukzn.ac.za](mailto:phaladr@ukzn.ac.za)

Tel: (031) 260 7455

OR

* Ms Slie Khumalo

Email: [Khumalos1@ukzn.ac.za](mailto:Khumalos1@ukzn.ac.za)

Tel: (031) 260 8199

1. When you wish to **follow up** on progress, query anything relating to your **contract referral** or if you have a **request for general legal advice/assistance**, please make use of the following e-mail address requesting services: [legalservices@ukzn.ac.za](mailto:legalservices@ukzn.ac.za)

Alternatively, you may **contact legal services in person** using the following contact number: (031) 260 1257.

**ADV. PAUL FINDEN**

**DIRECTOR LEGAL SERVICES**

**26 June 2017**