

BBBEE VERIFICATION REQUEST FORM

All sections of this form **must** be duly completed, and form returned to sales@siyandisasolutions.co.za for a quotation

MEASURED ENTITY INFORMATION:

Registered name of Measured Entity									
Trading Name and/or Division									
Registration Number									
VAT Number									
Contact Person	Full Names								
	Designation								
	Telephone Number								
	Cell Number								
	Fax Number								
	E-mail Address								
Head Office	Physical Address				Postal Address				
Number of branches (if any)									
Provincial Spread of branches (Tick region where entity has branches)									
Gauteng	E Cape	W Cape	N Cape	Limpopo	Free State	Northwest	KZN	Mpumalanga	
Scope Applied for		BBBEE Verification		EME Verification		Ownership Verification		Other	
If scope is "Other", please specify									
Is this application for a consolidated verification including subsidiaries or divisions?									
If yes, please add the names, registration numbers & VAT numbers of the subsidiaries and or divisions that will form part of this verification on annexure A. You may also provide us with a separate sheet listing the info requested below for each subsidiary or division									

FINANCIAL INFORMATION:

Financial Year End (Month):		Measured Financial Year: e.g. 2023	
Turnover of Measured Financial Year:		R	
Type of Financial Statements (For the measured Financial Year)		Audited Statements	
Management Accounts			

BUSINESS ACTIVITY INFORMATION:

Business Sector(s):	
% Revenue from the above sector(s): (Give revenue % spread if entity operates in more than one sector)	
Brief Description of business activities of the measured entity:	

MEASUREMENT INFORMATION:								
% of Measured Entity Owned by Black People:								
Please describe the entity's Ownership Structure:								
Total Number of Employees:					Number of Black Employees:			
Employee Profile by Geographic Spread:								
Gauteng	E Cape	W Cape	N Cape	Limpopo	Free State	Northwest	KZN	Mpumalanga
Estimated Number of Suppliers:								
PRIORITY ELEMENTS – ONLY APPLICABLE FOR QUALIFYING SMALL ENTERPRISES								
Priority Elements Selection					Ownership (Mandatory)		X	
					Skills Development (Discretionary)			
					Enterprise and Supplier Development (Discretionary)			
PRIOR ASSOCIATION DISCLOSURES:								
Consultancy – Has the Measured Entity used the services of a BEE Consulting Agency within the last 48 months from the date of this application? – [YES][NO] <i>(Delete whichever is not applicable).</i> If YES , please provide details below								
Name of BBBEE Consulting Firm:								
Period when BBBEE Consulting services were received:								
Material Issues – Are there any other material issues you wish to disclose to Siyandisa's attention? [YES][NO] <i>(Delete whichever is not applicable).</i> If YES, please provide details below.								
GENERAL ENQUIRIES:								
How did you hear about us?								
Are you familiar with our FREE TO USE BBBEE Monitoring Tool?								
Have you used our FREE TO USE BBBEE Monitoring Tool?								
Would you like more information about our FREE TO USE BBEEE Monitoring Tool?								
Do you have any specific date by which you wish to have the certificate?								

DECLARATION:

I _____ in my capacity as _____ hereby request (based on the information provided in this form), Siyandisa Verification Solutions to prepare a quotation for the rendering of BBBEE Verification services. I confirm that I'm duly authorised to represent my company in making this request and confirm that, the information provided in this form is to the best of my knowledge a true reflection of my organisation.

As signed at _____ on this _____ day of _____ 20____

Signature: _____ Witness: _____

OVERVIEW OF THE VERIFICATION PROCESS

Process	Recommended Timeline
1. Enquiry into B-BBEE Verification is received from a Measured Entity ("ME")	ME
2. Send the Request for a BEE Verification (CP1F1) to Measured Entity	1-2 days
3. Form CP1F1 is completed by an authorized representative of the Measured Entity and returned to us	ME
4. We review the Request for a BEE Verification and decide whether we can perform the verification or not: 4.1. If we cannot perform the verification, we send the client a Notification of Non-Acceptance Alternatively 4.2. BEE Verification Proposal (CP1F2) is sent to the Measured Entity which includes a quote	1 - 3 days
5. Measured Entity accepts the BEE Verification Proposal (CP1F2)	1 - 10 days (ME)
6. The following is sent to the Measured entity: 6.1. Siyandisa's VAT invoice relating to the agreed verification fee (50%) 6.2. BEE Verification Service Agreement (CP2F1) 6.3. Notice of Verification Team 6.4. Link to Appeals Procedure (MP8) & Complaints Procedure (MP9) – incl in CP2F1. 6.5. Reference to Verification and Use of Mark and or Logo, incl in CP2F1. 6.6. Link to B-BBEE Dr where claims will be lodge	1 - 3 days
7. The following received from the Measured entity: 7.1. Signed BEE Verification Service Agreement (CP2F1) 7.2. Signed Notice of Verification Team 7.3. 50% Payment of verification fee	1 - 5 days
8. A kick-off is arranged where: 8.1. Measured entity is trained on the B-BBEE Dr 8.2. Dates are agreed as to when the Measured Entity will submit their claims online.	1 - 3 days
9. The measured entity submits claims online as well as mandatory evidence for elements	1 - 25 days
10. Claims are assessed by Siyandisa, samples are selected, and a notification (email) sent to the measured entity that samples are ready online.	1 - 5 days
11. Measured entity submits evidence for samples.	1 -13 days
12. Siyandisa review evidence submitted for verification and provide feedback on incomplete evidence through notes online. 12.1. Verification Plan is prepared and sent to the measured entity via e-mail and advised of noted on the online verification platform.	1 -14 days
13. Signed Verification Plan is received	1 - 3 days
14. On-site Verification takes place: 14.1. The appointed verification team will gather and examine all BEE related information, according to the On-site Verification Schedule, to obtain sufficient evidence to support a BEE verification recommendation	1 - 5 days
15. Submission of outstanding documents	1 - 4 days
16. The verification team submit the verification for review with their recommendation of the B-BBEE status	1 - 5 days
17. The verification manager examines the info and supporting documentation and issues a preliminary verification report & B-BBEE score.	1 - 10 days
18. Measured Entity is furnished with the preliminary verification report which must be accepted or queried within 5 working days failing which a final report is issued.	1 - 5 days
19. Measured Entity is furnished with the final BEE Verification report & Verification certificate on their B-BBEE status	1 day

Days are working days and exclude weekends and holidays. The BEE verification process should however be completed within 60days from the submission of the claims by the measured entity. and Management & Employee claims must be the most recent data. These timelines may change in the case of consolidate BEE verifications where timelines will be agreed with measured using the Project plan (CP2F6). Such timelines may not exceed 90 days.

ANNEXURE A

Consolidated verifications: please add the names, registration numbers & VAT numbers of the subsidiaries and or divisions that will form part of this verification. You may also provide us with a separate sheet listing the info requested below for each subsidiary or division.

[illegible]