



BEE EMPOWERED

BEE RATING AGENCY

PROCEDURE MANUAL	Doc Ref No: BEE/CP/13/A1
Title: Request for Verification	Revision No: 20
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Compiler: L Frank	Date Compiled: 1 September 2017
Approver: A Kotze	Effective date: 4 September 2017

REQUEST FOR VERIFICATION

I, _____ (state full names of Applicant)

duly authorized representative of _____ (hereinafter referred to as "the Measured Entity"), hereby request **1 NET BEE EMPOWERED (PTY) LTD ("BEE EMPOWERED")**, to carry out the Measured Entity's verification in accordance with BEE Empowered's proposal dated _____ at an agreed fee of * R_____

BEE Empowered to collect the B-BBEE Verification Certificates of _____ suppliers at a rate of R125.00 (VAT inclusive) per supplier. (delete this section if the Measured Entity is submitting the B-BBEE Verification Certificates of its suppliers).*

Particulars of the Measured Entity:

REGISTERED NAME OF BUSINESS			
TRADING AS (IF APPLICABLE):			
AUTHORISED REPRESENTATIVE (NAME, SURNAME, DESIGNATION)	NAME	SURNAME	DESIGNATION
TELEPHONE NUMBER	()	FAX NUMBER ()	
CONTACT PERSON: MOBILE NUMBER	()		
CONTACT PERSON: E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			

T: +27 21 511 0802 F: +27 21 511 0210 E: info@bempowered.net W: www.bempowered.net

A21, Block 1, Northgate Island, Section Road, Paarden Eiland 7405

PO Box 496, Howard Place, Pinelands 7450, Cape Town, South Africa

1 NET BEE EMPOWERED (Pty) Ltd Director: L Frank Reg No: 2016/401515/07





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COMPANY VAT REGISTRATION NUMBER	
ANNUAL TURNOVER	

Initials of Representative: _____

<p>VERIFICATION PERIOD: NOTE: IF YOUR FINANCIAL YEAR END IS PRIOR TO 1 MAY 2015, WHICH HAS NOT BEEN VERIFIED YET, YOU MAY ELECT TO BE RATED IN TERMS OF THE OLD CODES OR IN TERMS OF THE AMENDED CODES.</p>	<p>FROM:</p>	<p>TO:</p>
<p>TYPE OF SCORECARD REQUIRED</p>	<p>GENERIC ENTERPRISE</p>	<p>QUALIFYING SMALL ENTERPRISE</p>
<ul style="list-style-type: none"> AMENDED CODES OF GOOD PRACTICE NORMAL ENTERPRISE: 	<p>TURNOVER > R50 MILLION</p>	<p>TURNOVER IS BETWEEN R10 MILLION AND R50 MILLION</p>
<ul style="list-style-type: none"> AMENDED CODES OF GOOD PRACTICE SPECIALISED ENTERPRISE (Enterprise where ownership cannot be measured - Companies limited by guarantee, Higher Education Institutions, Non-Profit Companies, Public entities and other Enterprises exclusively owned by organs of State; Public Benefit Schemes or Public Benefit Organisations) 	<p>ANNUAL TOTAL REVENUE/ALLOCATED BUDGET/GROSS RECEIPTS > R50 MILLION</p>	<p>ANNUAL TOTAL REVENUE/ALLOCATED BUDGET/GROSS RECEIPTS ARE BETWEEN R10 MILLION AND R50 MILLION</p>
<ul style="list-style-type: none"> SECTORS WITH THRESHOLDS NOT SPECIFICALLY MENTIONED BELOW: 	<p>TURNOVER > R35 MILLION:</p>	<p>TURNOVER IS BETWEEN R5 MILLION AND R35 MILLION:</p>
<ul style="list-style-type: none"> TOURISM – Amended Tourism Sector Codes (Financial year end after 20 November 2015) 	<p>TURNOVER > R45 MILLION</p>	<p>TURNOVER BETWEEN R5 MILLION AND R45 MILLION</p>

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<ul style="list-style-type: none"> • MARKETING, ADVERTISING AND COMMUNICATION SECTOR CODE – Effective from 6 May 2016 (Advertising Industry & Marketing, Advertising and Communication Research Industry) 	TURNOVER > R50 MILLION	TURNOVER BETWEEN R10 MILLION AND R50 MILLION	
<ul style="list-style-type: none"> • MARKETING, ADVERTISING AND COMMUNICATION SECTOR CODE – Effective from 6 May 2016 (Public Relations Industry) 	TURNOVER > R10 MILLION	TURNOVER BETWEEN R5 MILLION AND R10 MILLION	
<ul style="list-style-type: none"> • AMENDED PROPERTY: ESTATE AGENTS/BROKERS/VALUATION COMPANIES – Effective 9 June 2017 	TURNOVER > R35 MILLION	TURNOVER BETWEEN R2.5 MILLION AND R35 MILLION	
<ul style="list-style-type: none"> • AMENDED PROPERTY: ASSET BASED – effective 9 June 2017 	NET ASSETS > R400 MILLION	NET ASSETS LESS THAN R400 BETWEEN R80 MILLION AND R400MILLION	
<ul style="list-style-type: none"> • AMENDED PROPERTY: SERVICE BASED – effective 9 June 2017 	TURNOVER > R50 MILLION	TURNOVER BETWEEN R10 MILLION AND R50 MILLION	
<ul style="list-style-type: none"> • AMENDED ICT SECTOR CODE (EFFECTIVE 7 NOVEMBER 2017) – effective 7 November 2016 	TURNOVER > R50 MILLION	TURNOVER BETWEEN R10 MILLION AND R50 MILLION	
<ul style="list-style-type: none"> • IF YOU FALL WITHIN A SECTOR CODE, PLEASE STATE APPLICABLE SECTOR CODE, I.E. AGRIBEE, AMENDED TOURISM, AMENDED FORESTRY, AMENDED PROPERTY, AMENDED INFORMATION AND COMMUNICATION TECHNOLOGY (ICT), TRANSPORT, FINANCIAL SERVICES (<i>Construction and Chartered Accountancy are no longer available, as the respective legislation has since been repealed</i>) 			
<p>GENERIC ENTERPRISES ARE TO BE VERIFIED ON ALL ELEMENTS</p> <p>BUT</p> <p>IN THE CASE OF QUALIFYING SMALL ENTERPRISES, PLEASE SELECT THE</p>	ELEMENT	Sector Codes not yet repealed	Amended Codes and Amended Sector Codes

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<p>ELEMENTS YOU WANT BEE EMPOWERED TO VERIFY BY MAKING AN "X" NEXT TO THE APPLICABLE ELEMENT:</p> <ul style="list-style-type: none"> QSE AgriBEE Sector – choose 5 elements Sector Codes not yet repealed(Other than Agri BEE) - choose 4 elements Amended Codes and Amended Sector Codes all elements must be verified, but please choose 2 priority elements, of which ownership must be one In the case of old codes/sector codes: if you are not sure as to which elements to select, please note that BEE Empowered will verify all the elements of the B-BBEE Scorecard, at no additional costs and will select the relevant number of elements in which you have achieved the highest score. 	Ownership		*Compulsory
	Management Control		
	Employment Equity		Not applicable
	Skills Development		*
	Enterprise and Supplier Development	Not applicable	*
	Preferential Procurement		Not applicable
	Enterprise Development		Not applicable
	Socio Economic Development		
	Responsible Marketing and Communications	Not applicable	**

Initials of Representative: _____

PHYSICAL ADDRESS	

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	CODE:
POSTAL ADDRESS	
	CODE:
TYPE OF ENTITY (PLEASE TICK APPLICABLE BOX)	SPECIALISED ENTITY (Enterprises where ownership cannot be measured - Companies limited by guarantee, Higher Education Institutions, Non-Profit Companies, Public entities and other Enterprises exclusively owned by organs of State; Public Benefit Schemes or Public Benefit Organisations)
	PRIVATE COMPANY
	CLOSE CORPORATION
	TRUST
	SOLE PROPRIETOR
	PUBLIC COMPANY
	PARTNERSHIP
NATURE OF BUSINESS AND SUMMARY OF MAIN ACTIVITY OF MEASURED ENTITY. STATE IF SIMILAR ACTIVITIES ARE CARRIED OUT AT THE BRANCHES REFERRED TO HEREIN, AND NUMBER OF PERMANENT EMPLOYEES AT EACH BRANCH.	

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PERCENTAGE BLACK OWNERSHIP (IF ANY)			
NUMBER OF PERMANENT EMPLOYEES			
NUMBER OF BRANCHES			
NUMBER OF SUPPLIERS			
HAS BEE EMPOWERED OR ANY OTHER ORGANISATION OR INDIVIDUAL RENDERED ANY BEE CONSULTING SERVICES TO YOUR ORGANISATION IN THE PAST 24 MONTHS?	YES	NO	
IF YES, PLEASE STATE DATE & NAME OF ORGANISATION / PERSON THAT RENDERED BEE CONSULTING SERVICES TO YOUR ORGANISATION WITHIN THE PREVIOUS 24 MONTHS OF THIS APPLICATION. (NOTE: VERIFICATION IS NOT BEE CONSULTING)			
HAVE YOU EVER BEEN VERIFIED BY AN INDEPENDENT VERIFICATION ORGANISATION?	YES	NO	
IF YES, PLEASE ATTACH COPIES OF PREVIOUS VERIFICATION DOCUMENTATION			

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DATES & DELIVERABLES									
CURRENT CERTIFICATE'S EXPIRY DATE	_____ / _____ /20____	Period to expiry – indicate weeks	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Less than 5 weeks</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 2px;">Between 6 and 10 weeks</td> <td></td> </tr> <tr> <td style="padding: 2px;">More than 10 weeks</td> <td></td> </tr> </table>	Less than 5 weeks		Between 6 and 10 weeks		More than 10 weeks	
Less than 5 weeks									
Between 6 and 10 weeks									
More than 10 weeks									
SECTOR (AS PER LAST CERTIFICATE)									
DATE BY WHICH CERTIFICATE IS REQUIRED <small>(Should you require a certificate within 3- 5 weeks from date of submission of this form and settlement of the verification fees, an urgency fee will be applicable)</small>	_____ / _____ /20____								
RATING CATEGORY:	Please tick selection	Initial - applicant	Initial – C.R. person						

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<p>URGENT RATING: CERTIFICATE REQUIRED WITHIN 3 TO 5 WEEKS FROM DATE OF SUBMISSION OF THIS FORM AND SETTLEMENT OF THE VERIFICATION FEE.</p> <p><i>An urgent rating will be subject to an urgency fee.</i></p> <p>The issue date of the certificate will still firstly be determined by the date of payment, and secondly, by date of submission of documents and evidence.</p>			
<p>NORMAL PRIORITY RATING: CERTIFICATE REQUIRED WITHIN 10 TO 14 WEEKS FROM DATE OF SUBMISSION OF THIS FORM AND SETTLEMENT OF THE VERIFICATION FEE.</p> <p>The issue date of the certificate will still firstly be determined by the date of payment, and secondly, by date of submission of documents and evidence.</p> <p>Should settlement of the verification fee be delayed to such an extent that the certificate is required between 3 to 6 weeks from date of payment, this will result in the rating being classified as urgent and will then attract an urgency fee.</p>			
<p>ANY OTHER FACTORS YOU WISH US TO TAKE INTO CONSIDERATION?</p>			

Initials of Representative: _____

PLEASE NOTE THAT WE CANNOT ACCEPT YOUR REQUEST FOR VERIFICATION UNLESS THE TERMS AND CONDITIONS LISTED HEREUNDER HAVE BEEN INITIALED

TERMS AND CONDITIONS	<i>Initial here</i>
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BEE Empowered's invoice in respect of the verification fee must be paid in full upon presentation of its invoice to the Measured Entity	
Should the Measured Entity fail to pay BEE Empowered's VAT invoice within ten (10) working days after the date of issue of the said invoice, the Measured Entity's file shall be closed and the Measured Entity shall be issued with a Notice of Non-Acceptance of Request for Verification.	
Should the Measured Entity wish to proceed with its verification after BEE Empowered has closed its file due to the non-payment of its verification fee within the 10-day period referred to above, the Measured Entity will have to re-submit its Request for Verification and a new invoice shall be issued.	
The Letter Confirming Instructions, (the letter confirming that BEE Empowered is in the process of verifying the Measured Entity) shall only be issued once BEE Empowered receives proof of payment of the verification fee in full.	
If the requesting measured entity is a 100 % / 51% black owned measured entity, it hereby acknowledges that although it is only required to obtain an affidavit in terms of the Amended Codes to confirm black ownership and turnover, it has elected to be verified by BEE Empowered.	
BEE Empowered shall not be responsible for the collection of the B-BBEE Verification Certificates of the Measured Entity' suppliers and the Measured Entity shall deliver copies of the B-BBEE Verification Certificates of its suppliers to BEE Empowered prior to the on-site verification	
Should the Measured Entity elect not to collect the B-BBEE Verification Certificates of its suppliers and instructs BEE Empowered to collect the said certificates on its behalf, BEE Empowered shall charge the Measured Entity a fee of R125.00 (VAT inclusive) per supplier for the collection of the B-BBEE Verification Certificates of its suppliers	

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<p>On-site Questionnaire Assistance and Collection of Documentation are included from the Verification Fee, unless otherwise agreed to in writing. Traveling expenses shall be charged at recommended AA Rates in respect of all Measured Entities which are more than 50 km from BEE Empowered's head office in Cape Town.</p>	
<p>In the event that the Measured Entity wishes to cancel the Request for Verification after the a Notice of Acceptance of the Measured Entity's Request for Verification has been issued, the Measured Entity shall forfeit all monies paid to BEE Empowered in respect of the verification fee. Any refund to be made, shall be in the sole discretion of the Verification Manager. An administration fee equal to twenty five percent (25%) of the verification fee as well as the commission already paid to the Sales Person, shall be deducted from the verification fee to be refunded, if a refund is to be made.</p>	
<p>In the event that the Measured Entity wishes to cancel the Request for verification due to the fact that all the documents are not yet ready, etc. the Measured Entity can also request that BEE Empowered retain the amount already paid, until such time that they are ready to submit all the required documents to BEE Empowered</p>	
<p>In the event that a Measured Entity requests its Verification to be completed urgently, within 3 (three) to 5 (five) weeks after the date of submission of the required documents, an urgency fee of 20% (twenty per centum) of the cost of the verification fee quoted will have to be paid.</p>	
<p>Disbursements, i.e. flight costs, travel expenses and accommodation (if applicable) are excluded from the Verification Fee and the Measured Entity shall pay for the disbursements prior to the on-site verification.</p>	
<p>The Measured Entity shall submit its duly completed BEE Trax Information Gathering Schedules and all of its supporting documentation within sixty (60) days from the date the BEE Compliance Questionnaire was sent to the Measured Entity.</p>	

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<p>Should the Measured Entity fail to submit its duly completed BEE Trax Information Gathering Schedules and all of its supporting documentation within sixty (60) days from the date the BEE Trax Information Gathering Schedules were sent to the Measured Entity, BEE Empowered shall have the right to close the Measured Entity's file and to issue the Measured Entity with a Notice of Non-Acceptance of Request for Verification. The Measured Entity shall forfeit all monies paid to BEE Empowered in respect of the verification fee. Any refund to be made, shall be in the sole discretion of the Verification Manager. An administration fee equal to twenty five percent (25%) of the verification fee as well as the commission already paid to the Sales Person, shall be deducted from the verification fee to be refunded, if a refund is to be made.</p>	
<p>Should the Measured Entity submit its duly completed BEE Trax Information Gathering Schedules and any of its outstanding supporting documentation within a period of twelve (12) months after its file has been closed due to the expiry of the 60-day period, the Measured Entity shall be liable for the payment of a re-activation fee equal to twenty-five percentum (25%) of the original verification fee.</p>	Initials of Representative: _____
<p>BEE Empowered shall not accept the Measured Entity's completed BEE Trax Information Gathering Schedules and / or any of its supporting documentation and / or its completed supplier list (if applicable) after a period of 12 months have lapsed after the closure of the Measured Entity's file due to the expiry of the 60 day period. The Measured Entity will be required to submit a new Request for Verification based on a new proposal. The Measured Entity shall forfeit all monies paid to BEE Empowered in respect of the verification fee paid previously, unless otherwise agreed to in writing.</p>	
<p>The Measured Entity gives BEE Empowered permission to contact its suppliers, as made known to BEE Empowered from time to time, for the purpose of collecting BEE Verification Certificates on behalf of the Measured Entity and to m</p>	

SIGNED AND DATED AT _____ ON THIS _____ DAY OF _____ 20____

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**SIGNATURE OF REPRESENTATIVE OF
APPLICANT'S / MEASURED ENTITY'S
DULY AUTHORIZED THERETO**

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