VERIFICATION PROCESS:
GENERIC* AND QSE** ENTERPRISES IN ACCORDANCE WITH THE SECTOR CODES OR QSE’S IN TERMS OF THE AMENDED CODES, I.E.THOSE LESS THAN 51% BLACK OWNED

BEE EMPOWERED receives enquiry for rating:
Website, referrals, networking, suppliers list, cold calling & leads

Generic* or QSE** Measured Entity (ME) requests quote:
Preliminary Information is gathered or Preliminary Information Form is completed if no BEE presentation is given or, in cases of a re-rating – Proposal and Request for Verification Form is sent to the ME

ME completes and returns Request for Verification Form on acceptance of proposal

ME receives VAT invoice and Notification of Acceptance/Non-acceptance of Request for Verification within 5 days after receipt of completed Request for Verification Form

ME is required to pay invoiced amount on presentation of the invoice. If not paid within 10 working days after date of invoice, file will be closed/notice of Non-acceptance of request forwarded to the ME

After receipt of payment, the Verification Agreement, Letter of Appointment, Letter Confirming Instruction, BEE Compliance Questionnaire Template is sent to the ME.

ME completes and returns the completed BEE Compliance Questionnaire Template and Supplier Template (if applicable) with supporting documentation within 60 days from receipt.

ME fails to return the completed BEE Compliance Questionnaire Template with supporting documentation within 60 days from receipt

BEE EMPOWERED closes file in lieu of a request for a refund (25% admin fee, as well as any commissions paid, will be retained) or request for retention of the amount paid until such time as documents...
ME returns completed BEE Compliance Questionnaire Template within 12 months from date of closure and will need to pay 25% re-activation fee. (Should the 12 month period have lapsed, the ME needs to submit a new Request for Verification and all monies initially paid will be forfeited).

BEE EMPOWERED will evaluate resources and competencies and will complete the Verification Plan and send it to the ME. This may be done before or after having received the completed BEE Compliance Questionnaire Template from the ME.

BEE EMPOWERED will analyze and capture the information provided onto the relevant scorecard.

BEE EMPOWERED sends the On-site Verification Booking Form to the ME.

ME will be informed of outstanding information prior to the On-site verification. The ME should note that no On-site date will be confirmed, unless the signed, audited Annual Financial Statements have been submitted to BEE EMPOWERED.

ME should notify BEE EMPOWERED of any objections to the members of the appointed Verification Team before the On-site Verification date is finalized.

The signed Letter of Appointment and Verification Agreement will be collected from the ME when BEE EMPOWERED undertakes the On-site verification, if not previously received.

BEE EMPOWERED will furnish the ME with and On-site Verification Report after verification has taken place, if requested.

Verification decision is made.

The Final B-BBEE Verification Certificate, Scorecard Analysis, together with the Executive Summary will be sent/forwarded to the ME.
ME may apply to use the BEE EMPOWERED mark/logo on stationery or other company materials as per the use of and logo agreement. ME has right of Appeal.

BEE EMPOWERED will furnish the Department of Trade and Industry with the B-BBEE Procurement Recognition Level obtained by the ME, when this procedure is implemented.

*An enterprise with an annual turnover exceeding R50 million or an asset based enterprise in the Property Sector with a nett asset value exceeding R280 million.

**An enterprise with an annual turnover of between R10 million and R50 million or an asset based enterprise in the Property Sector with a nett asset value of between R30 million and R280 million or an enterprise in the Tourism Sector with an annual turnover of between R2.5 million and R35 million.