



REQUEST FOR A BEE VERIFICATION

Please complete and submit this form to Siyandisa by either emailing the form to info@siyandisasolutions.co.za. All info supplied will be treated as confidential.

I, _____, in my capacity as _____, duly authorised representative of _____ (hereinafter referred to as the "Measured Entity"), request Siyandisa, a BEE verification agency, to quote on a BEE verification or Scenario Analysis on the Measured Entity in accordance with: the codes of good practice and/or _____ sector code (e.g. construction).

Information on the Measured Entity

Registered name of Measured Entity	
Trading Name and/or Division	
Registration Number	
VAT Number	
SDL Number	
Financial Year End	
Annual Turnover	R

Group of Companies: where applicable, please attach a separate sheet listing the info requested above for each subsidiary or division

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)			
Please indicate your preferred elements (QSE's Only)			
Ownership		Management Control	
Employment Equity		Skills Development	
Preferential Procurement		Enterprise Development	
Socio-Economic Development			

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Give a brief description of Measured Entity's activities	
Will the Measured Entity be using Signed Audited Financial Statements or Management Accounts?	
Number of Employees per payroll	
Approximate % Black Employees per payroll	
Number of Suppliers	
Give a brief description of Measured Entity's structure (Attach organogram) If applicable, also give a description of functions and relationships within a larger organization	
Give a brief description of Measured Entity's ownership structure (specifically black ownership)	
Has the Measured Entity used the services of a BEE Consulting Agency within the last 24 months from the date of this application?	
If yes, please supply the dates and name of the BEE Consulting Agency	
Has the Measured Entity previously used the services of a BEE Verification Agency?	
If yes, please attach copies of documentation relating to previous BEE verification	
Is there a specific date by which you require the BEE Verification Certificate?	
Are there any other factors that need to be brought to Siyandisa's attention?	
How did hear about Siyandisa? i.e. referral, website, Google, SANAS website, etc.	
If you were contacted by an employee of Siyandisa, please furnish us with his/her name.	

I, _____, confirm to the best of my knowledge that the information set out above is correct and true.

Signature of representative

Date

(who warrants he / she is
duly authorised)

OVERVIEW OF THE VERIFICATION PROCESS

Process	Recommended Timeline
1. Enquiry into B-BBEE Verification is received from a Measured Entity ("ME")	Same day
2. Arrange to meet with Measured Entity and get an authorised representative of the Measured Entity to complete our Request for a BEE Verification (CP1F1) which includes an overview of the Verification Process	
Or	
Send the Request for a BEE Verification (CP1F1) to Measured Entity Form CP1F1 is completed by an authorised representative of the Measured Entity and returned to us	2 days
3. We review the Request for a BEE Verification and decide whether we can perform the verification or not	
3.1. If we cannot perform the verification we send the client a Notification of Non-Acceptance	
Alternatively	
3.2. The verification team is selected and appointed, a BEE Verification Proposal (CP1F2) is sent to the Measured Entity which includes a quote	ME
4. Measured Entity accepts the BEE Verification Proposal (CP1F2)	Same day
5. Arrange to meet with Measured Entity and address the following:	
5.1. Siyandisa's VAT invoice relating to the agreed verification fee	
5.2. BEE Verification Service Agreement (CP2F1) includes Verification Plan	
5.3. Appeals Procedure (MP8) & Complaints Procedure (MP9)	
5.4. Reference to Verification and Use of Mark and or Logo (SP7)	
5.5. BEE Verification Questionnaire (CP2F2)	ME
6. The BEE Verification Questionnaire (CP2F2) is completed and returned to us with the required info	1 - 5 days
7. Final verification activities are scheduled and agreed with Measured Entity, they are also advised of the sample and information which should be made available(On-site Verification Schedule – CP3F1)	
8. On-site Verification takes place	
8.1. 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	
9. All information gathered and examined by the verification team is handed to the verification manager with a recommendation of the B-BBEE status	1 - 5 days
10. The verification manager examines the info and supporting documentation and issues a preliminary verification report & B-BBEE score.	1 - 3 days
11. We furnish the Measured Entity 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
12. We furnish the Measured Entity with the final BEE Verification report & Verification certificate on their B-BBEE status	

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Date Received	
Date Reviewed	

REVIEWED	YES/NO	COMMENT
Completed in full & signed by representative		
Conflict of interest		
Investment through another equity and/or debt instrument		
Availability of resources:		
Time frames		
Experience & Expertise		
Nature of operation		

OVERALL COMMENTS

OVERALL COMMENTS		
PII required	YES	NO

VERIFICATION TEAM APPOINTED AND ACCEPTANCE

Team Member	Signature of Acceptance	Date

With my signature I declare that I have no conflict of interest with the measured entity and that I have not provided the measured entity with consulting or any conflicting service in the past two years.

DECISION		SIGN (Verification Committee Member)
ACCEPTED	REJECTED	