

# **Application for a BEE-rating certificate**

**(For an Exempted Micro Enterprise EME)**

**Thank you for choosing BEEandYourBusiness.com**

BEEandYourBusiness.com is powered by Inforcomm (Pty) Ltd. Inforcomm is a SANAS accredited BEE Verification Agency BVA. 034 licensed to issue BEE certificates for the Generic Code, Construction, ICT, Forestry, Tourism and Property Sector Codes.

Your certificate will be issued **30min after Supporting Documents** have been verified.

## **Service Feedback**

Once your certificate has been issued we will ask you to rate our service in four (4) areas and give us feedback on what to improve.

## **National Database for BEE Compliant Suppliers**

Your certificate entitles your company to be listed on the National Database for BEE Compliant Suppliers exclusive to [www.BEEandYourBusiness.com](http://www.BEEandYourBusiness.com) valid certificate holders.

The certificate will be sent to the e-mail address on this application.

Once again, thank you for choosing BEEandYourBusiness.com.

Warm Regards,

Many thanks,  
Simonthia Malapane  
Analyst

**BEEandYourBusiness.com**

Tel: 0861 44 45 44| Fax: 086 657 1282| [admin@BEEandYourBusiness.com](mailto:admin@BEEandYourBusiness.com)  
Lougardia Building, 1262 Embankment Road, Centurion

# BEE CERTIFICATES ONLINE

# www.BEEandYourBusiness.com

Powered by Inforcomm (Pty) Ltd. Inforcomm is a SANAS accredited BEE Verification Agency BVA.034 licensed to issue BEE certificates

SD1.0	<p><b>BEE CERTIFICATES ONLINE</b></p> <p><b>www.BEEandYourBusiness.com</b></p> <p>Powered by Inforcomm (Pty) Ltd. Inforcomm is a SANAS accredited BEE Verification Agency BVA.034 licensed to issue BEE certificates</p>	Submit the completed and signed <b>Application Agreement Form</b>
SD2.0	<p><b>BEE CERTIFICATES ONLINE</b></p> <p><b>www.BEEandYourBusiness.com</b></p> <p>Powered by Inforcomm (Pty) Ltd. Inforcomm is a SANAS accredited BEE Verification Agency BVA.034 licensed to issue BEE certificates</p>	Submit the completed, signed the <b>Certified Turnover and Shareholders Affidavit Form</b> to confirm that your turnover is less than R5M and percentage black shareholding.
SD3.0	 <p>Companies and Intellectual Property Commission</p> <p>a member of the dti group</p>	Submit less than three months <b>Certified copies of CPIC company registration documents</b>
SD4.0		Submit less than three Months <b>Certified copies RSA ID</b> for all black shareholders or members.
SD5.0		Submit proof of payment deposit or EFT for <b>R570.00</b> incl VAT into Inforcomm's <b>ABSA</b> cheque account no: <b>4075107625</b> Branch Name: <b>Centurion</b> : Branch Code: <b>634256</b> and use your company name as reference

**SD1.0 Application Agreement Form**

**1. Enterprise Application Details**

1.1 Date when the certificate is required:

1.2 Select industry Sector Codes:

1. (  ) Generic 2. (  ) Construction 3. (  ) ICT  
 4. (  ) Toursim 5. (  ) Forestry 6. (  ) Property

1.3 Annual turnover from past financial statements:

1. (  ) <R1.5m 2. (  ) R1.5M > <R2.5m  
 3. (  ) R2.5M > <R5M 4. (  ) R5M > <R10M  
 5. (  ) R10M > <R35M 6. (  ) R35M >

1.4 Percentage of black shareholding:

1.5 Percentage of black women shareholding:

**2. Enterprise Contact Details**

2.1 Business Trading Address:

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2.2 Landline number:

Code (\_\_\_\_) number (\_\_\_\_\_)

2.3 Fax number

Code (\_\_\_\_) number (\_\_\_\_\_)

2.4 Mobile number

Code (\_\_\_\_) number (\_\_\_\_\_)

2.5 E-mail address

2.6 Preferred method of communication:

E-mail: (  ) Landline: (  ) Mobile: (  )

2.7 How did you hear about us:

Referal (  ) 702(  ) e-TV(  )  
 SABC (  ) Safm(  ) Other (Specify)

**3. Do you wish to be listed on the National Database for BEE Compliant Suppliers (Yes/No)**  
 National Database for BEE Compliant Suppliers is exclusive to BEEandYourBusiness.com valid certificate holders.

**4. Enterprise Registration Details**

4.1 Registered Company Name (HEREINAFTER REFERRED TO AS THE MEASURED ENTITY)

4.2 Trading Name

4.3 (CIPC) Registration Number

4.4 (SARS) VAT Number (if applicable)

4.5 Name; surname & date of Authorised Company Representative

4.6 Signature of Authorised Company Representative

**VERIFICATION AGREEMENT ENTERED INTO BETWEEN THE MEASURED ENTITY AND AND INFORCOMM (PTY) LTD**  
**REG NO: 2005/006214/07 OF SUITE 203C, LOUGARDIA BUILDING, CNR OF EMBANKMENT ROAD & HENDRIK VERWOERD DRIVE, CENTURION**

4.7 Name; surname & date of Authorised Inforcomm Representative

4.6 Signature of Authorised Inforcomm Representative

**OBLIGATIONS AND RIGHTS OF THE MEASURED ENTITY**

The Measured Entity confirms its acceptance of the proposal relating to the conducting of a B-BBEE verification of its business by Inforcomm. The Measured Entity confirms its acceptance of the verification fee, which fee shall be paid in full in advance of the verification certificate being issued. The Measured Entity agrees to supply the compliance information and documentary evidence required by Inforcomm no later than 7 working days of the date of the signing of this agreement. The Measured Entity agrees to conform to all statutory requirements for the purposes of B-BBEE verification including the provision for examination of relevant documentation and company financial records. The Measured Entity warrants that all information supplied to Inforcomm in terms of the verification is factually accurate and that it such evidence may be relied upon for the purposes of conducting the verification. It is agreed that the mark of Inforcomm appearing on the verification certificate remains the property of Inforcomm and may not be used for any purpose other than validating the original B-BBEE verification certificate. The verification certificate is valid for a period of 12 months from the date of issue and the Measured Entity may not use the certificate as evidence of its B-BBEE level of compliance once the certificate has expired. The names and background information of the verification team have been provided to the Measured Entity which confirms its acceptance of the verification personnel.

**OBLIGATIONS AND RIGHTS OF INFORCOMM**

Subject to payment referred to 2 above, Inforcomm will conduct a B-BBEE verification of the Measured Entity within a 7 day time period following the receipt of the compliance information from the Measured Entity. The working papers prepared by Inforcomm for conducting the verification remain its property and copies of records which Inforcomm considers to be non-proprietary may be provided to the Measured Entity in the sole discretion of Inforcomm. Inforcomm shall retain authority and shall be responsible for its decisions relating to the verification. Inforcomm undertakes to comply with any policy documents and Codes of Good Practice issued by the Department of Trade and Industry related to the verification. Should any of the abovementioned conditions be violated, Inforcomm reserves the right to withdraw the verification certificate and the associated rating. The Measured Entity indemnifies and holds Inforcomm harmless against all and any liability, whether in contract, common law or otherwise, which may arise as a result of any loss or damage suffered by the Measured Entity pertaining to the verification decision. The Parties consent to the jurisdiction of the Magistrates Court, notwithstanding that the claim by either Party may exceed the normal monetary jurisdiction of the Magistrates Court.

**AFFIDAVIT OF ANNUAL TURNOVER AND SHAREHOLDING**

I,

(Full name & surname) of authorised company representative herein representing:

Registered name of the company:

Company registration number:

**I, DECLARE UNDER OATH THAT:**

Within my personal knowledge and to the best of my belief:

1. The gross annual sales turnover of the enterprise for the most recent financial period was:

**(Enter dates and mark applicable turnover value with an X)**

START OF FINANCIAL YEAR	
END OF FINANCIAL YEAR	
Less than or equal to R 1.5 m	
More than R 1.5 m but less than R 2.5 m	
More than R 2.5 m but less than R 5 m	

2. There are no encumbrances on the shareholding in the business;

3. All money that may have been due to the company or to any other shareholder has been fully paid in terms of the issue of shares and/or the sale of shares;

4. There are no third-party rights arising from the financing of the shares;

5. There is no deliberate circumvention or attempted circumvention of the B-BBEE Act;

6. This information contains no intentional misrepresentation;

7. I am referred to as an **African / Coloured / Indian** (delete which is not applicable) who is a citizen of the Republic of South Africa by **birth / descent / or by naturalization** (delete which is not applicable) before 27

April 1994 or on or after 27 April 1994 (please supply naturalisation certificate) and would have been entitled to acquire citizenship by naturalisation prior to the 27 April 1994 but were precluded from doing so by Apartheid policies;

8. The shareholders of the business are as follows;

FULL NAMES; SURNAMES AND RSA ID NUMBERS OF SHAREHOLDERS	PERCENT AGE OF SHARE HELD
1.	%
2.	%
3.	%
4.	%
5.	%
Total percentage shareholding	

**SIGNATURE AND DATE OF COMPANY REPRESENTATIVE**

(Signed in the presence of Commissioner of Oath)

I know and understand the contents of this statement. I have no objection to taking the prescribed oath. I consider the prescribed oath to be binding on my conscience.

**FULL RSA ID NAME, SURNAME & CAPACITY OF PERSON SIGNING**

I certify that the above person acknowledged that **he/she** understands the contents of this statement, and that **he/she** was sworn **to/affirmed** before me and that the signature/**mark/thumb** print was placed here in my presence.

Commissioner of Oath stamp here

Name & signature of Commissioner of Oath:

Date: \_\_\_\_\_

Rank/permit no: \_\_\_\_\_