



Thank you choosing Inforcomm BEE-rating certificate.

Proceed by following three (3) simple steps to complete the application process.

Under normal circumstances the process should be completed within 24 hours on receipt of all required documents including payment.

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

An sms update will also be sent to the cellphone number used on the application form on every step of the application process.

### **Step 1: Application Forms**

Complete; fax or e-mail the Application Form.

Complete; sign and fax or e-mail the Verification Agreement

### **Step 2: Payment**

Deposit **R570** into **Inforcomm ABSA cheque** account no: **4075107625** Branch Name: **Centurion:** Branch Code: **634256** and using your **company name as a reference**. The cost includes free access to seminars and workshops, hosted by Inforcomm.

### **Step 2: Supporting Documents**

Fax or email the following documents for verification:

- Latest financial statements or a letter from the accounting officer confirming company turnover or if you don't have any of the two; complete the attached Turnover Affidavit Form;
- Latest CIPC (CIPRO) company registration documents;
- Proof of black shareholding (CK2/Share Certificates);
- Certified copies of IDs for all black shareholders .

## Request for Verification for Micro-Enterprise

Thank you for your enquiry. If your business has a sales turnover of less R5 million per year please complete this form and return by email or fax.

Name of Enterprise:

\_\_\_\_\_

CIPRO Registration No:

\_\_\_\_\_

Date of last financial year-end:

\_\_\_\_\_

VAT No. \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail address:

\_\_\_\_\_

Registered address of enterprise:

\_\_\_\_\_

\_\_\_\_\_

Postal Address:

\_\_\_\_\_

\_\_\_\_\_

How did you become aware of Inforcomm?

\_\_\_\_\_

Signature of Authorised Representative of Enterprise

\_\_\_\_\_

Name of Authorised Representative

\_\_\_\_\_

Date

### Key Indicators

What is the nature of the enterprise? (Company, trust, sole-proprietor, close corporation)

\_\_\_\_\_

\_\_\_\_\_

What is the nature of the business?

\_\_\_\_\_

What industry sector do you operate in?  
(Construction, transport, forestry, tourism, etc)

\_\_\_\_\_

How many permanent employees are in the organisation?

\_\_\_\_\_

What is the percentage of BEE ownership in the enterprise?

Black owned: \_\_\_\_\_

Black women owned: \_\_\_\_\_

Is this enterprise a subsidiary or holding company of other related enterprises?

\_\_\_\_\_

If you have a Verification Certificate, when does it expire?

\_\_\_\_\_

When do you require the new certificate?

\_\_\_\_\_

*Once this Request for Verification and the related Verification Agreement has been signed and the below mentioned compliance documents have been submitted and verified, then an electronic BEE Certificate will be issued:*

- Recent CIPRO registration documents
- Proof of shareholding
- Identity documents of all black shareholders
- Proof that annual turnover is less than R5 million
- Proof of payment of verification fee

**VERIFICATION AGREEMENT FOR EXEMPTED MICRO- ENTERPRISE BETWEEN**

HEREINAFTER REFERRED TO AS THE MEASURED ENTITY

OF THE FOLLOWING REGISTERED BUSINESS ADDRESS

**AND INFORCOMM (PTY) LTD**

HEREINAFTER REFERRED TO AS INFORCOMM

OF REGISTERED BUSINESS ADDRESS: WEST WING, BIRCHWOOD COURT,  
43 MONTROSE STREET, MIUDRAND, JOHANNESBURG

**OBLIGATIONS AND RIGHTS OF THE MEASURED ENTITY**

1. The Measured Entity confirms its acceptance of the proposal relating to the conducting of a B-BBEE verification of its business by Inforcomm.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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
7. 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.
8. 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**

9. 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.
10. 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.
11. Inforcomm shall retain authority and shall be responsible for its decisions relating to the verification.

12. 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.
13. Should any of the abovementioned conditions be violated, Inforcomm reserves the right to withdraw the verification certificate and the associated rating.
14. 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.
15. 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.

Signed at \_\_\_\_\_

On \_\_\_\_\_ 2011

By \_\_\_\_\_

For and on behalf of the Measured Entity who confirms that the signatory has the authority to bind the Measured Entity.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS

Signed at \_\_\_\_\_

On \_\_\_\_\_ 2011

By \_\_\_\_\_

For and on behalf of INFORCOMM (PTY) LTD

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS

**AFFIDAVIT OF ANNUAL TURNOVER AND SHREHOLDING**

I, \_\_\_\_\_

The authorised representative of:

Name of business:

\_\_\_\_\_

Registration Number:

\_\_\_\_\_

**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. The shareholders of the business are as follows:

NAME OF SHAREHOLDER	PERCENTAGE SHARE HELD
	%
	%
	%
	%
	%

6. There is no deliberate circumvention or attempted circumvention of the B-BBEE Act.
7. This information contains no intentional misrepresentation.

\_\_\_\_\_

SIGNED

\_\_\_\_\_

CAPACITY

\_\_\_\_\_

DATE

\_\_\_\_\_

COMMISSIONER OF OATHS