



**ANM Accountants**  
Accounting, tax and related services

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## **EME VERIFICATION PACK**

The purpose of this document is to obtain relevant information and documents to rate the business' compliance with the Broad-Based Black Economic Empowerment Act, 2003 and the Codes of Good Practice.

**Please complete and sign the terms and conditions (pg 1-3). See on page 4 all the documents you need to provide before a certificate can be issued.**

### **BUSINESS PROFILE**

<b>Name of Business</b>	
<b>Business Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Type of Entity (PTY, CC, Sole Proprietor, Trust, Partnership)</b>	
<b>Sector/Industry/Core Business</b>	
<b>Annual turnover</b>	
<b>Are you an Enterprise Development Beneficiary Status</b>	
<b>% Black Ownership</b>	
<b>% Black Female Ownership</b>	
<b>Do you have Audited Financial Statements or have your Financial Statements been independently reviewed by a Registered Auditor? If yes, please provide your Auditors details?</b>	
<b>BEE Contact person at business</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>E-mail Address</b>	
<b>Fax Number</b>	

<b>Managing Director</b>	
<b>Telephone Number</b>	
<b>Managing Director email</b>	
<b>Name of Sales Agent (if applicable)</b>	
<b>Email Address of Sales Agent (if applicable)</b>	
<b>Physical address of Head Office</b>	
<b>Province</b>	

<b>SHAREHOLDER/MEMBER INFORMATION</b>					
<b>NAME</b>	<b>ID/PASSPORT NUM</b>	<b>SHARE %</b>	<b>ETHNIC GROUP</b>	<b>GENDER</b>	<b>RSA CITIZENSHIP</b>

Client initial: \_\_\_\_\_

## **TERMS AND CONDITIONS**

1. Confidentiality:

- a. undertakes to treat all information obtained in the auditing process as confidential and shall, subject to clauses 2.2 and 2.3, reveal no private and unauthorized information further to the BEE certificate, to any third party without prior consent of the client.
- b. In the event that IRBA requires to make confidential client information available to it shall do so only after receiving the necessary confidentiality undertaking from IRBA.
- c. In the event that is required by law to make confidential client information available to a third party shall do so after notifying the client.

2. Payment: The client hereto agrees that all outstanding amounts are to be paid as per invoice by no later than 14 days after invoice date. The invoice will be null and void after 14 days.

3. The client accepts that work will only commence once full payment has been made and all the required documentation and information has been received by the client.

4. The client accepts that should all the required documentation requested by not be provided, a B-BBEE certificate cannot be issued and no funds will be reimbursed.

5. If bank statements are provided as proof of turnover, I hereby declare that I have:

NB: Please tick appropriate block

- One Bank Account
- Two Bank Accounts
- Three or more Bank Accounts

I, \_\_\_\_\_, hereby acknowledge that the above information provided by myself is true and correct and I accept the terms and conditions.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Full Name of Client

## Documents to attach:

Please only collect the relevant documentation stated below as per your company status.

<b>Documents required for a Sole Proprietor &amp; Partnership</b>	
<b>Documentation Needed</b>	<b>Proof</b>
Affidavit of Sole Proprietor/Partnership	<ul style="list-style-type: none"> <li>• Affidavit or letter from your bank stating that you are a Sole Proprietor + Certified Copy of ID copy</li> <li>• Completed <u>EEA1</u> for all black individuals</li> </ul>
Partnership agreement (if applicable)	Partnership Agreement + Certified ID Copies of all partners
Proof that turnover for the last financial year is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism)	<p style="text-align: center;"><u>IF ENTITY IS AUDITED/ INDEPENDANTLY REVIEWED</u></p> <ul style="list-style-type: none"> <li>• Audited / Independently reviewed Financial Statements</li> </ul> <p style="text-align: center;"><u>IF ENTITY IS NOT AUDITED/ INDEPENDANTLY REVIEWED</u></p> <ul style="list-style-type: none"> <li>• Management Accounts (If not audited) – Please provide at least 3 of the below for the financial period:               <ul style="list-style-type: none"> <li>○ VAT 201</li> <li>○ Income Tax Returns IT34</li> <li>○ Bank Statements for the past 12 months</li> <li>○ Trial Balance for the past 12 months</li> </ul> </li> </ul> <p style="text-align: center;"><u>ADDITIONAL DOCUMENTS REQUIRED</u></p> <ul style="list-style-type: none"> <li>• Affidavit stating turnover is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism)</li> <li>• Letter from Accountant / Auditor stating that turnover is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism) – <u>Should it be requested by ANM Accountants</u></li> </ul>
VAT Certificate (If applicable)	
<p><b>N.B. Should the client not provide the necessary documentation provided above, can ask for additional information/documentatin</b></p>	

## Documents required for a CC

Documentation Needed	Proof
Entity Registration Documents	CK1 & CK2 docs
Proof of 50% Black ownership (if applicable) - CK1 & CK2 docs	<ul style="list-style-type: none"> <li>• CK1 &amp; CK2 docs + Certified ID Copies of all members</li> <li>• Completed <a href="#">EEA1</a> for all black members</li> </ul>
Proof that turnover for the last financial year is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism)	<p><b><u>IF ENTITY IS AUDITED/ INDEPENDANTLY REVIEWED</u></b></p> <ul style="list-style-type: none"> <li>• Audited / Independently reviewed Financial Statements</li> </ul> <p><b><u>IF ENTITY IS NOT AUDITED/ INDEPENDANTLY REVIEWED</u></b></p> <ul style="list-style-type: none"> <li>• Management Accounts (If not audited) – Please provide at least 3 of the below for the financial period:                             <ul style="list-style-type: none"> <li>○ VAT 201</li> <li>○ Income Tax Returns IT34</li> <li>○ Bank Statements for the past 12 months</li> <li>○ Trial Balance for the past 12 months</li> </ul> </li> </ul> <p><b><u>ADDITIONAL DOCUMENTS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>• Affidavit stating turnover is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism)</li> <li>• Letter from Accountant / Auditor stating that turnover is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism) – <b><u>Should it be requested by ANM ACCOUNTANTS</u></b></li> </ul>
VAT Certificate (If applicable)	
<p><b>N.B. Should the client not provide the necessary documentation provided above, can ask for additional information/documentation</b></p>	

<b>Documents required for a PTY (LTD)</b>	
<b>Documentation Needed</b>	<b>Proof</b>
Entity Registration Documents	CM Documentation or CIPC Documentation
Proof of 50% Black ownership (if applicable)	<ul style="list-style-type: none"> <li>• Share certificates + Share Register + Certified ID Copies of black shareholders</li> <li>• Completed <a href="#">EEA1</a> for all black shareholders</li> </ul>
Proof that turnover for the last financial year is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism)	<p style="text-align: center;"><u>IF ENTITY IS AUDITED/ INDEPENDANTLY REVIEWED</u></p> <ul style="list-style-type: none"> <li>• Audited / Independently reviewed Financial Statements</li> </ul> <p style="text-align: center;"><u>IF ENTITY IS NOT AUDITED/ INDEPENDANTLY REVIEWED</u></p> <ul style="list-style-type: none"> <li>• Management Accounts (If not audited) – Please provide at least 3 of the below for the financial period: <ul style="list-style-type: none"> <li>○ VAT 201</li> <li>○ Income Tax Returns IT34</li> <li>○ Bank Statements for the past 12 months</li> <li>○ Trial Balance for the past 12 months</li> </ul> </li> </ul> <p style="text-align: center;"><u>ADDITIONAL DOCUMENTS REQUIRED</u></p> <ul style="list-style-type: none"> <li>• Affidavit stating turnover is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism)</li> <li>• Letter from Accountant / Auditor stating that turnover is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism) – <u>Should it be requested by ANM Accountants</u></li> </ul>
VAT Certificate (If applicable)	
N.B. Should the client not provide the necessary documentation provided above, can ask for additional information/documentation	

<b>Documents required for a Trust</b>	
<b>Documentation Needed</b>	<b>Proof</b>
Entity Registration Documents	Letter of authority from the Master of the High Court + Trust deed
List of all beneficiaries	Competent persons report i.e. Auditor indicating the % of black beneficiaries, alternatively a sample will be selected if necessary
Proof that turnover for the last financial year is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism)	<p style="text-align: center;"><b><u>IF ENTITY IS AUDITED/ INDEPENDANTLY REVIEWED</u></b></p> <ul style="list-style-type: none"> <li>• Audited / Independently reviewed Financial Statements</li> </ul> <p style="text-align: center;"><b><u>IF ENTITY IS NOT AUDITED/ INDEPENDANTLY REVIEWED</u></b></p> <ul style="list-style-type: none"> <li>• Management Accounts (If not audited) – Please provide at least 3 of the below for the financial period: <ul style="list-style-type: none"> <li>○ VAT 201</li> <li>○ Income Tax Returns IT34</li> <li>○ Bank Statements for the past 12 months</li> <li>○ Trial Balance for the past 12 months</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>ADDITIONAL DOCUMENTS REQUIRED</u></b></p> <ul style="list-style-type: none"> <li>• Affidavit stating turnover is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism)</li> <li>• Letter from Accountant / Auditor stating that turnover is less than R5 million / R1.5 million (if Construction BEP) / R2.5 million (if Tourism) – <b><u>Should it be requested by ANM ACCOUNTANTS</u></b></li> </ul>
VAT Certificate (If applicable)	
N.B. Should the client not provide the necessary documentation provided above, can ask for additional information/documentation	

## GENERAL INFORMATION

### 1. What is a BEE Scorecard?

It is a verified report /snapshot of your current status as a BEE contributor, according to prescribed elements, known as the Codes of Good Practice.

### 2. What type of scorecard can you receive?

<b>General Codes of Good Practice, Construction Contractor, Transport and Forestry</b>	
If your annual turnover is <b>less than R5 million</b>	<b>Exemption Scorecard</b>
If your annual turnover is <b>more than R5 Million but less than R35Million</b> , you will then only be evaluated on <b>4 of the 7 elements</b>	<b>Qualified Small Enterprise Scorecard (QSE)</b>
If your annual turnover is <b>more than R35 Million</b> , you will be evaluated on <b>all 7 elements.</b>	<b>Generic Enterprise Scorecard (Generic)</b>

<b>Construction BEP (Built Environmental Professional)</b>	
If your annual turnover is <b>less than R1.5 million</b>	<b>Exemption Scorecard</b>
If your annual turnover is <b>more than R1.5 Million but less than R11.5 Million</b> , you will then only be evaluated on <b>4 of the 7 elements</b>	<b>Qualified Small Enterprise Scorecard (QSE)</b>
If your annual turnover is <b>more than R11.5 Million</b> , you will be evaluated on <b>all 7 elements.</b>	<b>Generic Enterprise Scorecard (Generic)</b>

<b>Tourism</b>	
If your annual turnover is <b>less than R2.5 million</b>	<b>Exemption Scorecard</b>
If your annual turnover is <b>more than R2.5 Million but less than R35 Million</b> , you will then only be evaluated on <b>4 of the 7 elements</b>	<b>Qualified Small Enterprise Scorecard (QSE)</b>
If your annual turnover is <b>more than R35 Million</b> , you will be evaluated on <b>all 7 elements.</b>	<b>Generic Enterprise Scorecard (Generic)</b>

### 3. What are the elements of a scorecard?

- Ownership
- Management control
- Employment equity
- Skills development
- Preferential procurement
- Enterprise development
- Socio-economic development

### 4. Which period is applicable for the measurement of these elements?

The last audited financial year (months depending on the business' financial year). In some scenarios an average of previous financial years is applicable.

### 5. Who is classified as Black?

All African, Coloured, Chinese and Indian persons who where SA citizens by birth or descent

**OR**

Who were naturalised (residing in SA for 5 years or longer and thus became SA citizens) prior to the commencement of the interim constitution in 1993

**AND**

African, Coloured, Chinese and Indian persons who could have become SA citizens before the commencement of the 1993 Constitution but did not because of the apartheid government.

### 6. What is important when submitting the documents required?

- All information/documentation obtained or created in the Verification Process shall be considered proprietary and regarded as confidential
- All documents must be clearly dated.