

**Application Form**

**Thank you for your enquiry. Please note that the Application form must be completed and sent to our offices. Please answer all the questions. All information will be treated as confidential.**

**1. General Company Information:**

Name of Business	
Registration Number	
VAT Registration number	
Postal Address	
Physical Address	
Contact Person of Agent / Consultant (Appointed by Special Power of Attorney)	
Telephone no	
Fax no	
E-Mail address	

2. **Have you previously had a BEE Rating?**

YES / NO

3. **If YES, when does your certificate expire?**

\_\_\_\_\_

4. **Did the company make use of the services of a consultancy agency for the past 4 years?**

Previous Year 1	Previous year 2	Previous year 3	Previous year 4
Name of Consultancy Agency:	Name of Consultancy Agency:	Name of Consultancy Agency:	Name of Consultancy Agency:
Name of Consultant:	Name of Consultant:	Name of Consultant:	Name of Consultant:
	Same as previous year (tick)	Same as previous year (tick)	Same as previous year (tick)

5. **What is the name of your current consultancy agency?**

Name of Consultancy Agency: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

6. **Do you have signed Audited Financial Statements for your last financial period?**

YES / NO

**Which entity audited your Financial Statements for the last 2 years?**

Last year:

Name of Audit Company: \_\_\_\_\_

Name of Auditor: \_\_\_\_\_

Year prior to last year:

Name of Audit Company: \_\_\_\_\_

Name of Auditor: \_\_\_\_\_

7. **What period was your last audited financial year end?**

\_\_\_\_\_

8. **What is the measurement period to be used?**

\_\_\_\_\_

9. **Are the Financial Statements for measurement period signed off or will Management Accounts be used?**

\_\_\_\_\_

10. **What is your turnover for the measurement period?**

\_\_\_\_\_

11. **What is the nature of your business activities?**

\_\_\_\_\_

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Compiler: Kgwadu Machaka

Revision Number: 000  
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**12. Sector: Please tick the applicable box**

Please select **only 1 (one)** of the sectors listed below numbered 1 - 20. In the event that 17, 18, 19 or 20 was selected, please further select **1 (one)** applicable sub-sector. The selection should be based on the business activity from which the majority of turnover/revenue is derived from.

1. Manufacturer		2. Forestry	
3. Retail		4. Wholesaler	
5. Distributor		6. Information, Technology and Communication	
7. Mining		8. Agriculture	
9. Services		10. Personal Services	
11. Exporter or Importer		12. Media, Advertising and Communication	
13. Tourism		14. Defence	
15. Chartered Accountants		16. Trade	
17. Financial Services		18. Transport	
17.1. Banking		18.1. Road Freight	
17.2. Long-term Insurance		18.2. Forwarding and Clearing	
17.3. Short-term Insurance		18.3. Taxi Industry	
17.4. Fund Managers		18.4. Bus Commuter and Coach Services	
17.5. Broker		18.5. Public Sector Transport	
17.6. Underwriting Management		18.6. Maritime	
17.7. Asset Management		18.7. Rail	
17.8. Other (please specify)		18.8. Domestic Aviation	
19. Property		20. Construction (see guidance note on Page 4)	
19.1. Property Development		20.1. BEP	
19.2. Property Ownership		20.2. Contractor	
19.3. Property Services			
19.4. Estate Agents			
19.5. Property Valuation			
19.6. Other (please specify)			

Other (please specify): \_\_\_\_\_

**13. Are there any safety protocols or procedures that we need to be aware of when visiting any of the above-mentioned sites?**

\_\_\_\_\_

**14. Kindly complete the table:**

Black Ownership (Percentage if applicable)	
Black Female Ownership (Percentage if applicable)	
Total employees	

**15. Do you wish to apply for the measurement of the YES Initiative (at an additional cost to the standard verification fee)?**

YES	NO
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Please note the YES Initiative is subject to verification and requirements as per Gazette 41866

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## 16. CONSTRUCTION ONLY:

### **Guidance note on selecting BEP or Contractor**

*When making the selection between either BEP or Contractor, please peruse the below definitions and base selection on the business activity from which the majority of turnover/revenue is derived from.*

<b>"BEP"</b>	means Built Environment Professional. These are enterprises that conduct the following activities: Planning, design and costing of construction projects in the built environment. Also project management and design of a construction value chain including environment, energy, industrial, property, transport and infrastructure. Enterprises typically classified as BEP's include, but are not limited to, consulting engineering practices, architects, quantity surveyors and town planners.
<b>"Contractor/s"</b>	<p>means enterprises that conduct construction project activities that include, civil engineering, electrical engineering, power transmission, general building and specialist construction works as per the CIBD grading tables below:</p> <p><b>CE</b> Construction work primarily concerned with materials such as steel, concrete, earth and rock (water, sewerage, roads, railways, bridges, dams, cooling towers, grand stand.</p> <p><b>EB</b> Electrical engineering works, all electrical work forming an integral part of building including any wiring (installations in buildings, reticulations within a plot of land (erf) or building site.</p> <p><b>EP</b> Electrical power generation, transmission, control and distribution equipment and system (power generation, street and area lighting, substations and protection system).</p> <p><b>GB</b> Building and ancillary works other than civil engineering works, electrical engineering works, mechanical engineering works, specialist works (air-conditioning and mechanical, Boiler installation and steam distribution, central heating).</p> <p><b>SB</b> Asphalts or any other related business.</p> <p><b>SC</b> Building excavations, shaft sinking and lateral earth support.</p> <p><b>SG</b> Glazing, curtain walls and shop fronts.</p> <p><b>SH</b> Landscaping, irrigation and horticultural works.</p> <p><b>SI</b> Escalators, travellators and hoisting machinery.</p> <p><b>SJ</b> Specialized foundations for buildings and structures.</p> <p><b>SL</b> Structural steelwork and scaffolding.</p> <p><b>SN</b> The waterproofing of basements, roofs and walls using specialist systems.</p>

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If the Measured Entity operate in the construction sector, please tick one the following options for automatic B-BBEE status level applicable to EME and relevant QSE's.

	Black Ownership of 100%	Black Ownership of ≥51% but <100%	Black Ownership of ≥30% but <51%	Black Ownership of <30%
<b>Exempted Micro Enterprise (EME)</b>				
Contractor annual turnover ≤ R3 million	Affidavit	Affidavit	Affidavit	Affidavit
Contractor annual turnover ≤ R10 million				
Built Environment Professional (BEP) annual turnover ≤ R1.8 million	Affidavit	Affidavit	Affidavit	Affidavit
Built Environment Professional (BEP) annual turnover ≤ R6 million				
<b>Qualifying Small Enterprise (QSE)</b>				
Contractor annual turnover more than >R10 million but ≤ R50 million				
Built Environment Professional annual turnover > R6 million ≤ R25 million				

Note: for a Measured Entity in construction not to be discounted on their B-BBEE level, an audit on Skills Development initiatives can be conducted, or if the Measured Entity wishes to maximize their points and apply for a B-BBEE Level enhancement, i.e. verification of Skills Development and or Supplier Development Expenditure on the QSE Scorecard please indicate if the entity will opt for this additional verification:

YES	NO
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#### MEASURED ENTITY TO COMPLETE:

I, \_\_\_\_\_ herewith agree that there is no debt-creating agreement between ourselves, the Measured Entity, and Monochrome Verifications (Pty) Ltd, where such an agreement factually encumbers or is perceived to encumber the Agency in the execution of its professional discretion and objectivity towards the BEE Verification of the Entity. If there is any debt /equity relation with the Agency please provide details:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Authorized Representative Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Designation / Job Title

**Once Completed please send this form to:**

E-mail: [admin@monova.co.za](mailto:admin@monova.co.za)

Please contact us should you need any assistance with the completion of this form: 012 543 2351

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## FOR OFFICE USE ONLY:

## ASSIGNMENT

Analyst(s) Assigned:	1.	2.	3.
Verification Manager Assigned:			

Scorecard and sub-sector (please indicate):

General (Revised Codes) – R2		Transport Bus Commuter	
MAC (Revised Codes)		Transport Road Freight	
Forestry Sector (Revised Codes)		Transport Forwarding and Clearing	
Forestry, Growers and Sawmills (Revised Codes)		Transport Coach Services	
Tourism (Revised Codes)		Transport Maritime	
ICT (Revised Codes)		Rail Transport	
Defence Sector (Revised Codes)		Transport Aviation	
Agriculture Sector (Revised)		Public Sector	
Financial Sector – Banking Association (Revised Codes)		Taxi Association	
Financial Sector – General (Revised Codes)		Construction Contractor (Revised Codes)	
Financial Sector – Long Term Assurers (Revised Codes)		Construction BEP (Revised Codes)	
Financial Sector – Short Term Insurers (Revised Codes)		Specialised (Revised Codes)	
Financial Sector – Retirement Fund Scorecard (Revised Codes)		Specialised ICT (Revised Codes)	
Financial Sector – Specialised Enterprises (Revised Codes)		Specialised Property (Revised Codes)	
Financial Sector – Stock Exchanges & Members (Revised Codes)		Specialised Transport Road & Freight	
Property Sector – Unlisted Public Mandate (Revised Codes)		Specialised Agricultural Sector (Revised Codes)	
Property Sector - APUTS (Revised Codes)		Specialised Construction Contractor (Revised Codes)	
Property Sector – Asset Management (Revised Codes)		Specialised Construction BEP (Revised Codes)	
Property Sector – Estate Agents (Revised Codes)		Specialised Sector Universities (Revised Codes)	
Property Sector – Internal Management PLSA (Revised Codes)		Other (please specify):	
Property Sector – PLSA (Revised Codes)			
Property Sector – Property Management Services (Revised Codes)			
Property Sector – Property Owners (Revised Codes)			

EAP target applicable:	Generic / QSE / EME (please circle)		
Industry Norm:			
Total Number of Sites of operation for Measured Entity:	Sites visits required = $v_{sites} * 0.6 * 0.8$ $= \sqrt{\quad} * 0.48$ $=$		
List sites to be visited:			
Notes to Analyst:			
Verification Manager:		Signature:	

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**DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY**

We hereby declare that we do not have any links or vested interest in the Measured Entity, nor have we had any in the past four years or intend having any in the future. There is no conflict of interest or influence that will risk impartiality in performing our role in the verification of the Measured Entity.

We also declare that we did not provide the entity with any consulting during the past four years.

Any information disclosed or provided by the Measured Entity will be treated as confidential and shall not be used for any purposes other than for BEE Verification and this information will not be disclosed, revealed or published to any third party, without obtaining prior written consent thereto, or unless required by law to do so.

Any disclosures to me made in this regard will be submitted to the verification manager by means of a full report.

**Declaration of Competence and Capacity**

The Verification Manager hereby confirms that Monochrome has the Capacity and Competence to perform this BEE Verification, based on the review of the information contained in this Application Form.

Verification Manager:		Signature:		Date:	
Verification Manager:		Signature:		Date:	
Verification Manager:		Signature:		Date:	
Verification Analyst:		Signature:		Date:	
Verification Analyst:		Signature:		Date:	
Administrator:		Signature:		Date:	
Administrator:		Signature:		Date:	

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