

Affidavit How To Guide:

Exempt Micro Enterprise (EME)

In order to complete this affidavit your company has to have a turnover of below R10 Million.

Definition of Black Owned: The Black Shareholder must be born in South Africa or Naturalized before 1994 and are now a citizen of South Africa.

- If the company is 100% Black Owned, they are a Level 1.
- If the company is less than 100% Black Owned or 51% Black Owned, they are a Level 2.
- If the company is less than 51% Black Owned or has 0% black Ownership, they are a Level 4.

If you fall under the below 5 Sector Codes, please complete the applicable Affidavit for your company's sector.

- ICT (Information Communication Technology)
- Property Sector Codes
- Finance Sector Codes
- Construction Sector Codes
- Tourism Sector Code

NB: Companies that fall under the Transport Sector Codes cannot utilize an Affidavit and have to either obtain a letter from their Auditors confirming Turnover is below R5 Million and total percentage Black Ownership and Black Woman Ownership or, obtain a BBEE Certificate from a SANAS Accredited Agency.

Utilizing an Affidavit as a Transport company will be considered as fraud and perjury for the person completing this affidavit under oath.

Furthermore, companies applying Modified Flow Through Principle cannot utilize an Affidavit and are required to obtain a SANAS Accredited Certificate.

How to complete your Affidavit

- The Director/Member/Owner must complete the affidavit with their full name and ID Number.
- Director/Member/Owner must be underlined or the not applicable can be removed.
- All boxes must be completed in full.
- Accurate description of Nature of Business must be given.
- If the company has Black Designated Group Owned, the breakdown of this percentage must be completed on said table.
- The Financial Year must be completed with the day, month and year of the companies financial period. I.e., 28 February 2023. Please note, if this is not completed in full the Affidavit will not be valid and accepted by the BBEE Rating Agency.
- Underline Audited Financial Statements or Financial Statement depending on which is applicable to your company.
- The date the Deponent signed this affidavit must be the same date as the Commissioner of Oath signature.

Qualifying Small Enterprise (QSE)

In order to complete this affidavit your company has to have a turnover of between R10 Million and R50 Million, with more than 50% Black Ownership.

Definition of Black Owned: The Black Shareholder must be born in South Africa or Naturalized before 1994 and are now a citizen of South Africa.

- If the company is 100% Black Owned, they are a Level 1.
- If the company is less than 100% Black Owned or 51% Black Owned, they are a Level 2.

NB: If the company has less than 51% Black Ownership they are required to obtain a SANAS Accredited Certificate.

If you fall under the below 5 Sector Codes, please complete the applicable Affidavit for your company's sector.

- ICT (Information Communication Technology)
- Property Sector Codes
- Finance Sector Codes
- Construction Sector Codes
- Tourism Sector Code

NB: Companies that fall under the Transport Sector Codes cannot utilize an Affidavit and have to obtain a BBBEE Certificate from a SANAS Accredited Agency.

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- The date the Deponent signed this affidavit must be the same date as the Commissioner of Oath signature.