

Request for Verification

Doc No: FORM 7-5
Approved by: Executive Committee

Last Modified: 15 July 2023
Revision No.: 05

This form should be completed in full and returned to:

Attention: **NST Verification Services (Pty) Ltd**
Unit 11 Midlands Office Park
2 Walter Sisulu Street
Middleburg
1050

Tel: 013 243 0736
E-mail: info@nstvs.co.za

TYPE OF BEE VERIFICATION

Please indicate the following when submitting the application form (v)

Initial BEE Verification (new applicants)	*	Annual BEE Verification	
Certificate No. of previous verification			
Did you use a B-BBEE Consulting firm prior to applying for BEE Verification?	YES	NO*	
If yes, Name of B-BBEE Consultant or Firm			

CLIENT DETAILS (MEASURED ENTERPRISE)

Organisation Registered Name			
Trade Name			
Organisation Registration Number			
VAT registration number			
Type of Organisation	Organ of State.		
	(Pty) Ltd		
	Sole Business entity not involved in any group or franchise structures (CC or Company)		

	Group structure	
	Franchisor	
	Franchisee	
	Unincorporated joint venture	
	Multinational Company	
	Company Limited by Guarantee	
	Higher Education Institution	
	Non-Profit Organisation	
	Public Entity	
	Enterprise wholly owned by organ of state	
	Public Benefit scheme	
Type of Industry	Agriculture	
	Mining & Quarrying	
	Tourism	
	Transport & Freight	
	Construction	
	Financial Services	
	Petroleum and Liquid Fluid Sector	
	Marketing, Advertising & Communication	
	Property Sector	
	Forestry Sector	
	Other:	
If Enterprise part of Group Structure number of Enterprises in Group to be Verified		
Which Sector Charter/Code applies to your business, if any?		
Annual Turnover as per last financial statements <i>Required to determine which scorecard to be used</i>		
Number of full-time employees		
Number of Black Directors		
Number of Black Managers		

Number of sites where operations occur		
Percentage of Black Ownership		
<p>Black Shareholding: Complete this section <u>only</u> if you have Black Shareholding or Equity Equivalent Programme approved.</p> <p>Type of Black shareholding and other allowable forms of ownership.</p> <p>Please tick all those types of ownership applying to your business where black shareholding or other allowable forms of ownership is involved:</p>	Ownership in personal capacity directly in the measured entity	
	Ownership via a chain of ownership	
	Ownership via sale of assets	
	Broad based ownership scheme	
	Employee share ownership scheme	
	Private Equity Fund	
	Companies limited by guarantee	
	Trusts	
	Options and share warrants	
	Equity instruments carrying preferential rights	
	Multinational with equity equivalency programme approval	
	Recognition of ownership after the sale or loss of share by a black shareholder who held shares for longer than 3 years	
	Section 21 Companies	
Government Entities		
Mandated investments (Pension Funds, Insurance Fund, Medical Schemes, Banking Investments, Friendly Society, Mutual Schemes Unit Trusts)		

Physical Address			
Postal Address			
Contact Person		Position	
Tel		Cell	
Fax		Email	

Authorization: The Chief Executive Officer or authorised official must authorise this form.			
<p>I declare the information given in this application form is correct to the best of my knowledge and belief. I undertake to inform NST VERIFICATION immediately of any changes with respect to the application, which can include but is not limited to, site visits, verification, delays, changes of information and we accept full</p>			

responsibility for any costs incurred as a result of any changes not notified in writing and in a timeously manner. I have authority to engage NST VERIFICATION for a BBEE verification for the measured entity			
Name			
Position			
Signed at		Date	
Signature			

Additional Documentation (Please supply copies of the following with the Application Form if applicable)
<i>NB: Should there be any equity interest in NST Verification or vice versa, documentation of proof will have to be</i>

Risk Assessment (compulsory) to be completed by the Measured Entity

Does your entity have any equity interest in NST Verification	YES	NO
Does your entity understand impartiality?	YES	NO
Have you submitted your latest WSP & ATR submissions?	YES	NO
Are your Suppliers more than 50?	YES	NO
Do you have Imports?	YES	NO
Did you make any contributions under Enterprise Development, Supplier Development and Socio-Economic Development?	YES	NO

Office Use

Does the client have the latest 12 months Audited Financials or Management Accounts?	YES	NO
Does the client's revenue derive from more than 1 Industry/ Sector?	YES	NO
Are there any known difference in understanding between NST and the Measured Entity?	YES	NO
If the above is a "Yes", has this been resolved?	YES	NO
Has the client provided sufficient information to conduct a review?	YES	NO
Are the requirements of the Request for Verification clearly defined, documented and have been provided to the Measured Entity?	YES	NO



Reviewed by: _____ Signature: _____ Date: _____

Risk Analysis (compulsory) for Office Use

Does NST Verification have any equity interest in the prospective client?	YES	NO
Does the prospective client understand the impartiality?	YES	NO
Is there any conflict of interest between NST and the prospective client?	YES	NO
Was there any other services besides verification done for the prospective client in past 4 years?	YES	NO
If the above is a "Yes", please provide details.		
Where there any related parties identified either directly or indirectly with the prospective client?	YES	NO
If the above is a "Yes", please provide details.		
Is there any financial interest or obligation between NST and the prospective client?	YES	NO
Is there any financial pressure from NST Management that may influence or compromise its impartiality?	YES	NO
Is the Indemnity cover in place that cover significant risks that may arise from Verification activities?	YES	NO
Does NST have the competency and ability to perform the service? Based on the following: <ul style="list-style-type: none"> - The Location and number of sites (Operations) - Time required to complete the verification(s) - Any influencing activities (i.e. Language, Safety Condition, threats to Impartiality, etc) 	YES	NO

Risk Analysis Evaluation (Office Use)

<u>Identified Risk:-</u>
<u>Mitigation:-</u>

Conclusion:-

Based on the above information from the measured entity, NST has decided to take the following decision:-

Managerial Decision

Approved

Declined

Approved/Declined by: _____ **Signature:** _____ **Date:** _____

Disclaimer

If information is found to be incorrect, **NST** may, in addition to any other remedy, cancel the entity's verification status and circulate & publicize the nature of the contravention and the changes on the verification status of the entity to all potential users.

NST'S VERIFICATION SERVICES Process

NST Verification Services provides a full range of services relating to B-BBEE Verification. Our services have been designed and refined from past experience to ensure that our clients get every assistance in maximising their Verification Scorecard.

Our approach follows a 4 Step process once this quotation has been accepted:

STEP 1: VERIFICATION PLANNING & SCHEDULING

Once Verification Application has been accepted, NST will allocate verification analyst. The allocated verification analyst arranges to meet with you at your office to provide training on BBBEE and to inform you in terms of what you can claim BEE points for.

This is an important step, because if you do not understand the rules applicable to you, your score will not be a true reflection of your BEE Status.

During this meeting the analyst will show you what evidence is required for verification and leave a checklist with you to use in preparing your evidence.



We encourage you to complete the collection of evidence phase within 5 working days of receiving the Information Gathering Sheet (Form 15-2). After which the evidence will be collected and evaluated by the verification analyst.

STEP 2: ASSESSMENT OF COLLECTED EVIDENCE

Once the evidence has been collected the analyst assesses the evidence. The analyst determines which evidence needs to be audited and prepares a verification plan based on samples drawn from the BEE elements and communicates the Verification Plan & Schedule to you.

STEP 3: ON-SITE VERIFICATION

Once you have signed off the Verification Plan, NST Verification Services will conduct On-Site verification which will consist of the following:

- **Client Briefing** – NST Verification Services will start off with an on-site client briefing to introduce the team and resolve any last-minute issues or questions.
- **Verification of each Element** – NST Verification Services will then verify each element required in the codes according to the verification plan.
- **Exit Briefing** – Once NST Verification Services has completed the on-site verification, a final meeting with your management to discuss any issues and further actions to be taken.

STEP 4: FINALISATION OF VERIFICATION REPORT

On completion of the On-Site Verification the Verification Manager audits the client file to ensure compliance to SANAS R47, the BEE Codes of Good Practice and our internal standards and procedures.

Only after all these requirements have been checked will NST Verification Services provide a report of its verification findings. You will have 10 working days to appeal or query any result of the Verification. Should an organization wish to appeal a decision by NST Verification Services, they should immediately contact the Administrator to lodge an appeal. NST Verification Services has an independent appeals procedure that would automatically be invoked under these circumstances. This procedure can be downloaded from our website (www.nstvs.co.za). An appeal must be lodged with NST Verification Services within 10 working days of the incident, the investigation will be completed in 10 working days and you will be notified in writing on the outcome of the appeal.

If the investigation confirms that there is a valid foundation for a change in the score, the Verification Manager will issue a new verification certificate and scorecard within 10 working days of the investigation.

Should there be no appeals NST Verification Services will issue you a final B-BBEE Verified Scorecard and Certificate.