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ADMINISTRATION PROCESS

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1. Purpose and scope

The purpose of this document is to outline the flow of events from receiving the application for BEE Verification to issuing the final BEE Verification Certificate.

2. The Administration Process

The Administrator, together with the Operations Manager and Accounts Administrator, shall administer the entire application process as follows:

2.1 On enquiry from the client, the administrator will submit the Request of Quotation (F03) to the client. Once returned, the F03 will then be submitted to the Operations Manager who will conduct a Review for Verification (F07). Once the requirements of the F07 have been satisfied, the Operations Manager, or delegated employee, will submit a quotation to the client via email with the following attachments:

- Verification Agreement (F04)
- Multi-site Declaration (F68)
- POPIA Declaration (F73)
- Information on the Application Process (A02)

2.2 On receipt of a completed Verification Agreement (F04) and Complex Structure and Multi-Site Declaration (F68), if applicable, and fees, the Administrator shall:

2.1.1 Record the applicant's request for BEE Verification on the Client Log Sheet (F05). The client log sheet will also serve as a directory of verified entities.

2.1.2 Check that all the documents indicated on the application form have been received. The administrator will communicate with the client to collect any outstanding documents. Check if all sections of the requested documentation, have been completed and signed in full.

2.1.2.1 The administrator will confirm the company registration and VAT numbers on the Companies Intellectual Property Commission and South African Revenue Services websites to confirm the accuracy of the information captured to the Request for Quotation (F03).

2.1.2.1.1 In performing this duty, the Administrator will pull the CIPC document from the Biz-Portal and place it physically into the client file under the EO tab;

2.1.2.1.2 The administrator must ensure that the physical print out/saved copy on the network bears the date and time stamp from when same was downloaded from the Biz-Portal website (to ensure that the information is marked as current).

2.1.3 Issue a Certificate number and revision number in accordance with the procedure for drawing up the verification certificate (P04) and record it on the Client Log Sheet (F05)

2.1.4 Select the type of Scorecard and the type of BEE Verification and record it on the Client Log Sheet (F05)

2.1.5 Create a file on the 1ST VERIFICATION NETWORX network and save it. The file will be saved in the client folder on the 1ST VERIFICATION NETWORX network.

2.1.6 Open a file (black) and complete the Administration checklist (F06). The Administration checklist (F06A) will be used for Exempted Micro Enterprises (EME) and the (F06) will be used for Qualifying Small Enterprises (QSE) or Generic Score cards. The administrator will print and complete all the sections in the checklist marked ADM. The Administration checklist (F06) must be placed in the front of the file.

2.2 The Administrator passes the file on to the Accounts Administrator who will check that the application fee has accompanied the application. Where the applicant has not forwarded the application fee with the verification agreement, the Accounts Administrator will issue an invoice for the appropriate amount. The Accounts Administrator, at the discretion of management, shall inform the applicant that the process is on hold until such time as the application fee is received. If the applicant has paid the fees, the Accounts Administrator will issue an invoice. The Accounts Administrator will complete the Administration checklist (F06) marked ACC.ADM and pass the file back to the Administrator.

2.3 The administrator will forward the client a letter confirming the receipt of application for BEE Verification and forward the relevant sector Input Sheet (F09A/09B). In the case of an EME client no letter of confirmation or verification manual will be sent to the client. The administrator will complete the Administration checklist and pass on the file to the Operations Manager. In the case of an EME client the administrator will pass the file onto the verification analyst that does the EME verifications. In the case of QSE and Generic clients the Operations Manager will appoint a verification analyst who will liaise with the client/applicant who has to complete the Input Sheet and return it to 1ST VERIFICATION NETWORX with supporting documents within 15 days from the date on the letter of notification. (See paragraph 5 of the “Information on the Application Process (A02)”) within the 30 day period.

2.4 The Verification Analyst will contact the client within 15 days from the date on the letter of notification and arrange for the documents to be returned to the 1ST VERIFICATION NETWORX office for document review. The document review is done in accordance with the Review procedure (P10).

3. Verification Team

The Verification Analyst will perform a document and information review. The client will be informed of any outstanding information that must be submitted before the site visit. No site visit is required for EME Clients. The Operations Manager shall select a verification team in accordance with procedure Contracting of Verification Team (P02) and record his/her justification on the BEE Verification review form (F07). The verification team will each sign a Confidentiality and Non-Disclosure Agreement (F10) before the site visit. In the case of an EME client the verification analyst will sign Confidentiality and Non- Disclosure Agreement (F10) before performing the verification. All verification analysts shall be totally independent of any connection whatsoever with the organisation to be verified. The Operations Manager will complete the Administration checklist (F06) marked OPERATIONS MANAGER. The Analyst shall issue the applicant a Verification Plan (F 11) and negotiate a suitable date for the on-site verification. The Verification Team/Analyst will perform the on-site verification as per the On-Site Verification Procedure (P09). The lead verification analyst will complete the Administration checklist (F06/06A) marked VERIFICATION TEAM.

4. Approval Process

On completion of the on-site verification, the Accounts Administrator will issue an invoice to the client for the balance of the fees. The Accounts Administrator will complete the Administration Checklist (F06) marked ACC.ADM and pass the file to the Analyst who will prepare a BEE Verification Report and Certificate based on the results of the verification and supporting documents. The BEE Verification Report and Certificate is prepared in accordance to procedure (P07). The BEE Verification Report, unsigned Certificate is prepared and saved on the 1ST VERIFICATION NETWORX network in the client folder and the file containing all the evidence is forwarded to the Verification Manager. The Verification Manager will approve and sign off all BEE Verification Certificates and Reports in accordance with procedure 1ST VERIFICATIONNETWORX Approval of BEE Verification Certificate (P03) and save them on the 1ST VERIFICATION NETWORX network. Any certificates that must be re-issued due to an error, complaint, appeal or dispute must be updated in accordance with the procedure, Approval of BEE Verification certificate (P03) and Verification Certificate (P04).

Once the Verification Manager has approved the BEE Verification Certificate they will pass on the file to the Accounts Administrator who will confirm that the Verification Manager has signed off each page of the worksheets, the Recommendation Report (F08) and the Administration Checklist (F06), and will then forward the approved BEE Verification Certificate, Report (saved on the network) to the applicant. The client must be informed about the 1ST VERIFICATION NETWORX appeals procedure as well as information on the use of the LOGO. The administrator will complete the Administration Checklist and file the client's file in the filing room.

The administrator will maintain a list of valid verification certificates. The administrator will maintain and make available to the DTIC this list should it be required.