

**Guideline from the BBEE Commission website for completing valid documents:**

[www.bbbee.commission.co.za](http://www.bbbee.commission.co.za)

**The following pointers are key in determining the validity of a sworn affidavit:**

- a) Name/s of deponent as they appear in the identity document and the identity number.
- b) **Designation of the deponent as either the director, owner or member must be clearly either underlined or encircled** (2. On template) in order to know that person is duly authorised to depose of an affidavit
- c) Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- d) Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- e) Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- f) Financial year end as per the enterprise's registration documents, which was used to determine the total revenue. **(Day,Month,Year)**
- g) B-BBEE Status level. An enterprise can only have one status level.
- h) Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- i) Date deponent signed and date of Commissioner of Oath must be the same.
- j) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

**Please encircle or underline one of the following:**

2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

**Day, month and year must be stipulated:**

- Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R10,000,000.00 (ten million rands);