

B-BBEE

YEAR PLANNER

Financial year end

insert date

Prepare and submit Employment Equity Report

Align to Management Control on B-BBEE Scorecard

Reporting season opens 1 September

Submission deadline: 15 January annually

DUE DATE

15 Jan

% COMPLETE

DONE

Prepare and submit WSP/ATR to relevant SETA

Submission deadline: 30 April annually

DUE DATE

30-Apr

% COMPLETE

DONE

Apply to SETA for discretionary grant funding

DUE DATE

% COMPLETE

DONE

Notes:



Progression

Prepare for B-BBEE audit - Gather all relevant information

SKILLS DEVELOPMENT

	DUE DATE	% COMPLETE	DONE
Develop skills development strategy			
Learnership agreements			
Employment contracts			
Attendance registers			
Invoices and proof of payments			
Certified IDs of learners			
Proof of disability			
EEA1 forms			
Proof of accreditation			
Proof of registration			

PROCUREMENT

	DUE DATE	% COMPLETE	DONE
Develop procurement strategy			
B-BBEE certificates/Affidavits from suppliers in required format			
Supplier ledger			
Invoices			
Imports - relevant docs			
First time suppliers - relevant docs			
Suppliers with 3-year contract - relevant docs			

ENTERPRISE DEVELOPMENT

	DUE DATE	% COMPLETE	DONE
EME/QSE Affidavit or SANAS certificate			
Thank you letter confirming benefits received			
Signed Enterprise Development agreement			
Invoices and proof of payment			

SUPPLIER DEVELOPMENT

	DUE DATE	% COMPLETE	DONE
EME/QSE Affidavit or SANAS certificate			
Thank you letter confirming benefits received			
Signed Supplier Development agreement			
Invoices and proof of payment			

SOCIO-ECONOMIC DEVELOPMENT

	DUE DATE	% COMPLETE	DONE
Description of initiative/details of beneficiary			
Independent Person Confirmation of beneficiary composition			
Letter from Beneficiary confirming % benefit to black people			
Proof of contribution (invoices, proof of payment, credit notes)			

OWNERSHIP

	DUE DATE	% COMPLETE	DONE
Certified IDs of shareholders/Trustees (in case of a Trust)			
Race Declaration of shareholders/Trustees and beneficiaries			
New Entrant Affidavit (if applicable)			
Detailed organogram			
Share Register, Share Certificates and Shareholders Agreement			
Purchase and Sale Agreement			

MANAGEMENT CONTROL

	DUE DATE	% COMPLETE	DONE
Organogram of management			
Latest EEA2 and EEA4 and proof of submission			
Certified IDs, Race Declaration, employment contracts and payslips			
Minutes of Board Meetings			
Packages of all Directors			

Conduct interim audit to determine gaps

DUE DATE

% COMPLETE

DONE

Arrange and go through final audit with verification agency

DUE DATE

% COMPLETE

DONE