

10 Steps to BEE Compliance Checklist

<p>1) Learn about BEE</p> <ul style="list-style-type: none"> ▪ Attend a course on BBEE <input type="checkbox"/> ▪ Read through the BBEE Codes of Good Practice <input type="checkbox"/> 	
<p>2) Look at where BEE is likely to affect you</p> <ul style="list-style-type: none"> ▪ Customers/private sector companies <input type="checkbox"/> ▪ Government <input type="checkbox"/> ▪ Licenses issued by government <input type="checkbox"/> ▪ Other: _____ <input type="checkbox"/> 	
<p>3) Look at the indicators to find ways of scoring points</p> <ul style="list-style-type: none"> ▪ Look at the BBEE Scorecard <input type="checkbox"/> <ul style="list-style-type: none"> ○ Look at all the elements ▪ Look at the companies structure to see where you are likely to score points <input type="checkbox"/> 	
<p>4) Collect documents around the indicators where points can be scored</p> <ul style="list-style-type: none"> ▪ Collect documents relating to all areas where points can be scorecard <input type="checkbox"/> ▪ Write data onto the record keeping documents <input type="checkbox"/> ▪ Write commentaries around the documents, (can also be used for the profile) <input type="checkbox"/> 	
<p>5) Do a rough calculation to find out how many points you have achieved</p> <ul style="list-style-type: none"> ▪ Produce a draft scorecard <input type="checkbox"/> <ul style="list-style-type: none"> ○ Based on all seven elements 	

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<ul style="list-style-type: none"> ○ Use the documents as proof of your status 	<input type="checkbox"/>
<p>6) Write a report, Scorecard, Profiles, Policies and Strategies around BEE and display your scorecard level</p> <ul style="list-style-type: none"> ▪ Companies BBBEE Profile ▪ Policy for BBBEE ▪ Strategy to increase points ▪ Scorecard <p>A future scorecard can also be prepared</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>7) Spend time and effort and earn the points</p> <ul style="list-style-type: none"> ▪ Earn maximum points 	<input type="checkbox"/>
<p>8) Do a final self rating - must be signed once you are completely happy with it</p> <ul style="list-style-type: none"> ▪ Prepare the final self assessment scorecard 	<input type="checkbox"/>
<p>9) Look for ways to find more points on the scorecard</p> <ul style="list-style-type: none"> ▪ Re look at your draft scorecard and focus on the elements with little or no points <ul style="list-style-type: none"> ○ Look for the cheapest/most efficient ways of scoring more points <p>(At this point you can redo step 6,7,8 and 9)</p>	<input type="checkbox"/>
<p>10) Not mandatory - get an independent organisation to sign off your scorecard (Auditors or Rating Agencies)</p> <ul style="list-style-type: none"> ▪ Rating agency to accredit scorecard ▪ Companies auditors as an independent organization to approve scorecard 	<input type="checkbox"/> <input type="checkbox"/>

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