	Notes	January	2022	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	Docombor 2022
	Notes	January	2023	Teordary 2023	IVIAI CIT 2023	<u> </u>				August 2023	September 2023	October 2023	November 2023	December 2023
						BROAD - BASEL	BLACK ECONO	MIC DEVELOPME	:IN I					
OWNERSHIP:										<u>'</u>			·	
Is your company's ownership														
structure in line with B-BBEE														
requirements? Current BO %														
Current BO %														
Required BO %			1											
Tregaried 20 70														
Due date for completion														
MANAGEMENT CONTROL		1.50												
MANAGEMENT CONTROL:										,				
Do you have a diverse														
management team, including black professionals?														
Are they actively involved in														
decision-making processes?														
Are you aware of your	100			100										
specific EAP Targets and do														
you have a policy in place to														
achieve them?								ACCORD NAMED IN					200 000	
SKILLS DEVELOPMENT:														
Have yo <mark>u implem</mark> ented														
trainin <mark>g and skil</mark> ls						l '								
devel <mark>opment p</mark> rograms for								•		4				*
blac <mark>k employe</mark> es?														
Are you investing in training					- 0.									
and skills development for												P	-	
unemployed black individuals or previously disadvantaged				- 1			\ \							L
groups?														
Did you submit a WSP/ATR			_			-								
and have a letter of														
approval?														
Skills Development Policy: Do														
you have a skills														
development policy in place						N.								
that outlines your								_	,					
commitment to skills development and training,														
and that is aligned with the	1 1													
National Skills Development														
Strategy (NSDS)?														
Workplace Skills Plan (WSP):														
Have you developed a WSP														
that identifies the skills														
needs of your organization,														
and that outlines the training														
and development programs														
that you will implement to address these needs?														
Annual Training Report (ATR):														
Have you submitted an ATR														
to the relevant SETA (Sector														
Education and Training														
Authority) that outlines the														
training that you have														

provided to your employees									
during the previous year?									
Learnerships: Have you									
implemented learnerships in									
your organization, which									
provide opportunities for									
employees to gain									
theoretical knowledge and									
practical experience, while									
also receiving a nationally									
recognized qualification?									
Skills Programs: Have you									
implemented skills programs,									
which are shorter, focused									
training programs that									
address specific skills needs									
within your organization?									
Recognition of Prior Learning									
(RPL): Have you implemented									
RPL processes, which									
recognize the skills and									
knowledge that employees									
have gained through work									
experience, and that provide									8
opportu <mark>nities for t</mark> hem to			4						
receive formal qualifications?							- Table 1		
Accredited Training			_				AND DESCRIPTION OF THE PARTY OF		
Provi <mark>ders: Have</mark> you					•		4	l.	
identified and partnered with									
accr <mark>edited train</mark> ing providers,									•
such as FET colleges or									
private training providers, to			1						
ensure that the training and				1				•	
development programs you			1						
offer meet quality standards?								44	
Funding: Have you accessed									
available funding									
opportunities, such as the									
Skills Development Levy									
(SDL) or SETA grants, to		N.	_		-				
support your skills)			
development initiatives?			78			·			
Training committee dates									
EMPLOYMENT EQUITY:									
Did you submit an EE plan to									
DOL?									
Policy: Do you have an									
Employment Equity Policy in									
place that outlines your									
commitment to promoting									
equity and diversity in the									
workplace?									
Plan: Have you developed an									
Employment Equity Plan that									
includes targets for the									
representation of designated									
groups (i.e., black people,									
women, people with									
disabilities, etc.) in your									
uisaviiilies, elc.) ii I youi									

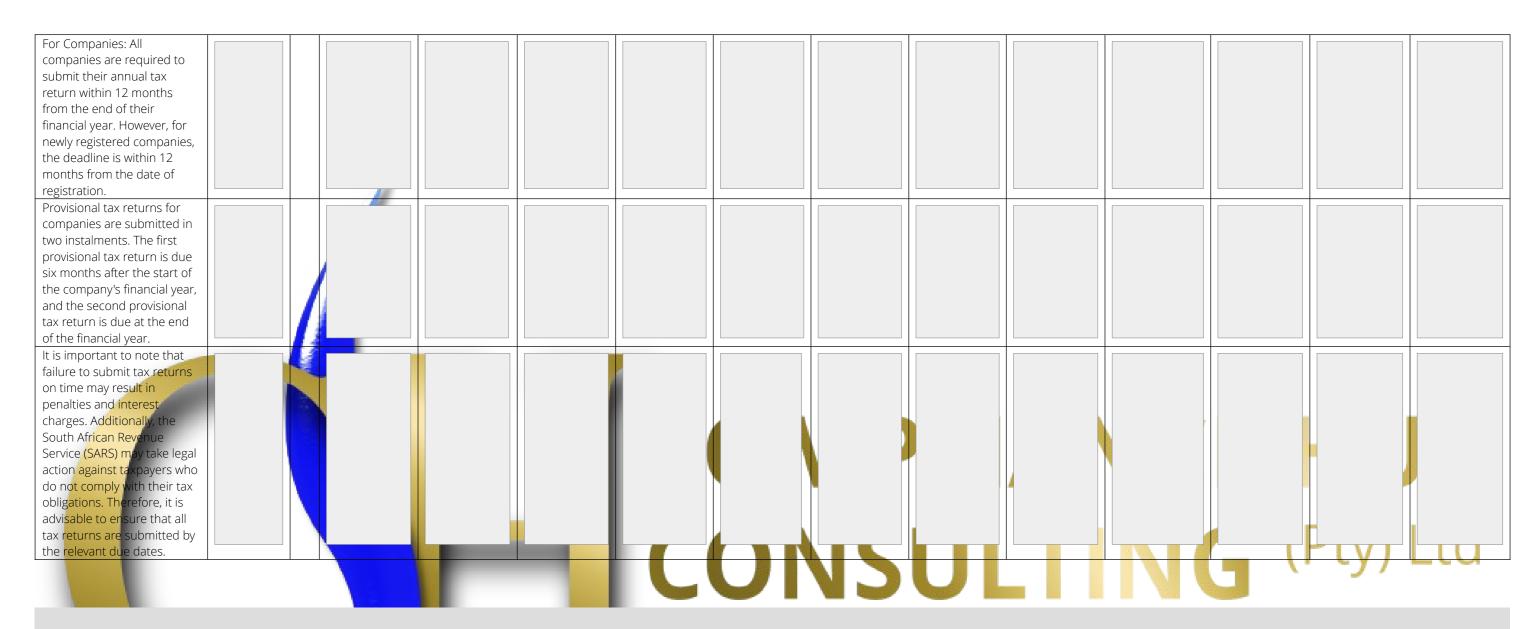
workforce, as well as												
strategies for achieving those												
targets?												
		+										
Analysis: Have you												
conducted an analysis of												
your workforce												
demographics to determine												
whether there are any gaps												
in the representation of												
designated groups, and												
where these gaps exist?												
	 	+										
Selection: Do you have												
objective selection criteria												
that are applied consistently												
to all candidates, and that												
are designed to identify the												
best candidate for the job												
based on their skills and												
experience?												
Promotion: Do you have a												
fair and transparent												
			4									
promotion process that is												
open to all employees,												
regardless of race, gender,												
disability, or any other				4								
characteristic?							0	1				
				-				A CONTRACTOR OF THE PARTY OF TH				
Training: Do you provide												
traini <mark>ng and de</mark> velopment]				4				
opportunities to all												
emp <mark>loyees, including</mark>												
employees, including												
desi <mark>gnated gro</mark> ups, to help				4	l l							
the <mark>m reach the</mark> ir full				- 1								
potential and advance in					1							
their careers?												
Employment Equity										1000		
legislation and to provide												
updates on your progress												
towards achieving your												
targets?												
Recruitment: Do you have a			1			-						
fair and transparent												
recruitment process that				-		-						
attracts applicants from a												
diverse range of												
backgrounds and that avoids												
backgrounds, and that avoids												
discrimination based on race,												
gender, disability, or any												
other characteristic?	F 4000											
Do you have an employment												
equity plan in place?	AF .											
Committee meeting dates.												
Are you actively recruiting												
and promoting black												
employees?												
PROCUREMENT:												
Are you procuring goods and												
services from B-BBEE												
compliant suppliers?												
-	L L			L			I .	1	I.	l .	1	

Are you procuring from EME/							
QSE that are black owned /							
black women owned and							
designated Groups black-							
owned businesses and							
suppliers							
Do you have all your							
suppliers B-BBEE Valid							
certificates or affidavits?							
	1-						
ENTERPRISE DEVELOPMENT:							
Are you providing support to							
black-owned businesses,							
such as mentorship, financial							
assistance, or other							
resources in line with the B-							
BBEE Target?							
Do you have a formalised							
mentorship program?							
SUPPLIER DEVELOPMENT:							
Are you supporting black-							
owned businesses and							
suppliers that meet B-BBEE							
criteria?							
SOCIO ECONOMIC DEVELOPMENT:							
Are you contributing to the							
socio-economic							
devel <mark>opment of</mark> the							
com <mark>munities in</mark> which you							
ope <mark>rate?</mark>				_			
Are you involved in projects	1000						+
that benefit black							
communities, such as			1			•	
			•	 			
education, health, and					<u> </u>		
housing initiatives?							
B-BBEE COMPLIANCE:							
Have you undergone a B-							
BBEE verification process to							
assess your compliance							
level?		N I					
		FOL	HUEU III /				
When does your current							
certification expire?							
	1						

Recourse of Selection Doys of have a trout unterest and selection process that arrands and certified the best can disease for your opportunities and selection of the certified the best can disease for your opportunities and the certified th					Н	UMAN RESOUR	ŒS			
Do you have a remainment and an execution of the executio	Postuitment and Colection:									
and selection process shall statement of the bods confidence for your organization in energy, while executing doctrimation and entering farmers? Do you have a confidence for the selection of t										
attracts and identifies the boot candidates for your opganizations needs, while wooding price matter and and enduring for risks? Do you have a comprehensive onbloading process that worknown new hinds, included them to your organ and ordinates and the process that worknown new hinds included them to your organ and the processory information and ordinates and the processory information and ordinates and the processory information and ordinates and the processory of the processor of the										
best candidates for your opportunities for extension and exactly present and a separation of the second sec										
organization's recest, while executing the control of the control										
awolding discrimination and ensuring formses? Do you have a comprehensive or bounding process their welcomes new filters, introduces them to your organization's culture and violet, and provides them with the necessary intermation and nating to perform more notice effectively? Featurmative Management Do you have a performance management against a performance management against in place that access care recoverable, provides regular features. Employee Engagement against in place that access care recoverable, provides regular features. Employee Engagement against in place to force complete. Employee Engagement Albus regular commandation recognitions and opportunities for the performance of the performance										
erstating fathered? Do you have a comprehensive enboarding proteins the white well times have hires, introduces them to your organization and training to perform their necessary information and training to the performance of the perf										
Do you have a vectorism for control of the control										
comprehense entitoarding process that welcomes new mes. Introduces them to your organizations culture and values and provides them with the necessary information and training to perform their roles effectively? Performance Management posterior and participation of the provides regular feetibles, and the regular sequentions, provides regular feetibles, and the regular sequentions, provides regular feetibles, and the regular sequentions, provides regular feetibles, and the regular sequentions of the regular feetibles, and the regular sequential provides regular feetibles, and the regular post of the regular feetibles, and the regular post of the regular feetibles, and the regular post of the regular feetibles, and a regular communication (recognition and operations for the regular feetibles, and opportunities for career deleted from the regular feetibles and operations and development to be your making and development region matter. This mig and Development to be your making and development region matter training and development region matter than the regular communication of the regular communication of the regular communication of the regular communication of regions and development region matter than the regular communication of the regions and development region matter than the regions of the regions and development region matter than the regions of the region										
process that welcomes new hins: Introduces them to your organizations culture and value, and provides them with the necessary information and starting to perform their roles elfectively? Performance Management Do you have a performance management system is place that velocity elegiblar is edited by and rodgmaps a direvands good set form of el Employee Engalement Do you laves tales si in place to foster employee or agreement but an argular communication recognition and rowards programs, and opportunities for career divelopment Training and Development Do you provide training and development Training and Development Do you provide training and development Training and Development Do you provide training and development component sites to to your consider training and development component sites to to your consider training and development component sites to to your consider training and development component sites to to your consider training and development poportunities to your employees to let p them improve their solid acquainters.										
hires, introduces them to your organizations nature and values, and provides them with the recessary information and training to per form their roles effectively? Per formation and training to per formation of the recessary information and training to per formation and training to per formation of the recessary information and training to per formation of the recessary of the	comprehensive onboarding									
your organizations culture and values, and provides them with the necessary information and training to perform their roles effectively? Performance Management Do you have a performance management system in place that sects clear expectadions, provides regular feedback, and recognitives an inventorial good pile forms fee Employee fings ements Do you live stategles in place to fister employee engagement, sich as regular communication, recognition and revertel programs, and opportunities for career dive goment? De you provide starting and dive expiners, opportunities to your employee to litely them improves their suits Saud advance in Intelligence advance intelligence advance in Intelligence advance intelligence advance in Intellige	process that welcomes new									
and values, and provides them with the necessary information and training to perform their role of sets of the control of the	hires, introduces them to									
and values, and provides them with the necessary information and training to perform their role of sets of the control of the	your organization's culture									
them with the necessary information and training to perform their roles effectively? Performative Management: Do you have a performance management system in place that sets clear experigions, provides regular feetback, and recognizes all revends good performance? Employee Engagement: Do you have stratigies in place to instead engagement. Such as regular expensions, provides regular expensions, and open communication and reveards programs, and opportunities to conform their communication recognition and reveards programs, and opportunities for correct development. To you employee the skills and development to you provide training and development opportunities to your employees to fall p them improve that skills and advence in their careers?										
information and training to perform their roles of effectively? Performance Management: Do you have a performance management system in place that sets claim repeations, provides regular frontack, and recognizes and rewards good performance? Employee Engalement: Do you have strategies in place to firster employee engagement such as or segular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development to you provide training and development opportunities to your employees to help them improvement still Stags advance in their Caseps?										
perform their roles effectively? Performance Management: Do you have a performance management system in place that sets clear exposations, provides regular feelback, and recognizes and rewards good performance? Employee Fengarement Do you have strategies in place to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development: Do you provide training and development: Do you provide training and development: Do you provide training and development to you provide training and development to popuritities to your employees to help them improve their skills and advance in their Careers?										
effectively? Performance Management. Do you have a performance management system in place that sets clear expertations, provides regular feedback, and recognizes and rewards good performant fee? Employee Engalement Do you have strategies in place to fester employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Trailing and Development: Do you provide training and development to you provide training and development to your employees to tuelp them improve their sails study advance in their Caquers?										
Performance Management Do you have a performance management system in place that sets clear expectations, provides regular feedback, and recognizes and rewards good performance? Employee Fingal ement: Do you have strategies in place to fisster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development apportunities to your employees to kelp them improve their skills and advance in their dayers?			4							
Do you have a performance management system in place that sets clear expectations, provides regular feasback, and recognizes and rewards good performar ed? Employee Enga rement: Do you have strategies in place to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development opportunities to your employees to help them improves their skills and advance in their dagers?			A STATE OF THE PARTY OF THE PAR	2.00						
management system in place that sets clear expectations, provides regular feebback, and recognizes and rewards good performance? Employee Engagement: Do you have strategies in place to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training, and development toportunities to your employees to help them improves their skills and advance in their observer?										
that sets clear expectations, provides regular feldback, and recognizes and rewards good performan e? Employee Engagement: Do you have strategies in place to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development to your employees to help them improve their skills aad advance in their careers?										
provides regular feddback, and recognizes and rewards good performance? Employee Engatement: Do you have strategies in place to foster employee engagement such as regular communication, recognition and rewards programs, and opportunities for career development: Do you provide training and development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?										
and recognizes and rewards good performance? Employee Enga ement: Do you have strategies in place to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?					al a					
good performance? Employee Engagement: Do you have strategies in place to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?					4	l l				
Employee Engagement: Do you have strategies in place to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development to your employees to help them improve their skills and advance in their careers?										
Employee Engagement: Do you have strategies in place to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development to your employees to help them improve their skills and advance in their careers?						-				
to foster employee engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?										
engagement, such as regular communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development to your employees to help them improve their skills and advance in their careers?	you have strategies in place									
communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?	to fo <mark>ster emplo</mark> yee									
communication, recognition and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?	engagement, such as regular		V							
and rewards programs, and opportunities for career development? Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?					4	l l				
opportunities for career development? Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?					- 4	N N				
development? Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?										
Training and Development: Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?										
Do you provide training and development opportunities to your employees to help them improve their skills and advance in their careers?										
development opportunities to your employees to help them improve their skills and advance in their careers?										
to your employees to help them improve their skills and advance in their careers?										
them improve their skills and advance in their careers?										
advance in their careers?	them improve their skills and		4							
							-			
		1				naea	In 7			
Compliance. Are you	Compliance: Are you				4					
compliant with all relevant										
HR laws and regulations,										
such as labour laws, health										
and safety regulations, and										
anti-discrimination laws?										
Records Management: Do										
you maintain accurate and										
up-to-date records of your										
employees' personal and										
employment information,										
such as contracts,										
performance reviews, and										
training records?										
Exit Management: Do you										
have an exit management										
process in place that ensures										
a smooth and respectful										
I transition for employees who I										
are leaving your organization,	transition for employees who									

including exit interviews and			
the return of company			
property?			
OCCUPATION	ONAL HEALTH AND SAFETY (OHS)		
Legal Compliance: Are you			
familiar with and compliant			
with the Occupational Health			
and Safety Act, and any other			
relevant legislation, such as			
the Mine Health and Safety			
Act and the Construction			
Regulations?			
Risk Assessments: Have you			
conducted risk assessments			
of your workplace to identify			
potential hazards and risks			
to the health and safety of			
employees, and have you			
implemented measures to			
mitigate or eliminate these risks?			
Health and Safety			
Committees: Do you have a			
Health and Safety Committee		N N	· ·
in place, as required by law,			
and are employees			
repr <mark>esented on</mark> the			
committee?			
Hea <mark>lth and Safety Policy: Do</mark>			
you <mark>have a Hea</mark> lth and Safety			
Polic <mark>y in place t</mark> hat outlines			
your commitment to			
providing a safe and healthy			
workplace, and that is regularly reviewed and			
undated?			
Health and Safety Training:			
Have you provided health			
and safety training to			
employees, including			
induction training for new			
employees, and ongoing			
training as required?			
Emergency Preparedness:			
Do you have emergency			
preparedness plans in place, such as evacuation			
procedures, fire safety plans,			
and first aid procedures, and			
have you communicated			
these plans to all employees?			
Personal Protective			
Equipment (PPE): Have you			
identified the PPE required			
for each job function, and			
have you provided this PPE			
to employees, along with training on how to use it			

correctly?		
Incident Reporting and		
Investigation: Do you have		
procedures in place for		
reporting and investigating		
incidents and accidents, and		
do you take appropriate		
action to prevent similar		
incidents from occurring in		
the future?		
M		
COMPANY COMPLIANCE COMMON ANNUAL COMPLIANCE REQUIREMENTS THAT MANNY	OMBANIES IN COLITI LAFRICA MUST ARLIERE TO:	
COMPANY COMPLIANCE COMMON ANNUAL COMPLIANCE REQUIREMENTS THAT MANY (JMPANIES IN SOUTH AFRICA MUST ADHERE TO:	
Annual Financial Statements:		
All companies are required		
to prepare annual financial		
statements that comply with		
the International Financial		
Reporting Standards (IFRS)		
and the Companies Act. Annual Returns: All		
companies are required to		
submit annual returns to the		
CIPC, which include		
informa <mark>tion about the limit the limit to th</mark>		
compa <mark>ny's regist</mark> ered office,		
direct <mark>ors, and s</mark> nareholders.		
Failu <mark>re to submit annual</mark>		
retu <mark>rns may re</mark> sult in		
penalties or deregistration.		
	NIST LIDE IN FORMATION AREA IT THE COMPANY OF	NICONE EXPENSES AND TOXALABILITY FAILURE TO
TAX RETURNS: ALL COMPANIES ARE REQUIRED TO SUBMIT ANNUAL TAX RETURNS TO THE SOUTH AFRICAN REVENUE SERVICE (SARS), WHICH		NCOME, EXPENSES, AND TAX LIABILITY. FAILURE TO
SUBMIT TAX RETURNS OR PAY TAXES ON TIME MAY RESULT IN PEN	ALTIES OR LEGAL ACTION.	
For Individuals: Non-		
provisi <mark>onal taxpa</mark> yers (i.e.,		
those who earn only a salary		
or a single pension income)		
must submit their tax returns		
electronically via e-Filing or		
the SARS MobiApp by the		
23rd of November every	Y	
year.		
Provisional taxpayers (i.e.,		
those who earn income from		
sources other than a salary		
or a single pension income)		
have two filing deadlines. The		
first provisional tax return		
must be submitted by the		
31st of August, and the		
second provisional tax return		
must be submitted by the		
28th of February of the		
following year.		
	- · · · · · · · · · · · · · · · · · · ·	



Contact Us For More Information

Founded in 2012