KEY Elements when completing a Sworn Affidavit

Tenderers submitting B-BBEE Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity:

a) Name/s of deponent as they appear in the identity document and the identity number.

b) Designation of the deponent as the director, owner or member must be indicated in order to know that person is duly authorized to depose of an affidavit. **(Underline or circle Whichever is applicable).**

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. (**No blank spaces to be left**).

e) Indicate total revenue for the year under review and whether it is based on audited financial statements or management account. **(Underline the applicable option).**

f) Financial year end as per the enterprise's registration documents, which was used to determine the total revenue. (Financial year end to be stipulated by **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. **(The sworn Affidavit must be signed in the presence of the Commissioner of Oath).**

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

K) Sworn Affidavits attested / signed by a Commissioner of Oaths as a true copy **stamp** will not be accepted