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BEE Compliance Checklist

Build Transformation. Build Opportunity. Build Your Score.

Broad-Based Black Economic Empowerment (B-BBEE or BEE) is more than just a scorecard — it is a vital tool for accessing contracts, funding, and long-term business growth in South Africa. Whether you are just getting started or trying to improve your current BEE level, this checklist will help you understand your responsibilities and unlock new opportunities through compliance.

✓ Determine Your BEE Category and Sector Code

Your business size and industry determine your scorecard requirements.

Action: Identify if you qualify as an Exempt Micro Enterprise (EME), Qualifying Small Enterprise (QSE), or Generic Enterprise. Apply the correct sector code — e.g., legal, construction, ICT — to ensure accurate scoring.

✓ Obtain or Renew a Valid BEE Certificate or Affidavit

A valid certificate or affidavit is required for tenders, clients, and contracts.

Action:

- EME (turnover below R10 million): Submit an annual affidavit
- QSE (R10 million – R50 million): May submit an affidavit (if 51%+ black ownership), otherwise full verification
- Generic (above R50 million): Requires full verification through a SANAS-accredited agency

✓ Review Ownership Structure and Black Shareholding

Ownership is a key factor in improving your BEE score.

Action: Consider equity restructuring options that align with your business strategy and



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transformation goals. Formalise black ownership through share certificates and updated registers.

✓ Ensure Proper Management Control Records

Management control refers to how leadership positions are held and managed.

Action: Record demographic breakdowns of top management, directors, and senior leadership. Ensure your organisational structure supports inclusive development.

✓ Track Skills Development Spend

This measures your investment in training and upskilling black employees.

Action: Budget for skills development annually. Record all training, mentorship, and learnerships. Keep proof of spend and attendance.

✓ Plan for Enterprise and Supplier Development (ESD)

Support for black-owned businesses improves your score and supports transformation.

Action: Identify black-owned suppliers, offer preferential procurement, or provide financial/non-financial support. Document spend and engagement.

✓ Consider Socio-Economic Development (SED) Contributions

This includes initiatives that support underprivileged communities.

Action: Allocate at least 1% of NPAT (Net Profit After Tax) towards qualifying SED projects. Keep receipts and signed beneficiary letters.

✓ Keep Records and Prepare for Verification

Verification requires documentation, proof of spend, and governance.

Action: Maintain a central file with:

- Ownership documents

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Chief Operations Officer: Wilhelm Kuhn



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-
- Skills development reports
 - Procurement records
 - SED contribution evidence
 - HR demographic reports

✓ Monitor and Update Annually

BEE compliance is ongoing, not once-off.

Action: Review your scorecard annually and update strategies to align with changing requirements, growth, or changes in ownership.



Why BEE Compliance Matters

- ✓ Unlocks access to government tenders and private sector procurement
- ✓ Demonstrates commitment to transformation
- ✓ Improves competitiveness and growth potential
- ✓ Builds trust with clients and investors
- ✓ Positions your business as part of South Africa's inclusive economic future

Even if you are exempt, staying proactive allows you to scale with purpose — and without last-minute pressure during audits or bids.



Need Help With BEE Planning or Verification?

RK Corporate Consulting helps startups and SMEs with:

- Understanding the BEE Codes and Sector Requirements
- Ownership structuring and advice
- Full BEE scorecard preparation
- Skills development, ESD, and SED strategies
- Preparing for annual verification or affidavit submissions

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Navigating Compliance with Confidence



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