

REQUEST FOR VERIFICATION

Issued by: HR Planning

Approved by: Verification Manager

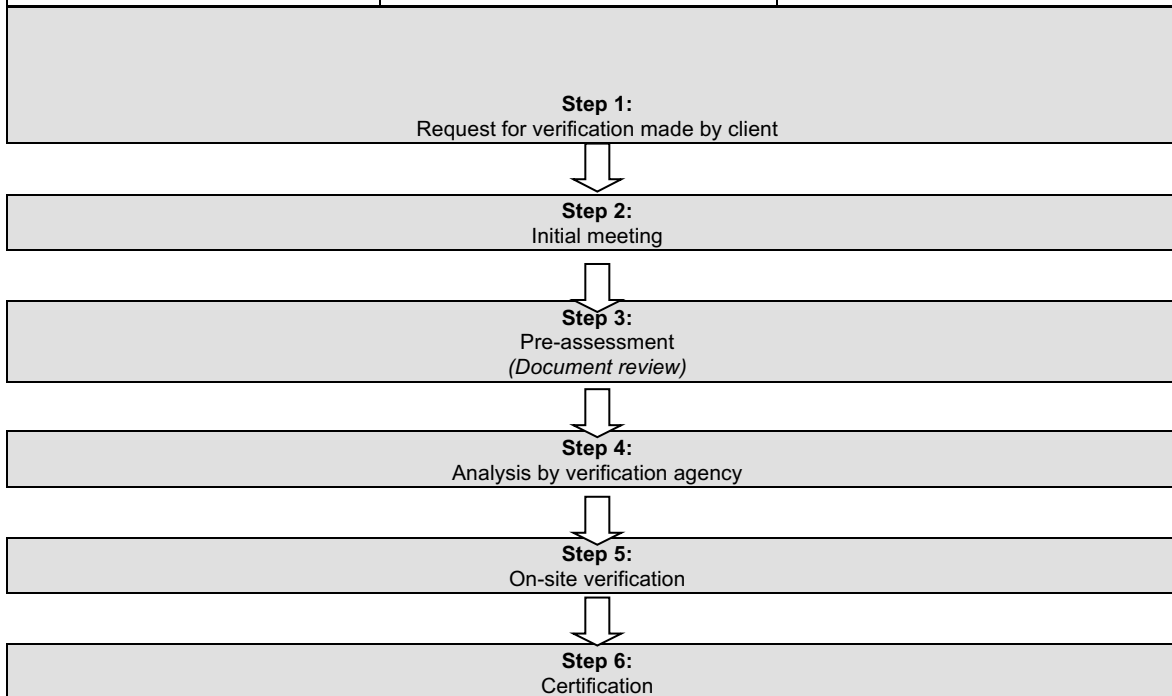
Kindly complete the following Company information, all sections to be completed:

1. Company Name:					
2. Use of B-BBEE consultancy over the last 2 years (specify consultancy name and date if applicable, HR Planning is not a consultant):					
3. Sector (incl. description of general function):					
4. Relationship with HR Planning as a verification agency (if any, ex. Shareholding, ex-employee, director):	Yes		No		
5. Language preference of verification analyst?	English		Afrikaans		
6. How urgent does the on-site verification need to be performed?	Urgent		Within normal timeline of 4-6 weeks		
7. Head office address (postal):					
8. Head office address (physical):					
9. Please indicate which elements will be verified:	Ownership	Management Control	Skills Development	Preferential Procurement ED & SD	Socio Economic Development
10. Which of the following will be provided for verification?	Financial statements		Management Accounts, including ledgers and VAT201 returns		
11. Have the measured entity implemented the YES programme?	Yes		No		
12. How many entities is included in this verification?					
10. Contact information of authorized representative:					

Contact person	
Fax number	
Office number	
Cellular	
E-mail	
Website	

11. Measured entity details – (based on last financial year)

Registration no		
VAT no		
Total no of employees		
Turnover		
Number of sites		
Location of sites if not the same as Head office:	Would Employees be available for interviews at the Head office address:	Would HR Planning need to travel to any additional sites for employee interviews:
	Yes / No	Yes / No



Client name & surname

Client signature

Date