



WGL Advisory Services

B-BBEE Affidavit / Certificate Readiness Checklist

Client Readiness Checklist

Version / date	Version 1.1 2026-05-04
Document label	Client Readiness Checklist
Website area	Tender/CSD/SMME support pages
Priority	Medium
Purpose	Help clients determine whether they need an EME affidavit, QSE affidavit or formal verification certificate and what evidence is needed.

Who this checklist is for

Suppliers, contractors and SMMEs preparing for public-sector, mining, engineering or corporate supplier registration and tenders.

When to use this checklist

Use it before submitting a tender, registering on supplier databases, renewing registrations or responding to procurement requirements.

Client / Matter Details

Client / business name	Client to complete	Company registration number	Client to complete
Tender / supplier reference	Client to complete	Procuring entity / platform	Client to complete
CSD number (if applicable)	Client to complete	Closing date / renewal deadline	Client to complete
Responsible client contact	Client to complete	WGL responsible person	Client to complete
Date completed	Client to complete		

How to use this checklist

Work through each requirement and tick one of the separate status boxes: Ready, Not Ready or N/A. Add notes/gaps, assign an owner and insert a due date. Attach or organise supporting documents before submitting the checklist to WGL. Where a requirement does not apply, mark N/A and explain why in the Notes / gaps column.

Main readiness checklist

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
Turnover band	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Ownership percentage	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Black ownership	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Black female ownership	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Designated-group ownership	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Financial-year reference	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Commissioner of Oaths requirements	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Certificate/affidavit expiry	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Sector-code applicability	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Supporting documents.	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete

Before submitting a tender or supplier pack

- Confirm the tender returnable schedule and compulsory documents.
- Use the latest bid documents and check all addenda.
- Check every compulsory form, declaration, signature and date.
- Confirm tax compliance status and CSD status before final submission.
- Keep a final submission index and proof of submission.
- Submit before the deadline; do not rely on last-minute uploads or delivery.

Red flags

- The tender returnable schedule has not been mapped to actual documents.
- TCS PIN, CSD report or B-BBEE documents are expired or inconsistent.
- Compulsory forms are unsigned, undated or completed by the wrong person.
- CIDB or other registrations do not match the tender requirement.
- Financial statements, bank confirmations or references are not current.
- The final pack has no submission index or quality-control sign-off.

Risk rating

Risk rating	Readiness interpretation	Recommended next step
GREEN	Mostly ready. Key records are available, current, complete, and internally consistent.	Proceed with normal review and keep evidence organised.
AMBER	Gaps require attention. Work can proceed, but issues may delay completion or increase review time.	Prioritise the action plan and agree responsibilities with WGL.
RED	Urgent remediation needed. Significant missing records, compliance gaps, unresolved risks, or contradictions exist.	Book a scoping session with WGL before external submission, reliance, or use.

Next-step action plan

Gap	Action required	Responsible person	Target date	WGL support needed
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete

WGL Review Outcome

Ready for submission / use Minor gaps to resolve Significant remediation required Scope discussion required Not suitable for submission / reliance yet

Reviewer: _____ **Date:** _____

Key comments: _____

Recommended next step: _____

WGL call-to-action

Send this completed checklist and supporting documents to WGL Advisory Services for review and practical next steps. Where urgent deadlines apply, contact WGL before submitting documents externally.

Disclaimer

This checklist is a practical readiness guide for discussion and preparation purposes only. It does not constitute legal, tax, audit, assurance, engineering, safety, regulatory certification, or investment advice. Client circumstances, current laws, current regulatory requirements, and source documents must be reviewed before reliance is placed on any output.

Source note

Prepared as a practical readiness aid using National Treasury / CSD guidance, tender returnable schedules, cidb guidance and CIPC/SARS terminology where relevant. Requirements may change. Always confirm current official requirements and client facts before external use.