



a world class African city



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26 JANUARY 2021

## GUIDE TO COMPLETING THE EME/QSE B-BBEE SWORN AFFIDAVIT

The following pointers are key in completing a sworn affidavit:

- a) Name/s of deponent as they appear in the identity document and the identity number.
- b) Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit
- 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.
- e) Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- f) Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- 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.
- 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.

Should the EME affidavit not be completed correctly, it is deemed to be invalid.

**Please see sample of correctly completed affidavit:**

### [SAMPLE CORRECTLY COMPLETED EME AFFIDAVIT](#)

AFFIDAVITS CAN BE ACCESSED ON **the dti** website through the following URL:

<http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/b-bbee-codes-b-bbee-acts-strategies-policies/>

For any queries or further clarity on this guide, kindly feel free to contact us at the following contact details:

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