

B-BBEE SCORECARD TEMPLATE (SMALL BUSINESS)

Business Name:

Registration Number:

Financial Year:

Turnover Category:

☐ EME	☐ QSE

Industry:

Prepared by:

Date:

1. OWNERSHIP (25 POINTS)

Indicator	Target	Actual		Points Achieved	
Black Ownership %	51%+		___%		___ / 25
Black Female Ownership %	30%+		___%		(Included above)
Voting Rights of Black People	Yes / No		___		
Economic Interest of Black People	Yes / No		___		

Notes / Actions:

2. MANAGEMENT CONTROL (19 POINTS)

Indicator	Target	Actual		Points	
Black Directors %	50%+		___%		—
Black Female Directors %	25%+		___%		—
Black Top Management %	50%+		___%		—
Black Female Top Management %	25%+		___%		—

Total Management Control Points: _____ / 19

Notes / Actions:

3. SKILLS DEVELOPMENT (20 POINTS)

Indicator	Target	Actual		Points	
Skills Spend (% of payroll)	6%		___%		—
Black Employees Trained	Priority		Yes / No		—
Black Female Employees Trained	Priority		Yes / No		—
Learnerships / Internships	Yes / No		—		—
Disabled Black Employees	Yes / No		—		—

Total Skills Development Points: ____ / 20

Notes / Actions:

4. ENTERPRISE & SUPPLIER DEVELOPMENT (40 POINTS)

Indicator	Target	Actual		Points	
Preferential Procurement	80%+		___ %		___
Spend with ≥51% Black-Owned Suppliers	50%+		___ %		___
Spend with ≥30% Black Female-Owned Suppliers	12%+		___ %		___
Enterprise Development Spend	1% NPAT		Yes / No		___
Supplier Development Spend	2% NPAT		Yes / No		___

Total ESD Points: _____ / 40

Notes / Actions:

5. SOCIO-ECONOMIC DEVELOPMENT (5 POINTS)

Indicator	Target	Actual		Points	
SED Contributions	1% NPAT		Yes / No		___ / 5

Beneficiaries:

SUMMARY SCORE

Element	Max Points	Achieved	
Ownership	25		—
Management Control	19		—
Skills Development	20		—
Enterprise & Supplier Development	40		—
Socio-Economic Development	5		—
TOTAL SCORE	109		—

B-BBEE LEVEL (ESTIMATE)

Level	Points
Level 1	≥ 100
Level 2	95 – 99
Level 3	90 – 94
Level 4	80 – 89
Level 5	75 – 79
Level 6	70 – 74
Level 7	55 – 69
Level 8	40 – 54
Non-Compliant	< 40

Estimated B-BBEE Level: _____

QUICK SME NOTES (IMPORTANT)

- **Exempted Micro Enterprises (EMEs) (≤ R10m turnover)**
 - Automatically **Level 4**
 - **Level 2** if **51% black-owned**
 - **Level 1** if **100% black-owned**
- **Qualifying Small Enterprises (QSEs) (R10m – R50m turnover)**
 - Choose **any 4 elements** to be measured
 - Ownership still heavily weighted

OPTIONAL ACTION PLAN (RECOMMENDED)

Priority Area	Action	Responsible	Target Date