



**CALL:** (012) 348 1193

**MAIL:** verifications@a-o-s.co.za

**B-BBEE VERIFICATION AGENCY**

**Appeals Form**

**1. Client file details:**  
**(Client to complete areas in grey)**

<b>MEASURED ENTITY VERIFIED, INCLUDING FILE NUMBER:</b>	EG: QSE2001-V1																			
<b>FINANCIAL PERIOD VERIFIED:</b>	EG: 01 MARCH 2018 – 28 FEBRUARY 2019																			
<b>DATE OF VERIFICATION:</b>	EG: 03/04/2019																			
<b>ON-SITE ADDRESS:</b>	EG: 24 PRETORIUS STREET MENLOPARK PRETORIA																			
<b>CONTACT PERSON IN MEASURED ENTITY AT TIME OF VERIFICATION:</b>	EG: MR. MARIUS NOETH																			
<b>ELEMENT(S) INVOLVED IN APPEAL:</b>	<p style="text-align: center;"><b>MARK APPLICABLE WITH 'X'</b></p> <table border="1"> <tr><td>OWNERSHIP</td><td></td></tr> <tr><td>MANAGEMENT AND CONTROL</td><td></td></tr> <tr><td>EMPLOYMENT EQUITY</td><td></td></tr> <tr><td>SKILLS DEVELOPMENT</td><td></td></tr> <tr><td>PREFERENTIAL PROCUREMENT</td><td></td></tr> <tr><td>SUPPLIER DEVELOPMENT</td><td></td></tr> <tr><td>ENTERPRISE DEVELOPMENT</td><td></td></tr> <tr><td>SOCIO-ECONOMIC DEVELOPMENT</td><td></td></tr> <tr><td>OTHER (PLEASE SPECIFY)</td><td></td></tr> </table>		OWNERSHIP		MANAGEMENT AND CONTROL		EMPLOYMENT EQUITY		SKILLS DEVELOPMENT		PREFERENTIAL PROCUREMENT		SUPPLIER DEVELOPMENT		ENTERPRISE DEVELOPMENT		SOCIO-ECONOMIC DEVELOPMENT		OTHER (PLEASE SPECIFY)	
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OTHER (PLEASE SPECIFY)																				

<b>APPEAL LODGED BY:</b>	EG: MARIUS NOETH	
<b>DESIGNATION OF APPLICANT:</b>	EG: FINANCIAL MANAGER	
<b>DATE OF LODGEMENT OF APPEAL:</b>	EG: 27/04/2019	

<b>MEANS OF LODGEMENT OF APPEAL:</b>	EG: VIA EMAIL	
<b>SCOPE OF APPEAL:</b>	EG: EXTERNAL SKILLS POINTS WERE NOT CORRECTLY CALCULATED	
<b>FOR OFFICE USE:</b>		
<b>POLICY APPLIED TO APPLICABLE ELEMENTS:</b>	HANDLING OF COMPLAINTS, APPEALS AND RE-EVALUATIONS POLICY AND PROCEDURES (AOSMP015)	
<b>APPEALS REF NUMBER:</b>	EG: QSE1002_V1	
<b>DATE OF RECEIPT OF APPEAL:</b>	EG: 27/04/2019	
<b>DATE OF FIRST COMMUNICATION TO APPLICANT:</b>	EG: 29/04/2019	
<b>DATE OF FINDINGS REPORT SUBMITTED TO APPLICANT:</b>	EG: 05/05/2019	
<b>ORIGINAL VERIFICATION ANALYST ON FILE</b>  <b>ORIGINAL TECHNICAL SIGNATORY ON FILE:</b>	EG: B-BBEE ANALYST - MARINDA GATES  EG: TECHNICAL SIGNATORY – CORNELIUS JANSEN VAN DYK	
<b>INDEPENDENT VERIFICATION ANALYST ON FILE</b>  <b>INDEPENDENT TECHNICAL SIGNATORY ON FILE:</b>	EG: B-BBEE ANALYST – SHARNE GEEL  EG: TECHNICAL SIGNATORY – TBC	
<b>DECLARATION OF CONFIDENTIALITY, IMPARTIALITY &amp; NON-DISCLOSURE OF INFORMATION RELATED:</b>	B-BBEE ADMINISTRATION  B-BBEE ANALYST  B-BBEE ANALYST  TECHNICAL SIGNATORY	

## 2. Appeals procedure and responsibilities:

Appeals Procedure	Responsible Person
<p>1. Lodge the applicable appeal with AOS.            (From the first period of engagement up to 30 calendar days from the issuing of a B-BBEE certificate and report)</p>	<p>B-BBEE Administrator  <a href="mailto:admin@a-o-s.co.za">admin@a-o-s.co.za</a>)</p>
<p>2. AOS takes ownership of the applicable appeal, allocates an appeals reference number and communicates this to the appellant.            (Within 7 calendar days from receipt of complete and correct appeal from the measured entity / appellant, with sufficient detail disclosed, complete and correct original claim and all evidence supporting original claim)</p>	<p>B-BBEE Administrator</p>
<p>3. AOS appoints the Independent B-BBEE Analyst / B-BBEE Manager, to independently review the appeal.            (Within 7 calendar days from receipt of complete and correct appeal from the measured entity / appellant, with sufficient detail disclosed, complete and correct original claim and all evidence supporting original claim)</p>	<p>B-BBEE Administrator to Independent B-BBEE Analyst / B-BBEE Manager</p>
<p>4. AOS provides feedback to the measured entity on the progress of the appeal processing.            (Within 14 calendar days from receipt of complete and correct appeal from the measured entity / appellant, with sufficient detail disclosed, complete and correct original claim and all evidence supporting original claim)</p>	<p>B-BBEE Administrator</p>
<p>5. The appeal is investigated, a root cause analysis is performed and corrective action is implemented and reported, and the findings report is provided to the B-BBEE administrator.            (Within 25 calendar days from receipt of complete and correct appeal from the measured entity / appellant, with sufficient detail disclosed, complete and correct original claim and all evidence supporting original claim)</p>	<p>Independent B-BBEE Analyst / B-BBEE Manager and Independent Technical Signatory</p>
<p>6. The appeal findings are communicated to the appellant and the appellant is advised of the opportunity to appeal against the report to SANAS, and the appellant is furthermore informed of the end of the appeals process.            (Within 30th calendar day from receipt of complete and correct appeal from the measured entity / appellant, with sufficient detail disclosed, complete and correct original claim and all evidence supporting original claim)</p>	<p>B-BBEE Administrator</p>

**3. Appeal processing, implementation of corrective action, and findings report  
(B-BBEE Analyst to complete this section)**

<p>PROVIDE A DETAILED DESCRIPTION OF THE FINDINGS ON THE APPEAL LODGED BY THE MEASURED ENTITY AND PROVIDE NOTICE OF THE END OF THE APPEAL PROCESS:</p>	
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**4. Appeal findings provided to applicant and applicant advised of the opportunity to appeal against the report  
(B-BBEE administrator to complete this section)**

<p>WAS THE ABOVE CONDUCTED?</p>	
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Please note that Accountants-on-Site (Pty) Ltd shall treat all appeals with the utmost professionalism and undertake not to discriminate against the appellant in identifying the appeal, nor in our findings report in addressing your appeal.