

**BLACK ECONOMIC EMPOWERMENT COMPANIES REGISTRATION FORM**

**MOBILE TELECOMMUNICATIONS LIMITED**

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**BLACK ECONOMIC EMPOWERMENT COMPANIES REGISTRATION FORM**

Registered Company name \_\_\_\_\_

Trading Company name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Region \_\_\_\_\_

Company telephone \_\_\_\_\_ Company fax \_\_\_\_\_

Company e-mail \_\_\_\_\_ Website address \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Title / Designation \_\_\_\_\_

Contact telephone \_\_\_\_\_ Contact e-mail \_\_\_\_\_

Authorized Signatory \_\_\_\_\_

**Commodity category** *check all that apply*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Pre printed stationery       | <input type="checkbox"/> Cleaning Materials & Equipment   | <input type="checkbox"/> IT/ Computer Equipment             |
| <input type="checkbox"/> Office Stationery            | <input type="checkbox"/> Cellphone Handsets & Accessories | <input type="checkbox"/> Corporate Training Courses         |
| <input type="checkbox"/> Toners & Cartridges          | <input type="checkbox"/> Promotional Items                | <input type="checkbox"/> Training and Conference Facilities |
| <input type="checkbox"/> Motor Vehicles               | <input type="checkbox"/> Radio & Switch Equipment         | <input type="checkbox"/> Long and Short term insurance      |
| <input type="checkbox"/> Office Equipment & Furniture | <input type="checkbox"/> Tools & Testing Equipment        | <input type="checkbox"/> Standby Batteries & Test Equipment |
| <input type="checkbox"/> Power Generations Equipment  | <input type="checkbox"/> Travel & Accommodation           | <input type="checkbox"/> Corporate Clothing                 |
| <input type="checkbox"/> Debt Collection              | <input type="checkbox"/> SIM cards & Recharge vouchers    | <input type="checkbox"/> Civil Works                        |
| <input type="checkbox"/> Corporate Entertainment      | <input type="checkbox"/> Air Conditioning Equipment       | <input type="checkbox"/> Microwave Towers                   |
| <input type="checkbox"/> Security Services            | <input type="checkbox"/> Groceries                        | <input type="checkbox"/> DC Power & Rectifier Equipment     |
| <input type="checkbox"/> Cleaning services            | <input type="checkbox"/> Advertising                      | <input type="checkbox"/> Base stations Infrastructures      |
| <input type="checkbox"/> Postage & Courier Services   | <input type="checkbox"/> Computer Equipment               | <input type="checkbox"/> GSM Antennae Equipment             |
| <input type="checkbox"/> Office Furniture             | <input type="checkbox"/> HR Consulting services           | <input type="checkbox"/> Other _____                        |

Description of products and/or services \_\_\_\_\_

**Organizational structure**

- |                                      |                                       |   |                                      |
|--------------------------------------|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Service organization | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Partnership  | <input type="checkbox"/> Sole proprietorship  |                                      |

Year company was founded \_\_\_\_\_ City where corporation is based \_\_\_\_\_

Company Registration Number \_\_\_\_\_ Company Registration date \_\_\_\_\_

VAT Registration Number \_\_\_\_\_ Namibian Income Tax Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ Number of employees \_\_\_\_\_

**SALES VOLUME** *past four years*

Last year \_\_\_\_\_ 2 years ago \_\_\_\_\_ 3 years ago \_\_\_\_\_ 4 years ago \_\_\_\_\_

**GEOGRAPHIC SERVICE AREA(S) AND BRANCH LOCATIONS**

**QUALITY ASSURANCE STANDARDS** *check all that apply*

- |                                   |                                  |                                   |                                      |
|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> ISO 9000 | <input type="checkbox"/> QS 9000 | <input type="checkbox"/> TS 16949 | <input type="checkbox"/> Other _____ |
|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------------|

**COMPANY CLASSIFICATION** *check all that apply*

- |  |   |  |                                      |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> Disabled Namibian Owned | <input type="checkbox"/> Female Namibian Owned    | <input type="checkbox"/> Small & Medium business | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Black Namibian Owned    | <input type="checkbox"/> Black Influenced Company | <input type="checkbox"/> Black Empowered Company |                                      |
| <input type="checkbox"/> White Namibian Owned    | <input type="checkbox"/> Engendered Company       |  |                                      |

**SHAREHOLDING CLASSIFICATION** *check all that apply*

**Shareholder 1**

Black  Disabled  Female  
 White  Male

Percentage of ownership (shareholding) \_\_\_\_\_ % Capacity \_\_\_\_\_

Name / Company \_\_\_\_\_ Surname \_\_\_\_\_

ID / Company Registration Number \_\_\_\_\_ Management Function  No  Yes \_\_\_\_\_

**Shareholder 2**

Black  Disabled  Female  
 White  Male

Percentage of ownership (shareholding) \_\_\_\_\_ % Capacity \_\_\_\_\_

Name / Company \_\_\_\_\_ Surname \_\_\_\_\_

ID / Company Registration Number \_\_\_\_\_ Management Function  No  Yes \_\_\_\_\_

**Shareholder 3**

Black  Disabled  Female  
 White  Male

Percentage of ownership (shareholding) \_\_\_\_\_ % Capacity \_\_\_\_\_

Name / Company \_\_\_\_\_ Surname \_\_\_\_\_

ID / Company Registration Number \_\_\_\_\_ Management Function  No  Yes \_\_\_\_\_

**Shareholder 4**

Black  Disabled  Female  
 White  Male

Percentage of ownership (shareholding) \_\_\_\_\_ % Capacity \_\_\_\_\_

Name / Company \_\_\_\_\_ Surname \_\_\_\_\_

ID / Company Registration Number \_\_\_\_\_ Management Function  No  Yes \_\_\_\_\_

**Shareholder 5**

Black  Disabled  Female  
 White  Male

Percentage of ownership (shareholding) \_\_\_\_\_ % Capacity \_\_\_\_\_

Name / Company \_\_\_\_\_ Surname \_\_\_\_\_

ID / Company Registration Number \_\_\_\_\_ Management Function  No  Yes \_\_\_\_\_

**Shareholder 6**

Black  Disabled  Female  
 White  Male

Percentage of ownership (shareholding) \_\_\_\_\_ % Capacity \_\_\_\_\_

Name / Company \_\_\_\_\_ Surname \_\_\_\_\_

ID / Company Registration Number \_\_\_\_\_ Management Function  No  Yes \_\_\_\_\_

**MANAGEMENT AND BOARD GOVERNANCE** *check all that apply*

**Board Directors: Chairman**

Black  Disabled  Female  
 White  Male

Also a shareholder  No  Yes, Percentage Shareholding \_\_\_\_\_% ID Number \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

**Board Directors: Member 1**

Black  Disabled  Female  
 White  Male

Also a shareholder  No  Yes, Percentage Shareholding \_\_\_\_\_% ID Number \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

**Board Directors: Member 2**

Black  Disabled  Female  
 White  Male

Also a shareholder  No  Yes, Percentage Shareholding \_\_\_\_\_% ID Number \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

**Board Directors: Member 3**

Black  Disabled  Female  
 White  Male

Also a shareholder  No  Yes, Percentage Shareholding \_\_\_\_\_ ID Number \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

**Board Directors: Member 4**

Black  Disabled  Female  
 White  Male

Also a shareholder  No  Yes, Percentage Shareholding \_\_\_\_\_% ID Number \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

**Board Directors: Member 5**

Black  Disabled  Female  
 White  Male

Also a shareholder  No  Yes, Percentage Shareholding \_\_\_\_\_% ID Number \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

**Board Directors: Member 6**

Black  Disabled  Female  
 White  Male

Also a shareholder  No  Yes, Percentage Shareholding \_\_\_\_\_% ID Number \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

**RURAL & ENTERPRISE DEVELOPMENT** check all that apply

**Project / SME 1**

***Project / SME Ownership Classification***

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Disabled Namibian Owned | <input type="checkbox"/> Female Namibian Owned | <input type="checkbox"/> Small & Medium business  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Black Empowered Company | <input type="checkbox"/> Black Namibian Owned  | <input type="checkbox"/> Black Influenced Company |                                      |
| <input type="checkbox"/> White Namibian Owned    | <input type="checkbox"/> Engendered Company    |   |                                      |

Project / SME name \_\_\_\_\_

Project / SME industry Description \_\_\_\_\_

Contact \_\_\_\_\_ Contact Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Total Spent on Project / SME in N\$ \_\_\_\_\_

Non-monetary initiatives towards the project / SME \_\_\_\_\_

Project Success Rating     Poor             Satisfactory     Good             Very Good     Excellent

**Project / SME 2**

***Project / SME Ownership Classification***

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Disabled Namibian Owned | <input type="checkbox"/> Female Namibian Owned | <input type="checkbox"/> Small & Medium business  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Black Empowered Company | <input type="checkbox"/> Black Namibian Owned  | <input type="checkbox"/> Black Influenced Company |                                      |
| <input type="checkbox"/> White Namibian Owned    | <input type="checkbox"/> Engendered Company    |   |                                      |

Project / SME name \_\_\_\_\_

Project / SME industry Description \_\_\_\_\_

Contact \_\_\_\_\_ Contact Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Total Spent on Project / SME in N\$ \_\_\_\_\_

Non-monetary initiatives towards the project / SME \_\_\_\_\_

Project Success Rating     Poor             Satisfactory     Good             Very Good     Excellent

**Project / SME 3**

***Project / SME Ownership Classification***

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Disabled Namibian Owned | <input type="checkbox"/> Female Namibian Owned | <input type="checkbox"/> Small & Medium business  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Black Empowered Company | <input type="checkbox"/> Black Namibian Owned  | <input type="checkbox"/> Black Influenced Company |                                      |
| <input type="checkbox"/> White Namibian Owned    | <input type="checkbox"/> Engendered Company    |   |                                      |

Project / SME name \_\_\_\_\_

Project / SME industry Description \_\_\_\_\_

Contact \_\_\_\_\_ Contact Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Total Spent on Project / SME in N\$ \_\_\_\_\_

Non-monetary initiatives towards the project / SME \_\_\_\_\_

Project Success Rating     Poor             Satisfactory     Good             Very Good     Excellent

**FINANCIAL INFORMATION** check *all that apply*

**Banking Institution**

Standard Bank of Namibia     First national Bank of Namibia     Bank Windhoek     NEDBANK     Other \_\_\_\_\_

Account Number \_\_\_\_\_ Account Type \_\_\_\_\_

Branch \_\_\_\_\_ Branch Code \_\_\_\_\_

Bank Credit rating     A     B     C     Other \_\_\_\_\_

Bank rating Proof Attached     No     Yes

**Auditor / Accounting Officer**

Firm / Name \_\_\_\_\_ City \_\_\_\_\_

Physical Address \_\_\_\_\_

Contact \_\_\_\_\_ Contact Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Number Years of service \_\_\_\_\_

**CUSTOMER REFERENCES**

**Reference 1**

Customer Name \_\_\_\_\_ City \_\_\_\_\_ Region \_\_\_\_\_

Contact \_\_\_\_\_ Contact Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Reference 2**

Customer Name \_\_\_\_\_ City \_\_\_\_\_ Region \_\_\_\_\_

Contact \_\_\_\_\_ Contact Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Reference 3**

Customer Name \_\_\_\_\_ City \_\_\_\_\_ Region \_\_\_\_\_

Contact \_\_\_\_\_ Contact Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## BUSINESS CLASSIFICATION DEFINITIONS

**Historically Disadvantaged Namibian (HDNs) Owned / Black Economic Empowerment Company**, as used in this provision, means a small business concern that (1) is at least 51 percent owned by one or more individuals who are both historically economically disadvantaged, or a publicly owned business having at least 51 percent of its stock owned by one or more historically economically disadvantaged individuals and (2) has its management and daily business controlled by one or more such individuals.

**Historically Disadvantaged Namibians are:-**

- Black Namibian Citizen
- Colored and Baster Namibian Citizen
- Female Namibian Citizen
- Disabled Namibian Citizen

**Ownership / Shareholding**, as used in this provision, means equity participation, exercising rights and displaying obligations

**Small & Medium Business / Start Up**, as used in this provision, means a business concern, including its affiliates, that is younger than 5 years and is independently owned and operated by at least 60% of HDNs and at least 80% of its workforce is from the HDN groups.

**Engendered / Women-Owned Small Business**, as used in this provision, means a small business that is at least 30 percent owned by a woman or women who also control and operate the business and more than 30 percent of the management positions are held by women.

**Black Influenced Company**, as used in this provision, means a business concern, that is at least 5 – 24 percent owned by the HDNs and at least 5 – 24 percent of the management / directors are HDNs.

**Black Empowered Company**, as used in this provision, means a business concern, that is at least 25 percent owned by HDNs and at least 25% of the management / directors are HDNs.

**MTC**, as used in this provision, means Mobile Telecommunications Limited

## GENERAL NOTES & INSTRUCTIONS

- The details provided in this form shall be used to evaluate your company's suitability for preferential procurement from MTC
- All details and information in this form shall be treated as confidential
- The applicant must complete this form honestly and truthfully, dishonesty, inaccurate information and representation is unlawful and will be treated as criminal and may lead to the applicant being blacklisted by MTC.
- Completion of this form does not guarantee that the applicant will receive preferential procurement from MTC
- The applicant's information is subjected to MTC's verification and satisfaction that the information provided herein is valid and legitimate.
- Historically Disadvantaged / Black Economic Empowerment Company status does not guarantee tender awards and shall not mean your company will be invited to tender for every inquiry issued by MTC. These companies are encouraged and may participate in any tender as issued by MTC.
- All questions must be answered, please use None, Not Applicable where necessary
- This document must be read in conjunction with MTC's Black Economic Empowerment Policy Document available at the Procurement Department, MTC Headquarters, Corner of Malcolm Spence & Reginald Walker street, Olympia. Contact person: Ngiidipaa Effaishe Procurement Manager, Tel +264 61 280 2057, Email [enghiidipaa@mtc.com.na](mailto:enghiidipaa@mtc.com.na).

**BLACK EMPOWERMENT SCORECARD** – Only fill in the ACTUAL PERCENTAGE column

Core Components	BEE Elements	Weighting	Sub Weight	Indicators	Indicator Weighting	Actual Percentage
Direct Empowerment	Ownership (shareholding)	15		Black Male Namibian	0.8	
				Black Namibian Women	1	
				Physically challenge	0.9	
				White Women - Namibian	0.6	
				White Male - Namibian	0.5	
				Foreign	0	
Direct Empowerment	Management and board Governance (Management of Co)	10		<b>Black Male Namibian</b>	0.8	
				Board	0.2	
				CEO/MD	0.2	
				GM/Senior Managers	0.3	
				Middle Management	0.3	
				<b>Black Namibian Women</b>	1	
				Board	0.2	
				CEO/MD	0.2	
				GM/Senior Managers	0.3	
				Middle Management	0.3	
				<b>Physically challenged</b>	1	
				Board	0.2	
				CEO/MD	0.2	
				GM/Senior Managers	0.3	
				Middle Management	0.3	
				<b>White Women - Namibian</b>	0.8	
				Board	0.2	
				CEO/MD	0.2	
				GM/Senior Managers	0.3	
				Middle Management	0.3	
				<b>White Male - Namibian</b>	0.6	
				Board	0.2	
				CEO/MD	0.2	
				GM/Senior Managers	0.3	
Middle Management	0.3					
Foreign	0					
Direct Empowerment	Employment Equity (staffing excluding management) as a % of total staff excluding management & Board	10		Black male Namibian	0.8	
				Black female Namibian	1	
				Physically challenged	1	
				White Women - Namibian	0.6	
				White Male - Namibian	0.5	
				Foreign	0	
Human Resource	Technical, Supervisory and Managemement skills	20	5	% of payroll - training in total		

Resource development	and Management skills development		5	% training spent - training for black & physically challenged people		
			5	Bursaries in total as % of payroll		
			5	Bursaries as % of bursaries in total - black & physical challenged people		
Indirect empowerment	Preferential Procurement	15		Spent on BEE as a % of total procurement		
	Enterprise development	10		% spent of total cost on enterprise development.		
	Rural development	10		% of total cost spent on Black owned SME and other BEE projects in rural area		
	Social responsibility	10	8	% of total cost on education, community programs, job creation, training, health, conservation, sport & sport development, community development and marketing activities to develop local black entrepreneurs (or % of time managed over total employee time).		
2			% of new recruitments with no prior work experience			
100						

**COMPANY REQUIRED DOCUMENT** *check all that is included / attached*

*It is a requirement that certified copies of the following documents be attached to this application where applicable; failure to comply where applicable may lead to disqualification.*

- |   |   |
|---|---|
| <input type="checkbox"/> Registration Certificate                                       | <input type="checkbox"/> Company Name Change Certificate      |
| <input type="checkbox"/> Social Security Commission Compliance Certificate              | <input type="checkbox"/> Board of Director's Names & IDs      |
| <input type="checkbox"/> Shareholder's Certificate                                      | <input type="checkbox"/> Procurement Policy Document          |
| <input type="checkbox"/> Affirmative Action Certificate                                 | <input type="checkbox"/> Organogramme: Corporate Structure    |
| <input type="checkbox"/> Any BEE Program Documents                                      | <input type="checkbox"/> Latest Abridged Financial Statements |
| <input type="checkbox"/> HDNs Employee Training Policy / Programme                      | <input type="checkbox"/> Bank Rating Certificate              |
| <input type="checkbox"/> Copies of the Shareholder's / Beneficiaries Identity Documents | <input type="checkbox"/> VAT Registration Certificate         |
| <input type="checkbox"/> Auditor's letter confirming ownership and percentage holding   |   |

**DECLARATION**

I, the undersigned, hereby declare that the information provided in this form is correct, and I am fully authorized to furnish the company details and information contained herein on behalf of my business. I also fully understand that, any dishonesty, untruthful and inaccurate information will be treated as unlawful and criminal, and may lead to my company being blacklisted by MTC.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2005 at \_\_\_\_\_ (place)

Signature \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_