forestry, fisheries
& the environment
Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

Private Bag X447, Pretoria, 0001, Environment House, 473 Steve Biko Road, Pretoria, 0002 Tel: +27 12 399 9000, Fax: +27 86 625 1042

WASTE ECONOMY ENTERPRISES REPOSITORY OF SOUTH AFRICA (WEERSA)

MSMES REGISTRATION MANUAL



1.1 Introduction and Overview

Policymakers in the waste sector sometimes experience challenges developing effective interventions, allocating resources efficiently, and providing sufficient assistance to Micro, Small, and Medium Enterprises (MSMEs) due to the scarcity of credible data or statistics in the sector. The absence of a centralised, up-to-date, and user-friendly directory makes it difficult for stakeholders to access critical information, connect with relevant enterprises, or identify opportunities for collaboration and support. To address the challenge of obtaining reliable data on MSMEs in the waste economy, where formal and informal enterprises are essential, the Waste Economy Enterprises Repository of South Africa (WEERSA) was established. WEERSA is a smart web and mobile-based national directory designed to map, connect, and empower MSMEs working in the South African waste sector.

1.2 Objectives of WEERSA

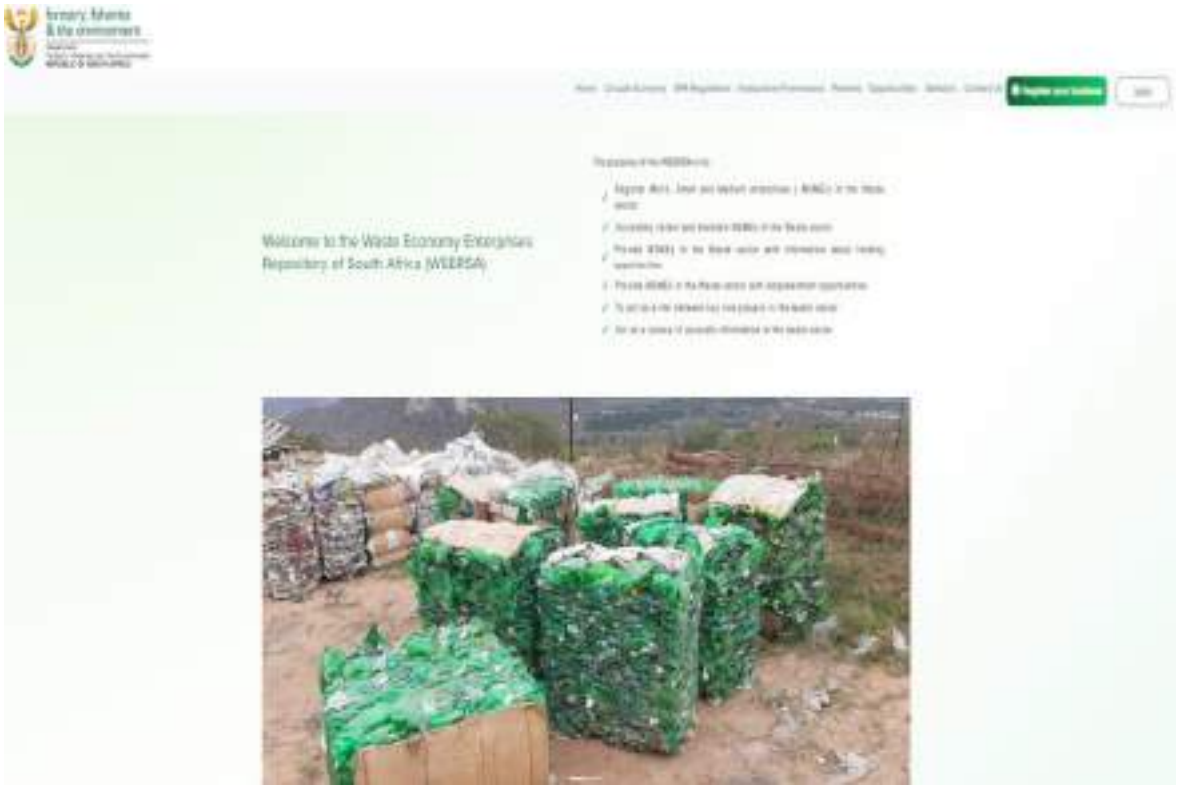
The primary objectives of WEERSA are to:

- Accurately register and maintain a repository of MSMEs in the waste sector.
- Act as a source of accurate information for the waste sector.
- Provide MSMEs with information about funding and empowerment opportunities.
- Act as a link between key role players in the waste sector.

WEERSA provides various filters that will help distinguish the type of MSMEs services and products offered; where these services and operations are taking place within the waste value chain and the location of those enterprises; including the necessary contact details and related information. Furthermore, the system will also provide information on where funding is available; where waste circular economy MSMEs can access non-financial support in the form of technical expertise; available training; incubation and business development services. Lastly, WEERSA will be managed, updated, and maintained by the Department of Forestry, Fisheries and the Environment (DFFE).

HOW TO REGISTER ON THE SYSTEM

Step 1: Navigate to www.weersa.environment.gov.za



Step 2: Click Register your business



Step 3: Create Your Login Details

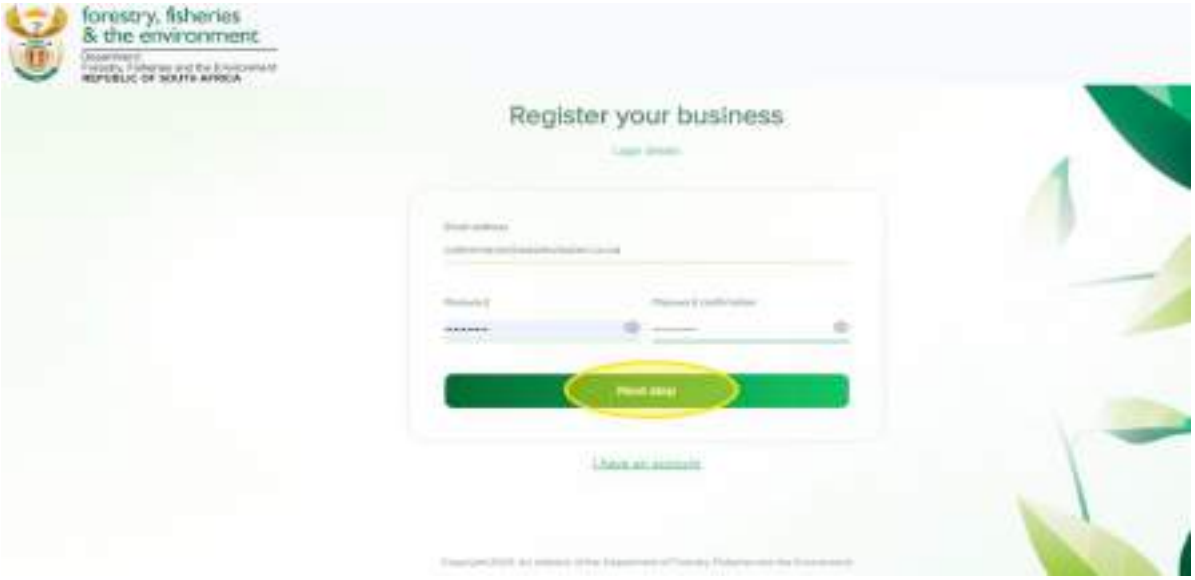
You will be taken to a window where to set up your login credentials:

3.1: Enter a valid email address (This is the email address where you receive most of your communication).

3.2: Create a password that meets the specified criteria (The password should be at least 8 characters long, 1 number, 1 lowercase, 1 uppercase, 1 character and 1 special character).

3.3: Confirm your password by entering it again (Enter the same password that you entered in the previous step).

3.4: After filling in all the required fields, select **Next Step** to proceed to the next window.



Step 4: Enter Your Business Information

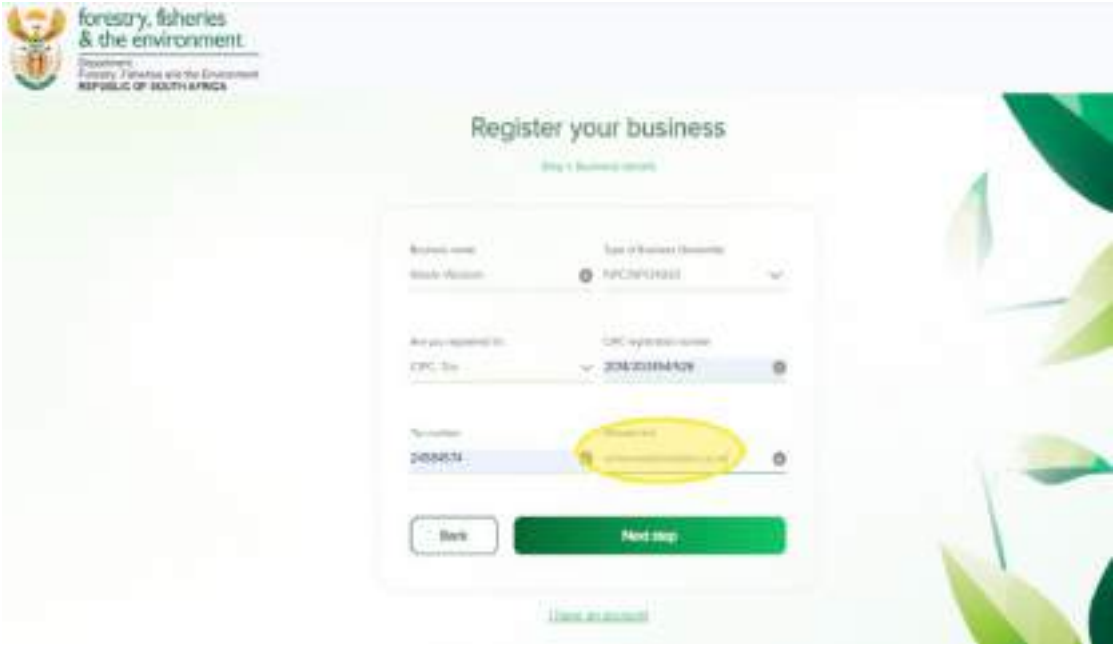
Complete the Business Details window by completing available fields.

4.1: Type in the Business Name as it appears on the CIPC certificate.

4.2: Select the Type of Business Ownership from the drop-down menu.

4.3: Select your business registration type from the drop-down menu: CIPC, Tax, or both.

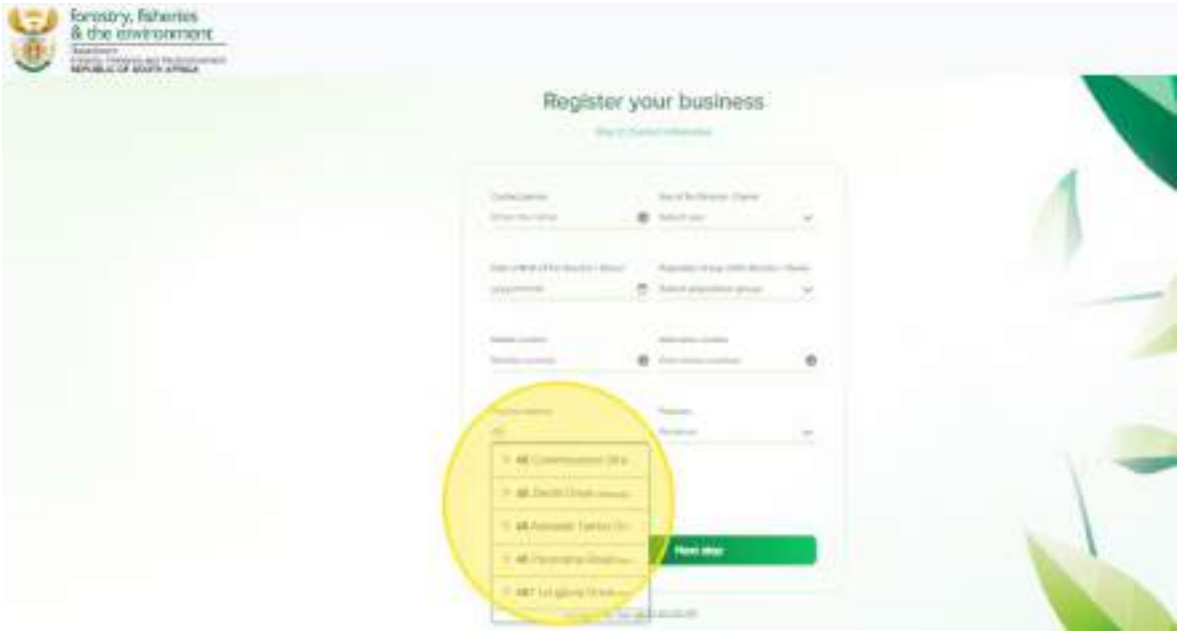
4.4: If your business has a website, enter the website link in the provided field.



Step 5: **Enter Your Contact Details**

5.1: Fill in the Contact Person details for the company director, including their name, gender, date of birth, ethnicity, and contact number(s).

5.2: Complete the physical address by entering accurate address details. As you fill out the address field, verified address suggestions will appear for you to choose from. After selecting an address, you can then select the province and local municipality from the drop-down menu.

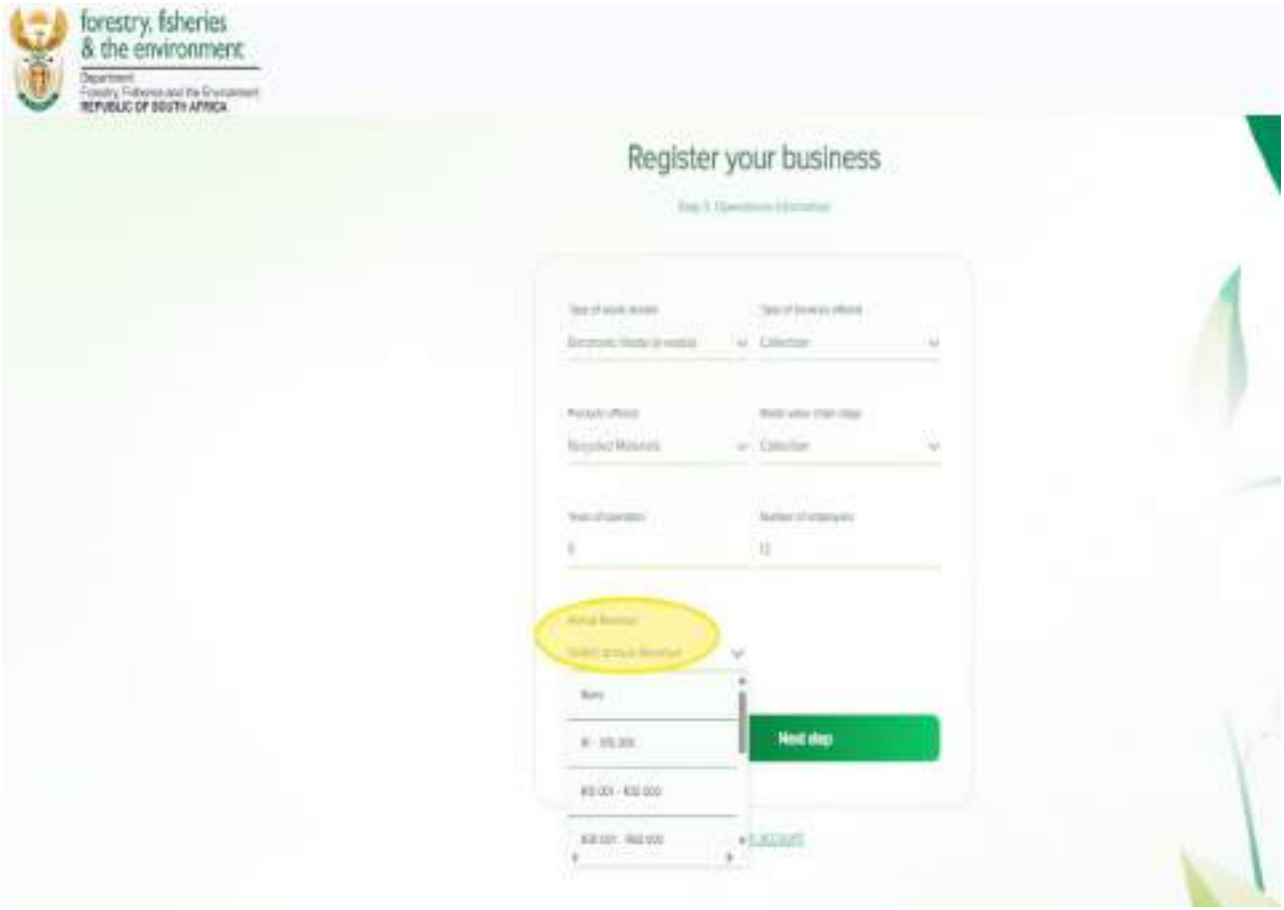


Step 6: **Provide Operational Details**

6.1: Complete the sections for waste stream, services and products offered, and the specific stage in the waste sector value chain where your business operates by choosing from the options on the drop-down menu. You can choose multiple options from the drop-down menus. If the available options do not adequately represent your business, select **OTHER** and provide a description.

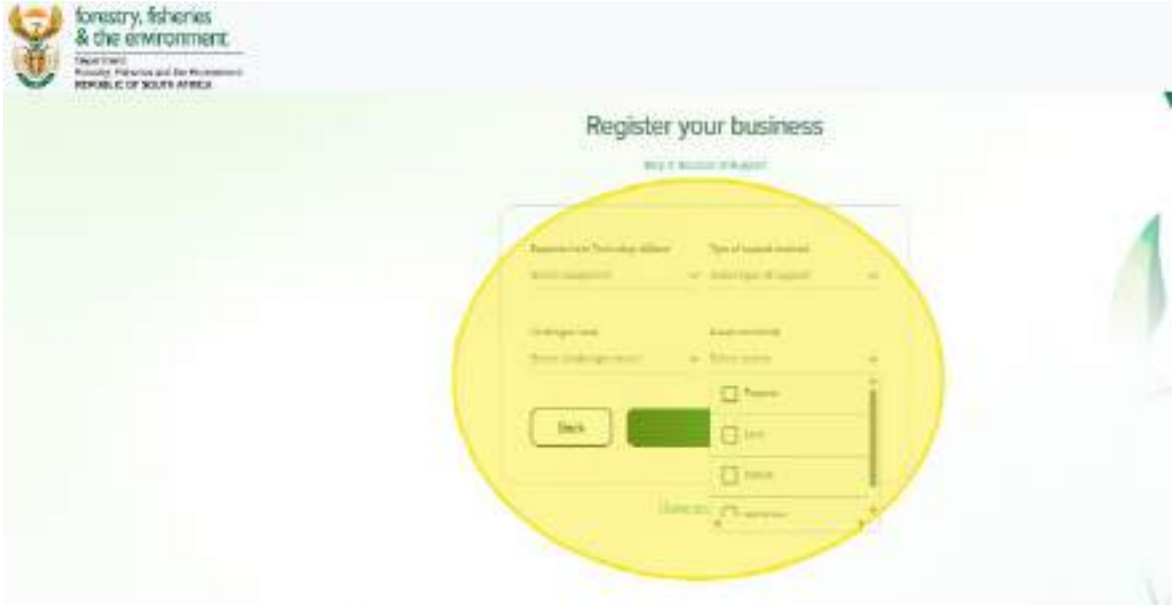
6.2: Specify the number of years the company has been operational and the number of employees by filling in the provided fields.

6.3: Specify the income your company generates in a financial year using the dropdown menu options.



Step 7: Support and asset ownership

7.1: This is where you provide information about the equipment, or technology used by the company, the type of support (if any) that the company has received, any challenges that impact the operational aspect, and a list of the assets owned by the company by selecting options from the dropdown menu.



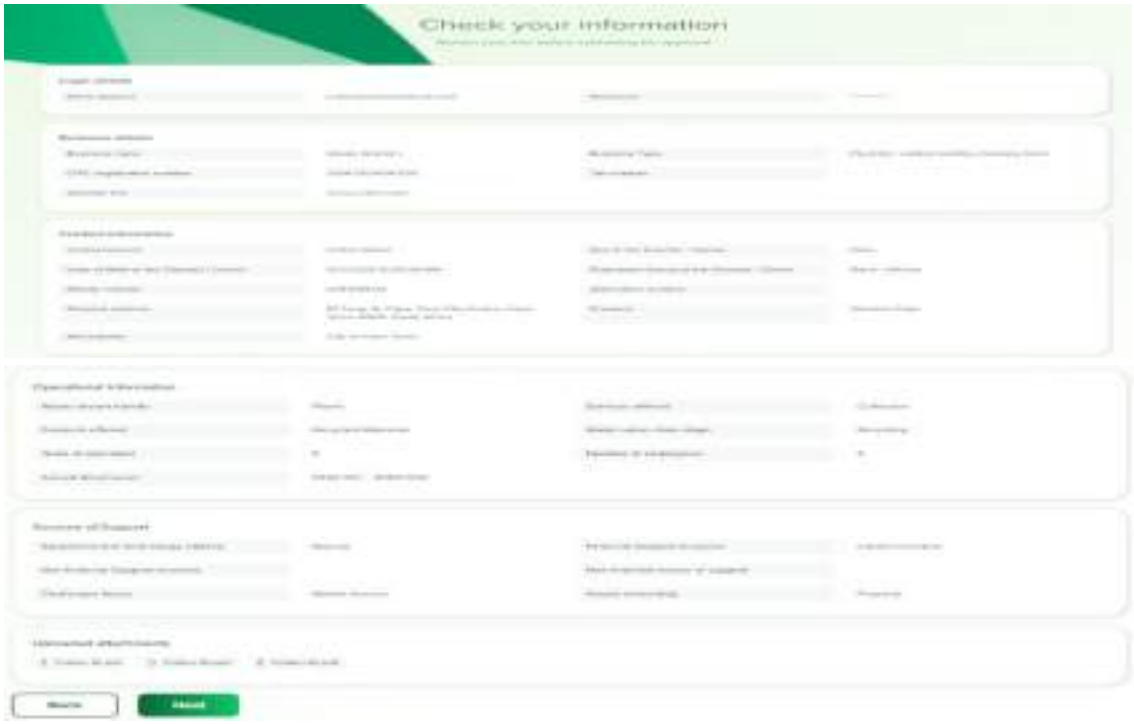
Step 8: Upload Required Documentation

To complete your registration, you must attach a valid, certified copy of the Director's identity document, the CIPC registration certificate, and the SARS tax compliance certificate **(note that uploaded documents must be in PDF format).**



Step 9: Review information for submission

Once you have finished all the registration steps, you can review the information you have entered and verify if it is correct and complete.



Step 10: Agree to terms and Conditions



To finalise your submission, click on Submit.