



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



Batho pele- putting people first

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

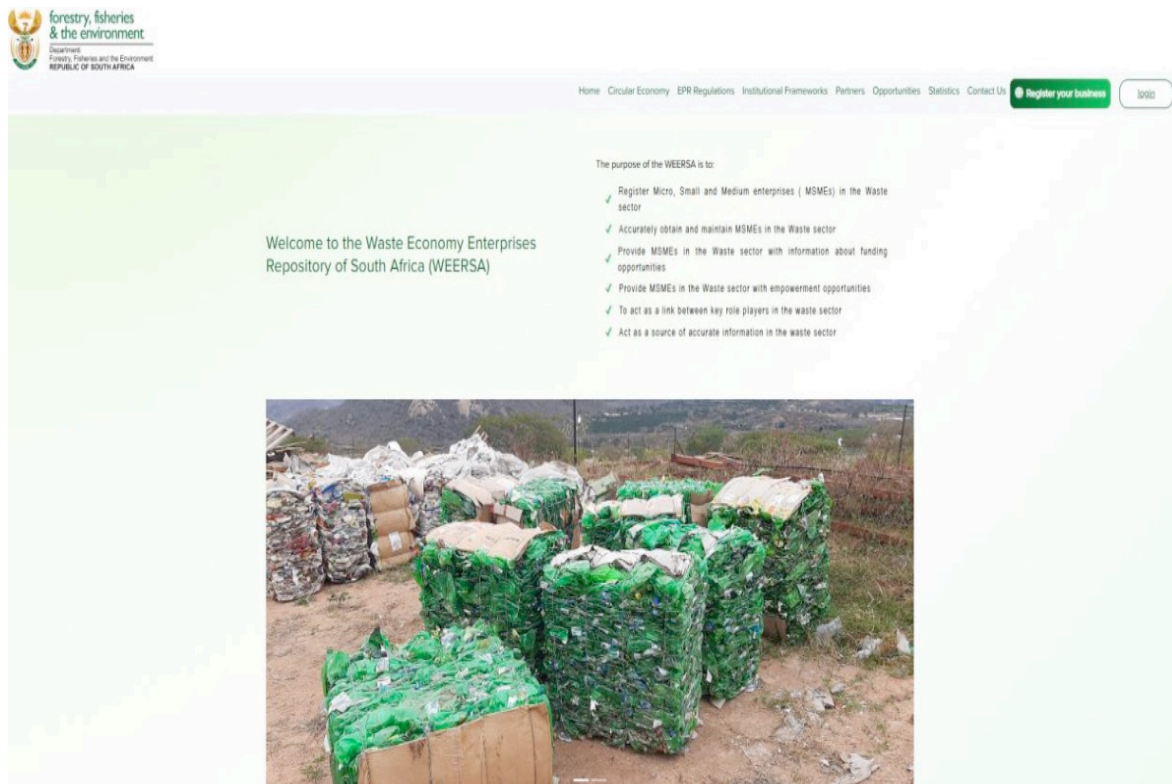
The primary objectives of WEERSA are to:

- 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




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Home Circular Economy EPR Regulations Institutional Frameworks Partners Opportunities Statistics Contact Us **Register your business** login

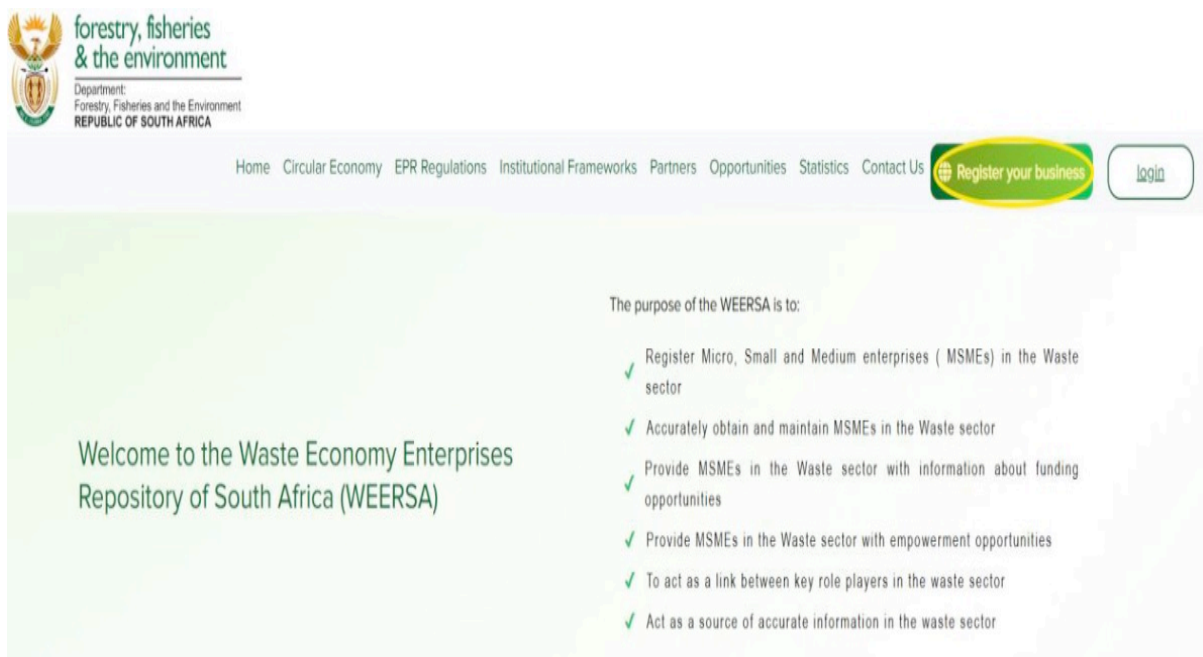
Welcome to the Waste Economy Enterprises Repository of South Africa (WEERSA)

The purpose of the WEERSA is to:

- ✓ Register Micro, Small and Medium enterprises (MSMEs) in the Waste sector
- ✓ Accurately obtain and maintain MSMEs in the Waste sector
- ✓ Provide MSMEs in the Waste sector with information about funding opportunities
- ✓ Provide MSMEs in the Waste sector with empowerment opportunities
- ✓ To act as a link between key role players in the waste sector
- ✓ Act as a source of accurate information in the waste sector



Step 2: Click Register your business



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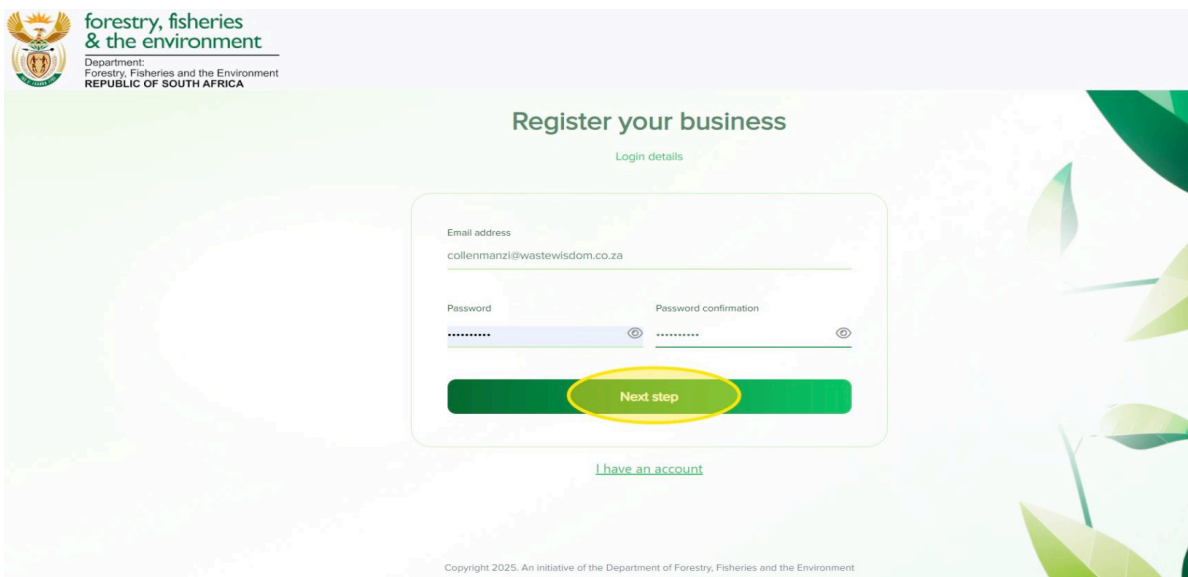
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- ✓ Act as a source of accurate information in the waste sector

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.



The screenshot shows a web form titled "Register your business" with a sub-heading "Login details". The form is part of a website for the Department of Forestry, Fisheries and the Environment, Republic of South Africa. The form contains the following fields:

- Email address: collenmanzi@wastewisdom.co.za
- Password: [masked with dots]
- Password confirmation: [masked with dots]

Below the fields is a green button labeled "Next step" which is circled in yellow. Below the button is a link that says "I have an account". At the bottom of the page, there is a copyright notice: "Copyright 2025. An initiative of the Department of Forestry, Fisheries and the Environment".

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.

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Register your business

Step 1: Business details

Business name: Waste Wisdom

Type of Business Ownership: NPC/NPO/NGO

Are you registered for: CIPC registration number

CIPC, Tax: 2014/202454/526

Tax number: 24584574

Website link: www.wastewisdom.co.za

Buttons: Back, Next step

[I have an account](#)

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.

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Register your business

Step 2: Contact information

Contact person: Enter the name

Sex of the Director / Owner: Select sex

Date of Birth of the Director / Owner: yyyy/mm/dd

Population Group of the Director / Owner: Select population group

Mobile number: Mobile number

Alternative number: Alternative number

Physical address: 45

Address suggestions:

- 45 Commissioner Stre...
- 45 Zenith Drive Umhlanga...
- 45 Adelaide Tambo Dri...
- 45 Panorama Road Roo...
- 457 Longbury Drive Lon...

Buttons: Next step

[I have an account](#)

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.

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Register your business

Step 3: Operational information

Type of waste stream	Type of Services offered
Electronic Waste (e-waste) ▼	Collection ▼
Products offered	Waste value chain stage
Recycled Materials ▼	Collection ▼
Years of operation	Number of employees
5	12
Annual Revenue	
Select Annual Revenue ▼	
None	
R1 - R15 000	
R15 001 - R30 000	
R30 001 - R60 000	

[in account](#)

Next step

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.

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Register your business

Step 4: Sources of Support

Equipment and Technology Utilized: Select equipment

Type of support received: select type of support

Challenges faced: Select challenges faced

Assets ownership: Select assets

- Property
- Land
- Vehicle
- Motor-vehicle

Back

[I have an account](#)

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**).

Register your business

Step 5: Upload documentation

Upload required documents

ID: Please upload id

CIPC Certificate: Please upload CIPC document

Tax Registration: Please upload SARS document

Back

[I have an account](#)

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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.

The screenshot shows a registration review page titled "Check your information" with the subtitle "Review your info before submitting for approval". The page is divided into several sections, each with a title and a list of fields with their corresponding values:

- Login details:** Email address: collen@wastewisdom.com; Password: [redacted]
- Business details:** Business name: Waste Wisdom; Business Type: Pty (Ltd) / Limited liability company (LLC); CIPC registration number: 2014/202454/526; Tax number: [redacted]; Website link: www.collen.com
- Contact information:** Contact person: Collen Menzi; Sex of the Director / Owner: Male; Date of Birth of the Director / Owner: 10/1/2025 12:00:00 AM; Population Group of the Director / Owner: Black / African; Mobile number: 0783099174; Alternative number: [redacted]; Physical address: 87 Loop St, Cape Town City Centre, Cape Town, 8000, South Africa; Province: Western Cape; Municipality: City of Cape Town
- Operational information:** Waste stream handle: Plastic; Services offered: Collection; Products offered: Recycled Materials; Waste value chain stage: Recycling; Years of operation: 5; Number of employees: 5; Annual Revenue (p/a): R240 001 - R480 000
- Sources of Support:** Equipment and Technology Utilized: Manual; Financial Support received: Impact Investors; Non financial Support received: [redacted]; Non financial source of support: [redacted]; Challenges faced: Market Access; Assets ownership: Property
- Uploaded attachments:** Collen ID.pdf, Collen ID.pdf, Collen ID.pdf

At the bottom of the form, there are two buttons: "Back" and "Next".

Step 10: Agree to terms and Conditions

The screenshot shows a screen with the following text:

By ticking yes, you agree to give consent for the selected information to be publicly made available on the directory platform. By ticking no, the selected information will remain private and accessible only to DFFE officials for data collection, verification, reporting, and decision-making purposes.

Do you agree that this information should be made publicly available?

Yes No

At the bottom of the screen, there is a large green button labeled "Submit".

To finalise your submission, click on Submit.