

outdoor
auditors

Billboard approval data: process

21 May 2026

Process to follow

Both parties sign NDA

- NDA document ensures confidentiality of sensitive data*
- Admin fee covers OA's time processing the data

*includes approval numbers and approval dates

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Media owner shares data, signs affidavit

- Excel template**
- Pdf affidavit***

*includes approval numbers and approval dates, **Site Template.xls, ***Affidavit.doc

Process to follow

Both parties sign NDA

- NDA document ensures confidentiality of sensitive data*

Media owner shares data, signs affidavit

- Excel template**
- Pdf affidavit***

OA matches sites, MO signs document, pays admin fee

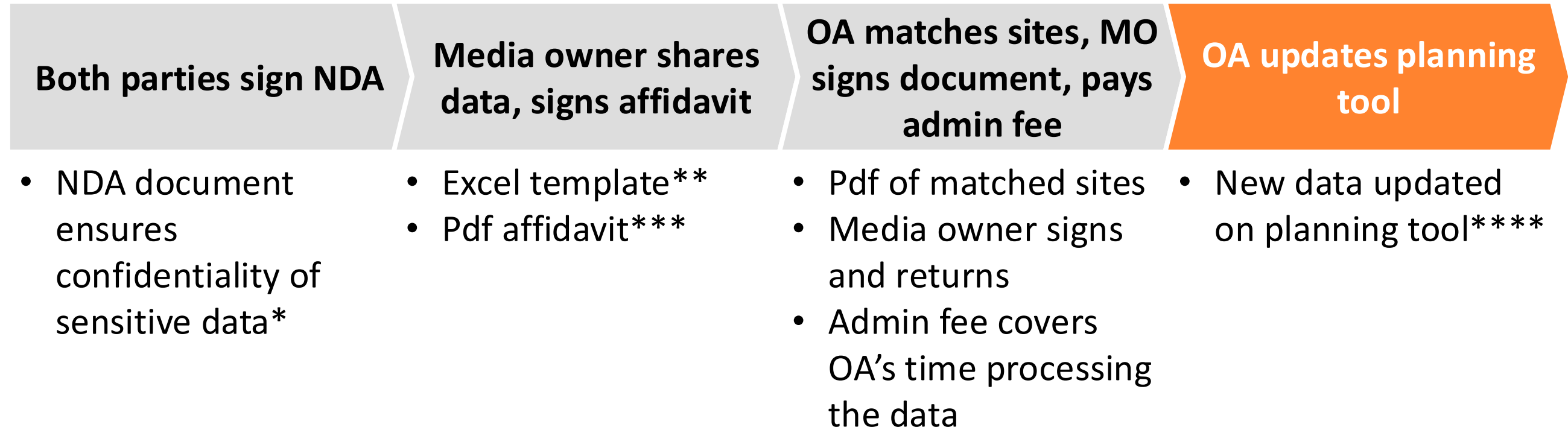
- Pdf of matched sites
- Media owner signs and returns
- Admin fee covers OA's time processing the data

Costs:

- R200 per site *or*
- 1 – 25 sites: R3K
- 26 – 50 sites: R5K
- 51 – 100 sites: R7.5K
- 100+ sites: R6.5K for every 100 sites

*includes approval numbers and approval dates, **Site Template.xls, ***Affidavit.doc

Process to follow



*includes approval numbers and approval dates, **Site Template.xls, ***Affidavit.doc, ****Can take a few weeks

Notes for media owners

- An affidavit is a **legally binding document**. It acts as evidence in legal proceedings, with falsified information potentially leading to perjury charges
- If a media owner is found to be **fraudulent** in their submission, they will be **removed** from our planning tool
- If a media owner is removed from the planning tool, they will only be reinstated once we (OA) conduct a **full audit of all their approvals** (we would need visibility of each approval letter). This would come at a separate cost