

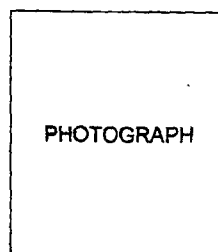
Annexure 14

REPUBLIC OF SOUTH AFRICA

APPLICATION FOR TEMPORARY RESIDENCE PERMIT

[Sections 13, 14, 15, 17 to 20 and 22 of Act no 13 of 2002 : Regulations 18, 22 to 24, 26 to 29 and 31]

CATEGORY OF PERMIT BEING APPLIED FOR	
Work : Quota	Work : General
Own Business/Investor	Intra -company Transfer
Work: corporate	Exceptional / Skills
Study (> 3 months)	Medical (> 3 months)
Relative's	Retired person
Student exchange programme	Work exchange programme
Cultural/economic/social Exchange programme	Treaty



IMPORTANT:	
<p>(i) Please complete this form in BLOCK LETTERS and tick <input type="checkbox"/> the appropriate squares, marking any sections which do not apply "n/a", ensuring that all the questions are fully responded to. Your application will be considered on the basis of the information furnished on this form and on the documentary evidence provided. If additional space is required to answer any questions, please provide the extra details on a separate signed sheet and attach with your supporting documents.</p>	
<p>(ii) All the applicable supporting documents specified in item 12 must be attached to this application.</p>	
<p>(iii) Applicants who are found to have provided materially false or misleading information on this form will have their applications refused or their authorisation to remain in South Africa withdrawn, as will any applicants who enter the Republic prior to holding a permit commensurate with their purpose of entry, or who have permitted the validity of their permits to lapse.</p>	
<p>(iv) Spouse and dependant children accompanying the applicant must complete the prescribed visa application form.</p>	
<p>(v) Applying for a permit does not provide you with a status in terms of the Immigration Act, and if you do not have a valid permit you must await the outcome of your application outside the Republic</p>	
<p>(vi) In most cases and under ordinary conditions, the Department will endeavour to process this application within time frames set out in the Regulations</p>	
<p>(v) To facilitate the endorsement of your passport, please indicate which office of the Department should be advised of the outcome to this application, if other than where submitted, viz:</p>	

FOR OFFICIAL USE ONLY			
Office of origin:	BLOK:	Mission file no.:	
Date received:	Date forwarded to Regional Office:	Regional file no.:	
Submission checked by/on:	Date received at Regional Office:	Remarks:	
Passport seen/returned by/on:	Processed by/on:		
Fee: Currency and amount	Authorised by/on:		
Fee received by/on:	Decision carried over by/on/per:		
Receipt no:	BI-1098 Facsimile Other		

1. PERSONAL DETAILS

1.1 Title:	Mr				Ms	Other (specify)	
1.2 Surname/Family name					1.3 Given names		
1.4 Maiden name					1.5 Stage name		
1.6 Previous/alternative name(s)/aliases, including details:							
1.7 Date of birth: Year.....Month.....Day.....							
1.8 Place of birth: Town/City.....Country.....							
1.9 Marital status		Never married		Divorced		Life Partner	
		Married		Separated		Widowed	
1.10 If separated state: Whether divorce proceedings have been instituted and when final decree is expected.....							
1.11 If divorced provide: Date of divorce and details of any maintenance and/or custody agreements/orders for which certified copies of substantiating legal documentation must be attached.....							
1.12 If married to a South African citizen, a certified copy of the marriage certificate must be attached.							

2. CITIZENSHIP DETAILS

2.1 Present country of citizenship:	
2.2 If acquired other than by birth, date and conditions under which acquired	
2.3 Do you hold any other citizenship?	No <input type="checkbox"/> Yes <input type="checkbox"/>
If so, of which country, plus details.....	

3. PASSPORT DETAILS

3.1 Passport number:	3.2 Country of issue:
3.3 Date of issue / /	3.4 Valid until / /
3.5 If you have any other document required by your government, provide details: Type of document..... Number..... Expiry date:...../...../.....	

4. ADDRESSES

4.1 Residential address: Postal code.....	4.2 Postal address: Postal code.....
4.3 Country of usual residence if other than country of origin or above address:	
4.4 Telephone numbers: Work (area code) Home (area code).	

6. MAINTENANCE/REPATRIATION

State what funds you have available for maintenance during your stay in South Africa and whether you have purchased a return ticket/other arrangements made for maintenance and return passage:

6.1	Available funds (foreign currency): Type.	Amount.	SA Rand equivalent
6.2	Valid return or onward ticket no:	Expiry date	/ /
6.3	Cash deposit in the amount of	Lodged at	office
	on / /	Receipt no	SA Rand equivalent
6.4	Other		
.....			
.....			

7. PARTICULARS OF ANY FAMILY/DEPENDANTS ACCOMPANYING YOU

7.1	Full names	Date of birth	Relationship	Passport number	Expiry date	Nationality	Occupation

7.2 Do any of the above hold either

7.2.1	a South African identity document?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Holder	
	Number						Or
7.2.2	a permanent/temporary residence permit?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Holder	
	Office of issue		Type		Date of expiry	/ /	

7.3 If your spouse and/or other dependants are not accompanying you, do they intend to enter the country?

Yes	<input type="checkbox"/>	On (date)	/ /
No	<input type="checkbox"/>	Details/reason(s)	
.....			
.....			

8. PREVIOUS APPLICATIONS

8.1 Have you or any other person included in this application previously applied for any type of south african visa, or if exempt from visa control, obtained permits on arrival?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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8.2 Give details of each application:

Name	Category of permit	Date and place of application	Granted or refused	Period authorized	Reference number
				From	
				To	
				From	
				To	
				From	
				To	
				From	
				To	

8.3 Details of any prior restrictions/repatriations/deportations/orders to depart from South Africa :

.....

.....

9.1 Have you or any of your dependants

10. ANY ADDITIONAL MATTERS YOU WISH TO BRING TO THE DEPARTMENT'S ATTENTION

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

11. DECLARATION

I acknowledge that I understand the contents and implications of this application and solemnly declare that the above particulars given by me are true and correct.

.....
Signature of applicant

.....
Date

.....
Signature of witness

.....
Date

12. THE FOLLOWING SUPPORTING DOCUMENTS MUST ACCOMPANY THE APPLICATION.**12.1 In respect of all the categories except categories 12.4, 12.11 and 12.12**

	Attached	
	Yes	No
12.1.1 Passport valid for no less than 30 days after expiry of the intended visit.		
12.1.2 A medical certificate.		
12.1.3 Birth certificate.		
12.1.4 Marriage certificate (where applicable).		
12.1.5 The affidavit prescribed in regulation 9 where a spousal relationship other than a marriage is applicable with proof of co-habitation.		

12.1.6 A notarial contract, in the case of cohabitation.		
12.1.7 Proof of a customary union, where applicable.		
12.1.8 Divorce decree, where applicable.		
12.1.9 Proof of court order awarding custody, where applicable.		
12.1.10 Death certificate, in respect of late spouse, where applicable.		
12.1.11 Written consent from both parents, or sole custody parent where applicable with proof of sole custody.		
12.1.12 Proof of legal adoption, where applicable.		
12.1.13 Legal separation order, where applicable.		
12.1.14 Police clearance certificates in respect of applicants 21 years and older, in respect of all countries where person resided one year or longer to be supplied within 1 year of submission if not immediately available.		
12.1.15 A vaccination certificate, if required by the Act.		

12.2 In respect of a study permit :

12.2.1 An official letter of provisional enrolment from the institution of learning concerned stating the nature of the course, the applicant's compliance with all admission requirements, including any applicable language proficiency requirement, as well as details regarding arranged accommodation and proof of sufficient funds to cover tuition fees, maintenance and incidental costs.		
12.2.2 In the case of a minor written permission by both parents or sole custody parent, provided that relevant documentation proving sole custody is produced.		
12.2.3 The particulars of the person(s) in the Republic who will act as the learner's guardian.		
12.2.4 Undertaking by institution to keep the Department informed if learner discontinues course or fails to qualify for re-enrolment.		

12.3 In respect of a business permit to establish an own business or to invest in an existing business venture :

12.3.1 Proof of availability of funds for transfer from abroad		
12.3.2 Undertaking to register with the appropriate statutory body, if required by the nature of the business		
12.3.3 Certification by a chartered accountant proving compliance with section 15 of the Act and Regulation 24		
12.3.4 Proof of registration as a closed corporation or a company, if applicable.		
12.3.5 Documentation proving the investment, such as shareholders' or partnership agreements for an investment in existing business		
12.3.6 Details of the partners/directors for an investment in existing business		

12.3.7	If an existing business, audited financial statements.		
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12.4 In respect of a medical treatment permit

12.4.1	A valid passport as envisaged in paragraph 12.1.1.		
12.4.2	Proof of financial means to cover day to day needs of persons accompanying medical permit holder, if any, in the form of bank statements, salary advices, if available, and/or travellers' cheques		
12.4.3	A letter from the applicant's medical practitioner or medical institution, indicating the reasons/necessity for treatment, the period of treatment and particulars of the treatment plans in the Republic		
12.4.4	Details of the person or institution responsible for the medical expenses and hospital fees, if any. Should the applicant's medical scheme or employer not be liable for expenses incurred, proof of financial means or medical cover must be submitted.		
12.4.5	Particulars of persons accompanying permit holder.		

12.5 In respect of a "General Quota" work permit :

12.5.1	Offer of employment.		
12.5.2	Certification by a chartered accountant as set out in Regulation 28(4)(a)(i) and (ii)		
12.5.3	Commitment by employer to comply with Regulation 28(3) [NB Proof of payment to be submitted within three days of receipt of permit] (a) ONLY if an exemption or reduction is sought in terms of regulation 28(4)(d)(i) or (ii), please attach request letter from the relevant Department and other relevant documentation (b) ONLY if an exemption or reduction is sought in terms of regulation 28(4)(d)(iii), please fill in and comply the requirements set out in with items 12.7.4, 12.7.5, 12.7.7, 12.7.8, 12.7.9. and 12.7.10 and with regulation 26(6)(f).		
12.5.4	Certification by a chartered accountant containing job details as set out in Regulation 28(4)(a)(ii)		
12.5.5	Proof of registration with professional body/board, if applicable		

12.6 In respect of an "Extraordinary Quota" work permit :

12.6.1	Proof of the relevant skills and/or qualifications, including authenticated copies of academic certifications or degrees, if applicable		
12.6.2	Proof of registration with professional body/board, if applicable.		
12.6.3	A comprehensive curriculum vitae		
12.6.4	Testimonials of previous employers confirming the applicant's competencies and/or skills.		

12.7 In respect of a "General" work permit:

12.7.1 Proof of registration with the professional body/board if applicable.		
12.7.2 Certification from a chartered accountant as envisaged in section 19(2)(b) and (d) of the Act, which include the certification contemplated in regulation 28(5)(f)		
12.7.3 An undertaking from the employer as required in section 19(2)(c) of the Act.		
12.7.4 Original advertisement in the national printed media, which must comply with regulations 28(5) and (6)(b), except for the categories listed in Schedule E.		
12.7.5 Copy of employment contract containing the information set out in regulation 28(6)(d).		
12.7.6 Certification contemplated in regulation 28(6)(f) if not contained in the chartered account's certification.		
12.7.7 Proof that all short-listed candidates have been interviewed.		
12.7.8 Letter of motivation from the employer as required in regulation 28(5).		
12.7.9 In the case of senior positions, employer's letter stating the reasons for not filling the position by the promotion of existing personnel		
12.7.10 Letter of approval, where required by a law, from <ul style="list-style-type: none"> • The relevant professional body/board/council; • The Department of Labour; • The relevant organ of state. 		

12.8 In respect of an exceptional skills work permit

12.8.1 A comprehensive curriculum vitae together with testimonials from previous employers.		
12.8.2 A letter from a foreign or South African organ of State, or from an established South African academic, cultural or business body, confirming the applicant's exceptional skills or qualifications		
12.8.3 Other proof to substantiate exceptional skills or qualifications, such as publications, and testimonials		

12.9 In respect of Intra-company transfer permit:

12.9.1 A letter from the international concern confirming that the foreigner will be transferred to a branch/affiliated South African company		
12.9.2 Certification by a chartered accountant as set out in Regulation 28(4)(a)(i) and (ii)		
12.9.3 Letter from the South African company confirming the transfer from the parent/affiliated company abroad, as well as specifying the occupation and capacity in which the foreigner will be employed, and that the maximum duration will not exceed two years		
12.9.4 Certification by a chartered accountant acting on behalf of the employer that the employer needs to employ such foreigner within the Republic and outlining the foreigner's job description		
12.9.5 Proof of registration with professional body/board, if applicable		
12.9.6 An undertaking from the employer as required in section 19(5)(b)		
12.9.7 Financial guarantees required under section 19(5)(c) and regulation 28(10)		

12.10 In respect of a work permit under a corporate permit

12.10.1 Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, the occupation and capacity in which the applicant will be employed, and his or her remuneration		
12.10.2 Corporate permit holder's certification contemplated in regulation 30(9)		

12.11 In respect of a work permit under a corporate permit in terms of an agreement with a foreign state

12.11.1 A passport valid for no less than 30 days after the expiry date of the intended stay		
12.11.2 A full set of fingerprints		
12.11.3 A valid employment contract entered into and attested to in the worker's country of origin, for a maximum period of 18 months		
12.11.4 An undertaking by the proposed employer, that he/she will remove the worker to his/her country of residence on completion or expiry of the contract		
12.11.5 Corporate permit holder's certification contemplated in regulation 30(9)		
12.11.6 Permission from the Department of Labour (no objection permit, BI-17), submitted by the employer or his/her agent, where applicable, unless the employer or recruiting agent is exempt from this requirement		
12.11.7 Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, the occupation and capacity in which the applicant will be employed, and his or her remuneration		

12.12 In respect of a work permit under a corporate permit for seasonal workers

12.12.1 A passport valid for not less than 30 days after the expiry date of the intended stay		
12.12.2 A valid employment contract, which has been entered into and attested to in the worker's country of origin, for a maximum period of 6 months		
12.12.3 A full set of fingerprints		
12.12.4 Permission from the Department of Labour (no objection permit, BI-17), submitted by the employer or his/her agent, where applicable, unless the employer or recruiting agent is exempt from this requirement either in terms of the relevant international agreement or by the Department, the Minister of Energy, the Minister of Agriculture or the Minister of Trade and Industry		
12.12.5 An undertaking by the proposed employer, that he/she will remove the worker to his/her country of residence on completion or expiry of the contract		
12.12.6 Corporate permit holder's certification contemplated in regulation 30(9)		
12.12.7 Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, the occupation and capacity in which the applicant will be employed, and his or her remuneration.		

12.13 In respect of a retired person:

12.13.1 Proof of the net worth envisaged in sections 20(1) (a) and 20(1)(b), and regulation 29.		
12.13.2 Should the retired person wish to work he/she must submit proof that a South African citizen or resident is not available for the occupation applied for.		
12.13.3 Contract of employment for a person wishing to work		

12.14 In respect of student exchange permit

12.14.1 A letter from the Department of Education or the public higher educational institution in the Republic, confirming that it is responsible for organising or administering the programme, outlining the activities and duration thereof, as well as confirming that it will take full responsibility for the student whilst he or she is in the Republic and that the student has been accepted to be registered.		
12.14.2 A letter from an organ of the foreign state, confirming the particulars of the student, including confirmation of the student's registration with a tertiary educational institution abroad, as well as the date on which study will commence.		

12.15 In respect of cultural/economic/social exchange:

12.15.1 A letter from the organ of the State confirming the status/existence of the exchange program.		
12.15.2 A letter from the educational institution in the Republic confirming that the permit holder, if a student, has been accepted to register, if applicable, or a letter from the entity, organisation or family where the foreigner intends to conduct his or her programme.		

12.16 In respect of an exchange work programme

12.16.1 A letter from a prospective employer certifying compliance with, and providing the undertaking contemplated in section 22(b) and regulation 31(4).		
12.16.2 Employment offer.		

12.17 In respect of a treaty permit

12.17.1 A letter from the relevant organ of State attesting to the nature of the program and the treaty under which it is conducted.		
12.17.2 A letter from the relevant organ of State attesting to the fact that the relevant foreigner participates in such program.		
12.17.3 A letter from the relevant organ of State attesting to the type of activities which the foreigner is expected to perform under such program and the duration thereof and whether he or she is expected to conduct work.		

12.18 In respect of a relative's permit

12.18.1 Proof of foreigner being a member of the immediate family of the sponsoring citizen or resident.		
12.18.2 Proof of compliance with regulation 27 (2) and section 18(1) of the Act.		

13. IN RESPECT OF APPLICATION FOR A WORK PERMIT (as specified below)**NOTE:**

The applicant is by law precluded from commencing employment, whether remunerated or otherwise, until he/she is in possession of a valid work permit for the specific purpose. Non-compliance can lead to heavy penalties being imposed on both the employer and employee.

Separate sheets may be attached if the space provided is insufficient to include full information/motivation.

13.1 A letter of release from the previous employer/organisation in the Republic, if applicable, must be attached.
--

13.2 OFFER OF EMPLOYMENT FOR ALL PERMITS

13.2.1 Title of Company/Organisation:						
13.2.2 Physical address:			13.2.3 Mailing address:			
13.2.4 Telephone number: (code) (number)			13.2.5 Facsimile number: (code) (number)			
13.2.6 Employer's business registration number:			13.2.7 Employer's tax reference number:			
13.2.8 If a subsidiary, principal company:			13.2.9 and location			
13.2.10 Nature of business conducted:			13.2.11 Number of employees:			
Category	Key personnel	Management	Professional	Clerical	Unskilled	Other (specify)
13.2.12 SA citizens						
13.2.13 Residents						
13.2.14 Holders of temporary work permits						
13.2.15 The position offered has been vacant since:						
13.2.16 If a newly created position, details:						
13.2.17 The position was brought to the attention of the applicant by the following means:						

13.3 RECRUITMENT AND INTERVIEWING OF SA CITIZENS/RESIDENTS TO FILL THE POSITION (ONLY for "General" Work Permits Not applicable for "General Quota" Permits, "Extraordinary Quota" Permits—except when a waiver of the training fee is sought—, "Exceptional Skills" Permits and "Inter-company Transfers" Permits.)

13.3.1 The Department of Labour was approached:	No	Yes	13.3.2 Branch:
13.3.3 Employment agencies were approached	No	Yes	13.3.4 Agencies:
13.3.5 Media advertisement in: (name of publication)		from	to
<p>Note: The relevant press cuttings must be affixed to an original, official letterhead (which includes details of the directors/owner members of the business) and submitted with the application. Please also attach relevant copies of replies received from the Department of Labour and employment agencies.</p>			

13.4 Full details of the outcome to the above and reasons why suitably qualified local candidates were not appointed:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

13.5 Does the applicant possess any special skills that have been tested by you and make him/her the most suitable candidate for that position:

No ☐ Yes ☐

Details.....

.....

.....

.....

13.6 Additional explicit motivation to support the selection of a foreign candidate:

.....

.....

.....

.....

.....

Annexure 15

REPUBLIC OF SOUTH AFRICA

APPLICATION FOR A RENEWAL OF AN EXISTING OR ISSUING
OF A SUBSEQUENT PERMIT

[Sections 11, 13, 15, 17 to 20 and 22 of Act 13 of 2002 : Regulation 18(e)]

FOR OFFICIAL USE ONLY	Mission file No:	BLOK:	
Office of origin	Regional file No:		
Date received:	Date forwarded to Regional Office:		
Submission checked by/on:	Date received at Regional Office:	Remarks:	
Passport seen/returned by/on:	Processed by/on:		
Fee: Currency and amount:	Authorised by/on:		
Fee received by/on:	Decision carried over by/on/per:		
Receipt No:	BI-1098 Facsimile Other		

IMPORTANT:

- (i) The Representatives of employers/ or head of educational institutions must complete item 5 of this form in support of applications for continued employment/study in the Republic.
- (ii) The required documents as specified in the application must be provided with the application.
- (iii) If the initial employment contract has lapsed, a new contract and any changed documentation required from the employer under a first work permit application must be submitted timeously.
- (iv) If the validity of your permit has already expired, you are in contravention of the Immigration Act, 2002 and guilty of an Offence and on conviction, liable to a fine or to imprisonment. In terms of section 43 of the Act, you are obliged to Depart from the Republic. On the back of this form you may give reasons why criminal charges should not be Instituted against you.
- (v) Applying for a permit does not provide you with a status in terms of the Immigration Act, and if your permit expires prior to The Department deciding on your decision and issuing a permit, you must await the outcome of your application outside the Republic
- (vi) In most cases and under ordinary conditions, the Department will endeavour to process this application within time frames set out in the Regulations
- (vii) When applicable, the Department may request you to renew any of the documentation or certification on which the issuance of your original permit was based

AS SUBMITTED BY:

Surname/Family name	First names	Date of birth
Presently residing at:		
Home telephone No:	(code)	(number)

PASSPORT DETAILS

Passport number:	Country of issue:
Date of issue:	Valid until:
If you have another identity document required by your government, provide details:	
Type of document:	Number: Expiry date:

1. DETAILS OF ORIGINAL PERMIT, AS ISSUED TO YOU PRIOR TO OR ON ARRIVAL IN SOUTH AFRICA:

1.1 Date of entry	1.2 Permit No:	Type of permit
1.3 Place of entry:	1.4 Date of expiry:	
1.5 Purpose of entry:		

2. DETAILS OF ANY SUBSEQUENT PERMIT ISSUED TO YOU, OR THE MOST RECENT EXTENSION THERETO:

2.1	Date of permit:	2.2	Issued at:
2.3	Date of issue/extension: / /	2.4	Date of expiry: / /

3. A renewal/subsequent permit is required until/...../..... for purposes of (state reason(s) for request)

.....

.....

.....

PLEASE NOTE:

- (a) *Holders of visitor's, relative's and retired person permits must provide appropriate details in the space allocated above demonstrating the subsistence of the grounds on which the original permit was issued and, if applicable, attach relevant documentation.*
- (b) *Holders of medical permits must attach a letter from the relevant medical authority (doctor/hospital) clarifying the nature of the ongoing treatment and confirming that such treatment is required until the given date.*
- (c) *Holders of a visitor's permit must attach a documentation confirming the purpose of their extended stay and availability of financial resources to cover any cost and expenses likely to be incurred during such stay.*
- (d) *Holders of a work permit, other than those issued in terms of section 19(1) of the Act [quota work permit] and 21 of the Act [work permit under a corporate permit], and of study permits must ensure that the representative of their employer or of the head of the educational institution completes and signs item 5 below and affixes the official seal/stamp of the company/organisation/institution thereto.*
- (e) *Subject to the Immigration Act and Regulations, work permits issued in terms of sections 19(1) or 21 of the Act shall remain in force or shall be extended and validated for as long as the employer and the relevant foreigner comply with the terms and conditions of their issuance and those set out in the Act and the Regulations, including, *inter alia*, the payment of the training fee and the renewal of the relevant certifications as prescribed and contemplated in the Act.*
- (f) *Work permits, other than those issued in terms of section 19(1) and 21 of the Act, may be renewed/extended when the grounds and conditions on which they were originally issued subsist and subject to the Immigration Act and Regulations.*

4. DECLARATION BY APPLICANT

I acknowledge that I understand the contents and implications of this application. I solemnly declare that the above particulars provided by me are true and correct and that this is a bona fide request in accordance with legitimate procedures.

.....
Signature of applicant

.....
Signature of witness

Signed at.....this.....day of.....20.....

5. DECLARATION BY AN AUTHORISED REPRESENTATIVE OF EMPLOYER/HEAD OF EDUCATIONAL INSTITUTION

I (full name ID Number
in my capacity as for and on behalf of the company/
organisation/institution known as
located at
telephone number: (code.....)..... fax number: (code.....).....
hereby solemnly declare that:

5.1 To be completed in respect of subsequent work permit:

5.1.1 The applicant is still in my employ and his/her continued services are required in the capacity of

for the period until at a salary of R..... per month.

5.1.2 His/her company employee number is and tax reference number is

5.1.3 In respect of work permits issued in terms of section 19(2) of the Act ONLY, details of effort made to obtain the services of a suitably qualified citizen or resident to replace the applicant and motivation to justify the retention of the services of the applicant, with corroborating documentation to be affixed:

.....

.....

.....

.....

5.2 To be completed in respect of an application for a subsequent study permit for a scholar/student:

5.2.1 The learner is in grade/The student is in the year of his/her studies for
a..... degree/diploma/certificate.

- 5.2.2 The extension or renewal of the permit is consistent with the admission policy of this institution of learning in respect of foreigners, including quotas, if any (in a government owned institution the relevant government policy, if any).
- 5.2.3 The candidate complies with the language requirements and this school/university/college/technikon is satisfied that the applicant has the ability to study in the Republic.
- 5.2.4 The governing body is satisfied that the candidate is able to pay the relevant fees, in the case of government owned institutions as may be determined for foreign scholars/students by the Department of Education, and documentary proof of this is attached.
- 5.2.5 A repatriation undertaking in respect of the candidate/cash deposit or bank guarantee in respect of the student has been provided (if specifically requested by the Department for good cause).
- 5.2.6 Proof of medical cover for duration of studies has been provided.

.....
Signature of the representative of the employer/Head of Institution

.....
Signature of witness

Signed at.....this.....day of.....20.....

Annexure 16

REPUBLIC OF SOUTH AFRICA

APPLICATION FOR CHANGE OF CONDITIONS OR STATUS

OF EXISTING PERMIT

[Section 10(6) of Act No 13 of 2002 : Regulation 18(e)]

FOR OFFICIAL USE ONLY	BLOK:
OFFICE OF ORIGIN	
DATE RECEIVED:	MISSION FILE NO
SUBMISSION CHECKED BY/ON:	REGIONAL FILE NO
PASSPORT SEEN/RETURNED BY/ON:	DATE RECEIVED AT REGIONAL OFFICE
FEE: CURRENCY AND AMOUNT:	PROCESSED/AUTHORISED BY:
FEE RECEIVED BY/ON:	DECISION CARRIED OVER REMARKS
RECEIPT NO:	

IMPORTANT:

1. Foreigners are obliged, by law, to apply for the correct status permit prior to arrival in the Republic necessitating a change of status. Applicants will not be allowed to sojourn in the Republic through misrepresentation in the original application.
2. If the validity of your permit has already expired, you are in contravention of the Immigration Act, 2002 and guilty of an offence and on conviction, liable to a fine or to imprisonment. In terms of section 43 of the Act, you are obliged to depart from the Republic. On the back of this form you may give reasons why criminal charges should not be brought against you.
3. All relevant documents specified in this application must be provided with the application, except for police disclosure when not immediately available.
4. Applying for a change of status does not provide you with a status in terms of the Immigration Act, and if your permit expires prior to the Department deciding on your decision and issuing a permit, you must await the outcome of your application outside the Republic.
5. In most cases and under ordinary conditions, the Department will endeavour to process this application within time frames set out in the Regulations.
6. When applicable, the Department may request you to renew any of the documentation or certification on which the issuance of your original permit was based.

AS SUBMITTED BY:

Surname/Family name	Given names	Date of birth
Presently residing at:	A	
Home telephone No:	(code)	(number)

PASSPORT DETAILS

Passport number:	Country of issue:
Date of issue:	Valid until:
If you have other identity document required by your government, provide details:	
Type of document:	Number: Expiry date:

1. DETAILS OF ORIGINAL PERMIT, AS ISSUED TO YOU PRIOR TO OR ON ARRIVAL IN SOUTH AFRICA:

1.1 Date of entry	1.2 Permit No:
1.3 Place of entry:	1.4 Date of expiry:
1.5 Purpose of entry:	

2. DETAILS OF ANY SUBSEQUENT PERMIT ISSUED TO YOU, OR THE MOST RECENT EXTENSION THERETO:

2.1 Type of permit:	
2.2 Issued at	2.3 Reference number

6.1.6	A notarial contract, in the case of cohabitation.		
6.1.7	Documentary proof of a customary union, where applicable.		
6.1.8	Divorce decree, where applicable.		
6.1.9	Documentary proof of custody, where applicable.		
6.1.10	Death certificate, in respect of late spouse, where applicable.		
6.1.11	Written consent from both parent(s), where applicable.		
6.1.12	Proof of legal adoption order, where applicable.		
6.1.13	Legal separation order, where applicable.		
6.1.14	Police clearance certificates in respect of applicants 21 years and older, in respect of all countries where person resided for one year or longer to be supplied within 1 year of submission if not immediately available.		
6.1.15	A vaccination certificate, if required by the Act.		

7. SECURITY/HEALTH CLEARANCES

7.1	Have you or any of your dependants ever been convicted of any crime in any country?	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
7.2	Is a criminal action pending against you or any of your dependants in any country?	No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
7.3	Are you or any of your dependants suffering from tuberculosis, any other infectious or contagious disease or any mental or physical deficiency?	No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
7.4	Are you an un-rehabilitated insolvent?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
7.5	Have you ever been judicially declared incompetent?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
7.6	Are you a member of, or an adherent to an association or organisation advocating the practice of social violence, or racial hatred?	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
7.7	Are you or have you been a member or an adherent to an association or organisation utilising or advocating crime or terrorism to pursue its goals?	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
7.8	Is there any court order against you for your failure to fulfil child maintenance obligations?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>
			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
7.9	Furnish full particulars if the reply to any of these questions is in the affirmative:				
				
				
				

8. ANY ADDITIONAL MATTERS YOU WISH TO BRING TO THE DEPARTMENT'S ATTENTION

.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....

9. DECLARATION

I acknowledge that I understand the contents and implications of this application and declare that the above particulars given by me are true and correct.

.....
Signature of applicant

.....
Date

.....
Signature of witness

.....
Date

10. THE FOLLOWING SUPPORTING DOCUMENTS MUST ACCOMPANY THE APPLICATION (unless already submitted with the original application).

10.1 In respect of all the categories except categories 10.4, 10.10 & 10.11

	Attached	
	Yes	No
10.1.1 Passport valid for no less than 30 days after expiry of the intended visit.		
10.1.2 A medical certificate.		
10.1.3 Birth certificate.		
10.1.4 Marriage certificate (where applicable).		
10.1.5 The affidavit prescribed in regulation 9 where a spousal relationship other than a marriage is applicable with proof of co-habitation.		

10.1.6	A notarial contract, in the case of cohabitation.		
10.1.7	Proof of a customary union, where applicable.		
10.1.8	Divorce decree, where applicable.		
10.1.9	Proof of court order awarding custody, where applicable.		
10.1.10	Death certificate, in respect of late spouse, where applicable.		
10.1.11	Written consent from both parents, or sole custody parent where applicable.		
10.1.12	Proof of legal adoption, where applicable.		
10.1.13	Legal separation order, where applicable.		
10.1.14	Police clearance certificates in respect of applicants 21 years and older, in respect of all countries where person resided for one year or longer to be supplied within 1 year of submission if not immediately available.		
10.1.15	A vaccination certificate, if required by the Act.		

10.2 In respect of a study permit :

10.2.1	An official letter of provisional enrolment from the institution of learning concerned stating the nature of the course, the applicant's compliance with all admission requirements, including any applicable language proficiency requirement as well as details regarding arranged accommodation and proof of sufficient funds to cover tuition fees, maintenance and incidental costs.		
10.2.2	In the case of a minor written permission by both parents or sole custody parent, provided that relevant documentation proving sole custody is produced.		
10.2.3	The particulars of the person(s) in the Republic who will act as the learner's guardian.		
10.2.4	Undertaking by institution to keep the Department informed if learner discontinues course or fails to qualify for re-enrolment.		

10.3 In respect of a business permit to establish an own business or to invest in an existing business venture :

10.3.1	Proof of availability of funds for transfer from abroad		
10.3.2	Undertaking to register with the appropriate statutory body, if required by the nature of the business		
10.3.3	Certification by a chartered accountant proving compliance with section 15 of the Act and Regulation 24		
10.3.4	Proof of registration as a closed corporation or a company, if applicable.		
10.3.5	Documentation proving the investment, such as shareholders' or partnership agreements for an investment in existing business		
10.3.6	Details of the partners/directors for an investment in existing business		
10.3.7	If an existing business, audited financial statements.		

10.4 In respect of a medical treatment permit.

10.4.1	A valid passport as envisaged in paragraph 12.1.1.		
10.4.2	Proof of financial means to cover day to day needs of persons accompanying medical permit holder, if any, in the form of bank statements, salary advices, available, and/or travellers' cheques		
10.4.3	A letter from the applicant's medical practitioner or medical institution, indicating the reasons/ necessity for treatment, the period of treatment and particulars of the treatment plans in the Republic		
10.4.4	Details of the person or institution responsible for the medical expenses and hospital fees, if any. Should the applicant's medical scheme or employer not be liable for expenses incurred, proof of financial means or medical cover must be submitted.		
10.4.5	Particulars of persons accompanying permit holder.		

10.5 In respect of a "General Quota" work permit :

10.5.1 Offer of employment.		
10.5.2 Certification by a chartered accountant as set out in Regulation 28(4)(a)(i) and (ii)		
10.5.3 Commitment by employer to comply with Regulation 28(3) [NB Proof of payment to be submitted within three days of receipt of permit] (a) ONLY if an exemption or reduction is sought in terms of regulation 28(4)(d)(i) or (ii), please attach request letter from the relevant Department and other relevant documentation (b) ONLY if an exemption or reduction is sought in terms of regulation 28(4)(d)(iii), please fill in and comply the requirements set out in with items 10.7.4, 10.7.5, 10.7.7, 10.7.8, 10.7.9. and 10.7.10 and with regulation 26(6)(f).		
10.5.4 Certification by a chartered accountant containing job details as set out in Regulation 28(4)(a)(ii)		
10.5.5 Proof of registration with professional body/board, if applicable		

10.6 In respect of an "Extraordinary Quota" work permit :

10.6.1 Proof of the relevant skills and/or qualifications, including authenticated copies of academic certifications or degrees, if applicable		
10.6.2 Proof of registration with professional body/board, if applicable.		
10.6.3 A comprehensive curriculum vitae		
10.6.4 Testimonials of previous employers confirming the applicant's competencies and/or skills.		

10.7 In respect of a "General" work permit:

10.7.1 Proof of registration with the professional body/board if applicable.		
10.7.2 Certification from a chartered accountant as envisaged in section 19(2)(b) and (d) of the Act, which include the certification contemplated in regulation 28(6)(f)		
10.7.3 An undertaking from the employer as required in section 19(2)(c) of the Act.		
10.7.4 Original advertisement in the national printed media, which must comply with regulations 28(5) and (6)(b), except for the categories listed in Schedule E.		
10.7.5 Copy of employment contract containing the information set out in regulation 28(6)(d).		
10.7.6 Certification contemplated in regulation 28(6)(f) if not contained in the chartered account's certification.		
10.7.7 Proof that all short-listed candidates have been interviewed.		
10.7.8 Letter of motivation from the employer as required in regulation 28(5).		
10.7.9 In the case of senior positions, employer's letter stating the reasons for not filling the position by the promotion of existing personnel		
10.7.10 Letter of approval, where required by a law, from * The relevant professional body/board/council; * The Department of Labour; * The relevant organ of state.		

10.8 In respect of an exceptional skills work permit

10.8.1 A comprehensive curriculum vitae together with testimonials from previous employers.		
10.8.2 A letter from a foreign or South African organ of State, or from an established South African academic, cultural or business body, confirming the applicant's exceptional skills or qualifications		
10.8.3 Other proof to substantiate exceptional skills or qualifications, such as publications, and testimonials		

10.9 In respect of Intra-company transfer permit:

10.9.1 A letter from the international concern confirming that the foreigner will be transferred to a branch/affiliated South African company		
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10.9.2	Certification by a chartered accountant as set out in Regulation 28(4)(a)(i) and (ii)		
10.9.3	Letter from the South African company confirming the transfer from the parent/affiliated company abroad, as well as specifying the occupation and capacity in which the foreigner will be employed, and that the maximum duration will not exceed two years		
10.9.4	Certification by a chartered accountant acting on behalf of the employer that the employer needs to employ such foreigner within the Republic and outlining the foreigner's job description		
10.9.5	Proof of registration with professional body/board, if applicable		
10.9.6	An undertaking from the employer as required in section 19(5)(b)		
10.9.7	Financial guarantees required under section 19(5)(c) and regulation 28(10)		

10.10 In respect of a work permit under a corporate permit

10.10.1	Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, the occupation and capacity in which the applicant will be employed, and his or her remuneration		
10.10.2	Corporate permit holder's certification contemplated in regulation 30(9)		

10.11 In respect of a work permit under a corporate permit in terms of an agreement with a foreign state

10.11.1	A passport valid for no less than 30 days after the expiry date of the intended stay		
10.11.2	A full set of fingerprints		
10.11.3	A valid employment contract entered into and attested to in the worker's country of origin, for a maximum period of 18 months		
10.11.4	An undertaking by the proposed employer, that he/she will remove the worker to his/her country of residence on completion or expiry of the contract		
10.11.5	Corporate permit holder's certification contemplated in regulation 30(9)		
10.11.6	Permission from the Department of Labour (no objection permit, BI-17), submitted by the employer or his/her agent, where applicable, unless the employer or recruiting agent is exempt from this requirement		
10.11.7	Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, the occupation and capacity in which the applicant will be employed, and his or her remuneration		

10.12 In respect of a work permit under a corporate permit for seasonal workers

10.12.1	A passport valid for not less than 30 days after the expiry date of the intended stay		
10.12.2	A valid employment contract, which has been entered into and attested to in the worker's country of origin, for a maximum period of 6 months		
10.12.3	A full set of fingerprints		
10.12.4	Permission from the Department of Labour (no objection permit, BI-17), submitted by the employer or his/her agent, where applicable, unless the employer or recruiting agent is exempt from this requirement either in terms of the relevant international agreement or by the Department, the Minister of Energy, the Minister of Agriculture or the Minister of Trade and Industry		
10.12.5	An undertaking by the proposed employer, that he/she will remove the worker to his/her country of residence on completion or expiry of the contract		
10.12.6	Corporate permit holder's certification contemplated in regulation 30(9)		
10.12.7	Corporate permit holder's letter specifying the reference number of the corporate permit, the fact that the person is employed under a corporate permit, the occupation and capacity in which the applicant will be employed, and his or her remuneration.		

10.13 In respect of a retired person:

10.13.1	Proof of the net worth envisaged in sections 20(1) (a) and 20(1)(b), and regulation 29.		
10.13.2	Should the retired person wish to work he/she must submit proof that a South African citizen or resident is not available for the occupation applied for.		
10.13.3	Contract of employment for a person wishing to work		

10.14 In respect of student exchange permit

10.14.1	A letter from the Department of Education or the public higher educational institution in the Republic, confirming that it is responsible for organising or administering the programme, outlining the activities and duration thereof, as well as confirming that it will take full responsibility for the student whilst he or she is in the Republic and that the student has been accepted to be registered.		
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10.14.2 A letter from an organ of the foreign state, confirming the particulars of the student, including confirmation of the student's registration with a tertiary educational institution abroad, as well as the date on which study will commence.		
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10.15 In respect of cultural/economic/social exchange:

10.15.1 A letter from the organ of the State confirming the status/existence of the exchange program.		
10.15.2 A letter from the educational institution in the Republic confirming that the permit holder, if a student, has been accepted to register, if applicable, or a letter from the entity, organisation or family where the foreigner intends to conduct his or her programme..		

10.16 In respect of an exchange work programme

10.16.1 A letter from a prospective employer certifying compliance with, and providing the undertaking contemplated in section 22(b) and regulation 31(4).		
10.16.2 Employment offer.		

10.17 In respect of a treaty permit

10.17.1 A letter from the relevant organ of State attesting to the nature of the program and the treaty under which it is conducted.		
10.17.2 A letter from the relevant organ of State attesting to the fact that the relevant foreigner participates in such program.		
10.17.3 A letter from the relevant organ of State attesting to the type of activities which the foreigner is expected to perform under such program and the duration thereof and whether he or she is expected to conduct work.		

10.18 In respect of a relative's permit

10.18.1 Proof of foreigner being a member of the immediate family of the sponsoring citizen or resident.		
10.18.2 Proof of compliance with regulation 27 (2) and section 18(1) of the Act.		

11. IN RESPECT OF APPLICATIONS FOR A WORK PERMIT (as specified below)**NOTE:**

The applicant is by law precluded from commencing employment, whether remunerated or otherwise, until he/she is in possession of a valid work permit for the specific purpose. Non-compliance can lead to heavy penalties being imposed on both the employer and employee.

Separate sheets may be attached if the space provided is insufficient to include full information/motivation.

11.1 A letter of release from the previous employer/organisation in the Republic, if applicable, must be attached.

11.2 OFFER OF EMPLOYMENT FOR FULL PERMITS

11.2.1 Title of Company/Organisation:						
11.2.2 Physical address:			11.2.3 Mailing address:			
11.2.4 Telephone number: (code) .. (number)			11.2.5 Facsimile number: (code) (number)			
11.2.6 Employer's business registration number:			11.2.7 Employer's tax reference number:			
11.2.8 If a subsidiary, principal company:			11.2.9 and location			
11.2.10 Nature of business conducted:			11.2.11 Number of employees:			
Category	Key personnel	Management	Professional	Clerical	Unskilled	Other (specify)
11.2.12 SA citizens						
11.2.13 Residents						
11.2.14 Holders of temporary work permits						
11.2.15 The position offered has been vacant since:						
11.2.16 If a newly created position, details:						

11.2.17 The position was brought to the attention of the applicant by the following means:

11.3 RECRUITMENT AND INTERVIEWING OF SA CITIZENS/RESIDENTS TO FILL THE POSITION (ONLY for "General" Work Permits Not applicable for "General Quota" Permits, "Extraordinary Quota" Permits—except when a waiver of the training fee is sought—, "Exceptional Skills" Permits and "Inter-company Transfers" Permits)

11.3.1 The Department of Labour was approached:	No	Yes	11.3.2 Branch:
11.3.3 Employment agencies were approached	No	Yes	11.3.4 Agencies:
11.3.5 Media advertisement in: (name of publication)		from	to
Note: The relevant press cuttings must be affixed to an original, official letterhead (which includes details of the directors/owner members of the business) and submitted with the application. Please also attach relevant copies of replies received from the Department of Labour and employment agencies.			

11.4 Full details of the outcome to the above and reasons why suitably qualified local candidates were not appointed:

.....

11.5 Does the applicant possess any special skills that have been tested by you and make him/her the most suitable candidate for this position:

No ☐ Yes ☐

Details.....

11.6 Additional explicit motivation to support the selection of a foreign candidate:

.....

11.7 DETAILS OF OFFER MADE TO APPLICANT:

11.7.1 Title of occupation to be followed:	
11.7.2 Nature of offer:	For a period of.....weeks/months/years.
11.7.3 Salary offered: R per month	11.7.4 Additional benefits, if any:
11.7.5 Summary of duties	
11.7.6 Preferred date of commencement of employment: / /	

11.8 DECLARATION BY EMPLOYER

I, (full name)..... ID Number..... in my capacity as..... of the company/organisation known as..... hereby undertake full responsibility for the above-named applicant..... and declare that I am authorised to make this offer of employment on behalf of the aforesaid company/organisation, that this offer is made in good faith and will be honoured and that the above information provided by me are true and correct.

Signature of employer.....

Signature of witness.....

Signed at.....this.....day of.....20.....

Annexure 17

REPUBLIC OF SOUTH AFRICA

EXTENSION / RENEWAL OF PERMIT

[Section 11 Act No 13 of 2002 : Regulation 18]

The temporary residence permit no.....

on page.....is hereby extended/renewed until:

.....

And / or relevant condition(s) is/are substituted by the following conditions :

.....

.....

.....

.....

.....

issued at:.....

on.....

Issued by

for Regional Director

ANNEXURE 18

CODE NO

REPUBLIC OF SOUTH AFRICA

TEMPORARY RESIDENCE PERMIT
[Section 11 of Act No 13 of 2002 : Regulation 19]

A temporary residence permit of the category marked X:

Visitor's Permit	Crew Permit
------------------	-------------

valid until.....

Is hereby issued for purpose of.....
subject to the following condition(s) :

- (1) The holder is not or does not become a prohibited or undesirable person.
- (2) The holder shall not conduct work.
- (3)
-

Note: (1) Fees will be charged for extensions/subsequent visitor's permits which must be applied for 30 days prior to the above-mentioned validity date.

- (2) Anyone who contravenes the purpose and / or conditions of this permit shall be guilty of an offence and liable on conviction to a fine or imprisonment.

For the Regional Director

Issued by

Bar Code

Annexure 19

APPLICATION FOR A VISITOR'S PERMIT AT PORT OF ENTRY
[Section 34(8) of Act No 13 of 2002 : Regulation 18]

1. Surname : _____
2. Full names : _____
3. Date of Birth : _____ Nationality : _____
4. Passport No : _____ valid until : _____
5. Country of residence : _____
6. Accompanied by : _____
7. Occupation : _____
8. Employer / Organisation : _____
9. Purpose and period of visit : _____
10. Name of contact person : _____
11. Proposed residential address : _____
12. Reason why you are not in possession of a visa : _____

Signature : _____ Date : _____

Official use

1. Time received : _____ Official _____
 2. Port of entry _____
 3. Arrived: Flight No : _____ from _____
 4. Departure: Flight _____ to _____
 On _____ at _____

- | | | | |
|------------------------------|-----|----|-------------------------|
| 5. BLOK: | Yes | No | Code : _____
R _____ |
| 6. Funds available : | Yes | No | |
| 7. Return air ticket : | Yes | No | |
| 8. Application Fees levied : | Yes | No | |
| 9. Conveyer penalised : | Yes | No | |

Decision : _____ Made by _____
Date : _____ Reference no _____

ANNEXURE 20

**PERIODIC CERTIFICATE ON THE PERFORMANCE OR
CURRICULUM OF STUDY OF FOREIGN STUDENTS**

[Section 13(1)(b)(v) of Immigration Act No 13 of 2002: Regulation 22(4)]

To be completed by Institutions/Schools where foreign students/pupils are studying in South Africa, at the beginning or end of each Semester.

A. Name and Address of the Institution

.....
..... Telephone and Fax No. Contact
person Designation

B Name and Surname of the Pupil/student.....
Passport No..... Date of Birth
Date of Admission into the Institution.. ..

C. This serves to certify that the above-named pupil/student has performed satisfactorily /during the last semester of June/December 20 and that he/she is eligible / not eligible for re-admission in this Institution/ School for the next Semester of 20.....

D. It is further confirmed that the pupil/student still complies with the admission conditions i.e. valid permit, accommodation arrangements, sufficient funds to cover tuition fees etc. (if still continuing).

REPRRESENTATIVE OF HEAD OF INSTITUTION / SCHOOL

DATE

STAMP

ANNEXURE 20A**PERIODIC CERTIFICATION OF MEDICAL TREATMENT****[Section 13(1)(b)(v) of Immigration Act No 13 of 2002: Regulation 22(4)]**

To be completed every six months by the Institution where a foreign patient is receiving medical treatment in South Africa,.

A. Name and Address of the Institution

Telephone and Fax No.
Contact person Designation.....

B. Name and Surname of the patient

Passport No

Date of Birth.....

Date of Admission into the Institution

C. This serves to certify that the above-named is still receiving treatment, is expected to continue to receive treatment for the following months and our Institution is satisfied that such patient is capable of incurring and paying for the costs of such treatment for such period and has sufficient means to support himself or herself for such period.

REPRESENTATIVE OF THE INSTITUTION OF TREATMENT

**DATE
STAMP**

Annexure 21

REPUBLIC OF SOUTH AFRICA
APPLICATION FOR A CORPORATE PERMIT
[Section 21 of Act No 13 of 2002: Regulation 30]

FOR OFFICIAL USE ONLY	BLOK:
DATE RECEIVED:	FILE NO:
APPLICATION CHECKED BY:	ON:
APPLICATION FEE AMOUNT:	RECEIPT NO:
TRAINING FEE AMOUNT R (2 % OF R REMUNERATION OR)	
NO OF APPOINTMENT CERTIFICATES ISSUED:	
PROCESSED/AUTHORISED BY :	
<p>IMPORTANT:</p> <p>(a) Foreigners are by law precluded from commencing employment, whether remunerated or otherwise, until in possession of a valid work permit for the specific purpose. Non-compliance can lead to heavy penalties being imposed on both the employer and employee.</p> <p>(b) This application is to authorize a corporate entity, as defined in the Immigration Act, to employ in terms of a corporate permit a number of workers as agreed upon with the Department. In additions, in terms of the Act, foreigners working for the same employers are eligible for work permits under other provisions of the Act.</p> <p>(c) Separate sheets may be attached if the space provided is insufficient to include full information/replies.</p> <p>(d) At the time of submission of this application, the training fee in respect of the foreigner to be employed by the corporate applicant and contemplated in this application is 2% of such foreigners' taxable remuneration. If in terms of regulation 28(3) the applicable training fee has been changed and/or has been differentiated on the basis of categories of foreigners, please use a separate sheet to list the number of foreigners under each category and the corresponding applicable training fee.</p>	

1. BACKGROUND DETAILS OF CORPORATE APPLICANT

Name of Company/Organization:	
Contact person:	E-mail address:
Physical address:	Mailing address :
Telephone number : (code) (number)	Facsimile number : (code) (number)
Employer's business registration number:	Employer's tax reference number:
If a subsidiary, principal company and location:	
Nature of business conducted:	Total No of workers employed:

2. THE ABOVE-MENTIONED COMPANY/ORGANIZATION HEREBY APPLIES FOR A CORPORATE PERMIT TO EMPLOY FOREIGNERS (If more space is required provide information in a separate sheet. Please be as specific as possible in describing the job positions)

Type of position:	No of workers:
Type of position:	No of workers:
Type of position:	No of workers:
Type of position:	No of workers:
Type of position:	No of workers:

3. REQUIREMENTS

3.1 Representation demonstrating the need to employ the requested number of foreigners, in the job descriptions set out under 2 above.	Yes	No	Comments:(Add additional sheet if required)
3.2 Independent collaboration of the facts asserted under 3.1 above.	Yes	No	
3.3 Certificate of a chartered accountant as contemplated in section 21(2)(a) containing an organisational diagram of the relevant productive unit including the staff's residential status and job descriptions.	Yes	No	
3.4 An undertaking by the corporate applicant described in section 21(2)(b) and regulation 28(11).	Yes	No	
3.5 An undertaking by the corporate applicant that he/she will be responsible for the removal of foreigners employed in terms of this permit to their respective countries of residence on expiry of the contract.	Yes	No	
3.6 Financial guarantees contemplated in section 21(2)(c) and regulation 30(7).	Yes	No	
3.7 The corroborate representations on the need to employ foreigners required under section 21(2)(d).	Yes	No	
3.8 An undertaking to comply with the provisions of Regulation 30(8).	Yes	No	

4. OPTIONS

(Indicate preferred option on which Corporate Permit may be issued subject to agreement with the Department after consultation (regulation 30(8))

4.1 Payment of Training Fee	Yes	No	Comments:(Add additional sheet if required)
4.2 Training Programme aimed at reducing dependency on foreign labour and/or transferring skills from the relevant foreigners to citizens or residents.	Yes	No	
4.3 Combination of paragraphs 4.1 and 4.2 above.	Yes	No	
4.4 Do you seek a reduction or waiver of the Training Fee on the basis of a request by the Minister of Trade and Industry or Mineral and Energy, or Agriculture (if so, attach Request Letter signed by such Minister or his/her delegate) – regulation 30(8)(b)(iii).	Yes	No	
4.5 Has your industry, or segment thereof, been identified by the Department as one in respect of which the Government of the Republic has entered into an agreement with a foreign state referred to in section 21(4)(b) of the Act? If yes, attach relevant documentation.	Yes	No	
4.6 If your answer to 4.5 above is yes, do you seek a reduction or a waiver of the financial guarantees referred to in section 21(2)(c) of the Act? If yes, attach collaborating documentation to prove "special conditions" in your industry or segment thereof as well as a request from the Minister of Trade and Industry or Mineral and Energy, or Agriculture, or his/her delegate.	Yes	No	
4.7 If your Corporate Permit is for seasonal workers for a period not exceeding 6 months a year, are you seeking a Corporate Permit to be in force for longer than a year? If so, provide details on a separate sheet and collaborated information showing the need for such foreigner.	Yes	No	

5. CONSULTATION

5.1 Has the Department of Labour expressed a view or has been consulted in respect of this application (if so, attach relevant documentation).	Yes	No	Comments:(Add additional sheet if required)
5.2 Has the Department of Trade and Industry expressed a view or been consulted in respect of this application (if so, attach relevant documentation).	Yes	No	
5.3 If no consultation has taken place, or the applicant wishes to refer the Department to specific offices or officials of the Department of Labour and/or Trade and Industry, please provide the relevant indication, which shall not be binding on the Department, in a separate sheet.			

6. ADDITIONAL DOCUMENTATION

6.1 Pro forma type of employment contract	Yes	No	
6.2 Statement by the CEO or executive authority of the corporate applicant delegating the relevant office or personnel to perform the functions related to the implementation of the corporate permit.	Yes	No	
6.3 Statement indicating the expected time frame for the consideration and finalization of this application and the time and places where the contact person is available to discuss this application with officials of the Department and provide in loco verification if deemed necessary.	Yes	No	

7. UNDERTAKING BY CORPORATE APPLICANT

I, (full name) ID Number In
my capacity as of the company/organization known as

.....
understand that the implementation of a corporate permit is a partnership between the corporate applicant and the Department of Home Affairs to ensure compliance with the provisions and the objectives of the Immigration Act and that a corporate permit may be terminated in case of unsatisfactory performance on my side, and on that basis undertake for the above-named applicant and solemnly declare that I am authorized to make this application and enter in the obligations it involves, on behalf of the aforesaid company/organization and that the information contained therein is true and correct. I furthermore undertake to ensure that any foreigner employed in terms of a corporate permit issued to me completes the prescribed application fully, correctly and truly and shall be in possession of a passport valid for no less than 30 days after the expiry date of his or her intended stay and immediately inform the Department of Home Affairs if any of such foreigners is no longer in compliance or is no longer employed or is employed in a different capacity. I, furthermore, undertake responsibility for the removal of any of the foreigners employed in terms of this permit to his/her/their country/countries of residence on expiry of the contract.

.....
Signature of corporate applicant/employer

.....
Signature of witness

Signed at this day of 20...

Annexure 22

REPUBLIC OF SOUTH AFRICA
CORPORATE PERMIT
 [Section 21 of Act No 13 of 2002 : Regulation 30]

NAME OF CORPORATE PERMIT HOLDER.

DEPARTMENTAL REFERENCE NO.

PHYSICAL ADDRESS (also include the affected branches, affiliated offices & subsidiaries of the corporate in South Africa).

In terms of section 21 of the Immigration Act, 2002 (Act No 13 of 2002) the above-mentioned corporate permit holder is hereby authorised to issue a total of corporate authorization certificates numbered to

Type of position:	Duration (*)	No of workers:
Type of position:	Duration (*)	No of workers:
Type of position:	Duration (*)	No of workers:
Type of position:	Duration (*)	No of workers:
Type of position:	Duration (*)	No of workers:

Duration can be expressed in months or years. The duration of employment runs from date of the workers' first entry into the Republic and relates to the period this authorization is in force, during which time this authorization may be used to employ subsequent workers in the same position. This permit may be issued for open-ended durations.

(*) In the case of seasonal workers, workers can be employed from _____ to _____ every year / until year 20__ / for year 20__ only.

(*) In the case of workers employed in pursuance agreement with a foreign state referred to in section 21(4)(b) of the Act, workers must be citizens / residents of:

(*) The worker(s) must be introduced through the border post/port of entry of

Location of employment :

Type of position:		No of workers:
Type of position:		No of workers:

Type of position:	Location	No of workers:
Type of position:	Location	No of workers:
Type of position:	Location	No of workers:

Regional Director
Department of Home Affairs
Date :

Department's wet seal/stamp

*Delete if not applicable.

Annexure 23

CODE NO

REPUBLIC OF SOUTH AFRICA

PERMIT TO REPORT TO REFUGEE RECEPTION OFFICE
[Section 23 of Act No13 of 2002 : Regulations 32]

This permit, valid for 14 days from date of admission is
hereby issued solely to enable the holder to report to the
Refugee Reception Office at.....

subject to the following conditions:

The holder of this permit shall not qualify for any other
permit issued in terms of the Immigration Act 2002 (Act 13 of 2002).

.....
.....
.....

Note: Anyone who contravenes the purpose and / or
conditions of this permit shall be guilty of an
offence and liable on conviction to a fine or
imprisonment.

Issued by

Persal No

Bar Code