

SCHEDULE G
FEEES

1. The Department may levy fees in respect of the applications for permits, certificates, visas or other services in terms of the provisions of the Act, as set out in the following table. Fee exacted outside the Republic shall be paid in the legal tender of the foreign country concerned.

SERVICES RENDERED	FEES	
	R	US \$
1. Confirmation of permanent residence status	63,00	5
2. Application for a visa in terms of section 11(1)(a), or for a visitor's permit in terms of section 11(1)(b)(ii) of the Act	425,00	37
3. Application for a transit visa in terms of section 24(2) of the Act	425,00	37
4. Application for a visitor's permit by an illegal foreigner in terms of section 11(3) of the Act	800,00	-
5. Extension of a visitor's permit granted to an illegal foreigner in terms of section 11(3) of the Act	425,00	37
6. Granting of a visitor's permit in terms of section 11(1)(b)(i) of the Act	Free	-
7. Application for a renewal of a visitor's permit in terms of section 11(1)(i) of the Act	425,00	37
8. First application for a study permit in terms of section 13 of the Act	425,00	37
9. Subsequent application for a study permit in terms of section 13 of the Act	425,00	37
<u>10. First application for a relative permit in terms of section of 18 the Act</u>	<u>1520,00</u>	<u>132</u>
<u>11. Subsequent application for a relative permit in terms of section 16 of the Act</u>	<u>1520,00</u>	<u>132</u>
<u>12. First application for a retired person permit in terms of section 20 of the Act</u>	<u>425,00</u>	<u>37</u>

13. Subsequent application for a retired person permit in terms of section 20 of the Act	425,00	37
14. First application for a work permit in terms of section 19 of the Act	1520,00	132
15. Subsequent application for a work permit in terms of section 19 of the Act	1520,00	132
16. First application for a corporate permit in terms of section 21 of the Act	1520,00	132
17. Subsequent application for a corporate permit in terms of section 21 of the Act	1520,00	132
18. First application for an exchange permit in terms of section 22 of the Act; provided that the fee is not payable where a reciprocal exchange agreement grants exemption from payment of fees	425,00	37
19. Subsequent application for an exchange permit subject to the proviso in item 19	425,00	37
20. First application for a diplomatic permit in terms of section 12 of the Act; provided that the fee is not payable where a reciprocal diplomatic agreement grants exemption from payment of fees	425,00	37
21. Subsequent application for a diplomatic permit, subject to the proviso in item 21	425,00	37
22. First application for a treaty permit in terms of section 14 of Act; provided that the fee is not payable where a reciprocal treaty agreements grants exemption from payment of fees	425,00	37
23. Subsequent application for a treaty permit subject to the provision in item 23	425,00	37
24. Application for a certificate in terms of section 9(3)(c)(i) and 31(2)(c).	425,00	37
25. Application for a permanent residence permit(s) in terms of sections 26 and 27 of the Act, per individual or per family. Provided that this fee is waived in respect of an applicant who is the spouse, a partner in a spousal relationship, or a dependant child of a person permanently and lawfully resident in the Republic	1520,00	132

26. Application for the extension of a period of absence from the Republic exceeding three years in terms of section 28(c) of The Act	63	5
27. Application for permission to a permanent resident in terms of section 27(a) and (c) of the Act to change occupation	1012,00	88
28. Application for the extension of validity of a permanent residence permit in terms of section 28(d) of the Act	1012,00	88
29. Processing fee for a first application to be registered as an immigration practitioner in terms of Schedule F of these Regulations to be paid to the relevant Association	3 000,00	-
30. Processing fee for a subsequent application to be registered as an immigration practitioner in terms of Schedule F of these regulations to be paid to the relevant Association	500,00	-

* For purposes of these Regulations, the Rand /US dollar exchange rate is stipulated

SCHEDULE H : FOREIGN CUSTOMARY UNIONS AND MARRIAGES**I. FOREIGN CUSTOMARY UNIONS**

Foreign country	Type of customary union and supporting documentation
Canada	<i>De facto</i> common-law relationships registered in Nova Scotia and Quebec only, proven by a sworn affidavit that the unmarried couple has lived together in a conjugal relationship for at least one year
Costa Rica	<i>De facto</i> unions proven by a sworn declaration made to a Family Judge
Democratic Republic of Congo	Customary unions where the woman has freely consented in the presence of both families and witnesses, the man or his representative has paid <i>lobola</i> to the parents or representatives of the woman, and both have reported to the legal authority, proven by a certificate of such authority endorsed for validity by a consular officer of that foreign country in the Republic
Finland	Same sex partnerships proven by a Registered Partnership Certificate and an extract from the National Population Information System issued no later than 90 days from its submission to the Department
France	Life partnership and same sex life partnership proven by an affidavit of the couple concerned endorsed for validity and effectiveness by a consular officer of that foreign country in the Republic
Iceland	Registered cohabitation of a couple of the opposite sex proven by certificate issued by the National Registry upon declaration and registration Same sex registered partnership, proven by a certificate of registration with a Magistrate or his or her deputy

Indonesia	Polygamous marriages under Islamic Syari'ah Law only proven by a Marriage Certificate Quotation issued by the Office of Religion Affairs, or a letter stating the number of the Marriage Certificate Quotation accompanied by a letter from Police reporting the loss of the Quotation
Hashemite Kingdom of Jordan	Polygamous marriages (up to four) proven by a marriage certificate for each marriage
Kuwait	Polygamous marriages proven by a marriage certificate for each wife
Lebanon	Polygamous marriages proven by the status of "polygamous" recorded in the man's Family Record In case of a marriage contracted under another citizenship, if the person concerned has multiple citizenship, proven by proof of a contracted marriage issued by Ministry of Interior.
Malaysia	Polygamous marriages, among Muslims only, conducted with judicial consent proven by evidence of such judicial consent and endorsed for validity by a consular officer of that foreign country in the Republic
Mali	Polygamous marriages proven by a marriage certificate issued for each wife
Morocco	Polygamous marriages under Islamic Sharia Law proven by documentation issued for each wife
San Marino	<i>More uxorio</i> cohabitation documented by the Office of Vital Statistics by virtue of family status records
Saudi Arabia	Polygamous marriages based on Sharia Law proven by a marriage contract issued for each marriage
USA	Affidavit of a lawyer in good standing in the State concerned, stating that the State concerned recognizes common law marriages, the couple concerned resides in such State and that he or she has direct and personal knowledge that the couple concerned is in a common law marriage having satisfied all the relevant legal and factual requirements

Venezuela	Non-marriage union between the opposite sex proven by a certificate of legal recognition if declared before the relevant authorities and endorsed for validity by a consular officer of that foreign country in the Republic
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II. FOREIGN MARRIAGE CERTIFICATES

Foreign country	Documentation
Argentina	Marriage Certificate issued by the Registrar of the Civil Status and People's Capacity (divorce will be noted in the margins)
Austria	Marriage Certificate
Belarus	Marriage Certificate
Bulgaria	Certificate of Marriage issued by the local Municipal Council
Canada	Marriage Certificate issued by provincial/territorial ministry
People's Republic of China	Marriage Certificate
Costa Rica	Marriage Certificate issued by the Civil Registrar
Democratic Republic of Congo	Marriage Certificate
Finland	Marriage Certificate or an extract from the National Population Information System (divorce is registered in NPIS)
France	Marriage certificate or a notation on the birth certificate (divorce will be noted on both certificates)
Germany	Marriage Certificate "Heiratsurkunde"
Iceland	Certificate of Marriage issued by the National Registry
Indonesia	Marriage Decree Quotation issued by the Civil Registrar's Office or a letter quoting the number of the Marriage Decree Quotation accompanied by a letter from Police reporting the loss of the Quotation

Ireland	Marriage Certificate
Italy	Marriage Certificate
Hashemite Kingdom of Jordan	Marriage Certificate issued by the Department of Civil Status or an official Family Document
Korea	Copy of the Family Register issued by the relevant provincial government office
Kuwait	Marriage Certificate
Lebanon	Marriage Certificate issued by Ministry of Interior, and registered in the husband's Family Record. Wife's passport will show the full name of her husband.
Malaysia	Marriage Certificate - a divorce decree is endorsed on the Marriage Certificate
Mali	Acte de mariage/Marriage Certificate
Morocco	Contract issued by two Adults (officially recognized religious Clerks), authenticated and registered at a regional court
Nepal	Marriage Registration Certificate issued by the Local Government Office or the Court
Russia	Marriage Certificate and/or stamp in passport of citizen
San Marino	Certificate of Marriage and abstract of the Act of Marriage and/or a Certified Copy of the Act of Marriage issued by the Office of Vital Statistics. Marriage and divorce are annotated on the Birth Certificate.
Saudi Arabia	Marriage contracts
Spain	Certificate of Civil Register or the Family Book
Thailand	Marriage Certificate
Tunisia	Contract of Marriage

Turkey	Marriage Certificate and entry in personal registry at Ministry of Internal Affairs
United Kingdom	Certified copy of the entry in the marriage register
USA	Marriage Certificate from the State concerned
Venezuela	Marriage Certificate issued by the relevant municipal authority

Annexure 1

REPUBLIC OF SOUTH AFRICA
PART 1
AFFIDAVIT IN RESPECT OF PARTIES
TO A PERMANENT SPOUSAL RELATIONSHIP
[Section 1(1)(xxxvi) of Act No 13 of 2002 : Regulation 9]

We, the undersigned,
 Particulars of South African citizen / permanent resident/foreigner on temporary residence permit.

Surname	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
First name/s (in full)			
Address:			
.....			
Identity No#	<input type="text"/>	<input type="text"/>	<input type="text"/> or
Passport No	Nationality	Date of birth	
Being a widow(er)/unmarried/divorced person*			

And
 Particulars of foreigner

Surname	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
First name/s (in full)			
Address :			
.....			
Passport No(Attach copy of passport with facial photograph)		
Date of Birth	Place of Birth		
Nationality	Date of First Entry into South Africa #.....		
Type of residence permit held #.....			
Being a widow(er)/unmarried/divorced person*			

do hereby make oath and say/hereby solemnly affirm*

1. We are parties to a spousal relationship for the past years months* which is intended to be permanent, excludes any other person and involves cohabitation, an obligation of mutual emotional support between us and a reciprocal obligation to support one another financially in circumstances where the one has the means to do so and the other requires

such support in order to maintain, without recourse to public funds, his or her financial and social standing and standard of living.

- 2. To substantiate our intention we attach a notarial contract required in terms of section 1(1)(xxxvi) of the Immigration Act, 2002.
- 3. We understand that within three years from the date of issuance of the conditional permanent residence permit, we must depose to the affidavit in Part 2 of this form and submit it to the Regional Director : Department of Home Affairs and that, should we fail timeously to do so, the conditional permanent residence permit issued to the spouse shall lapse.

.....
**THE SOUTH AFRICAN CITIZEN/
 PERMANENT RESIDENT/TEMPORARY
 RESIDENCE PERMIT HOLDER**

.....
FOREIGN SPOUSE

Thus signed and sworn/solely affirmed*
 before me on the date and at the place set out below, in accordance with the regulations governing the administration of an oath or an affirmation in GN 1258 of 21 July 1972, as amended.

.....
COMMISSIONER OF OATHS

FULL NAMES
CAPACITY
DATE:
PLACE :

OFFICE STAMP

*Delete what is not applicable
 #If applicable

Annexure 1

REPUBLIC OF SOUTH AFRICA
PART 2
SUPPLEMENTARY AFFIDAVIT IN RESPECT OF PARTIES
TO A SPOUSAL RELATIONSHIP

We, the undersigned,
 Particulars of South African citizen / permanent resident/foreigner on temporary residence permit.

Surname	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
First name/s (in full)				
Address:				
.....				
Identity No#	<input type="text"/>	<input type="text"/>	<input type="text"/>	or
Passport No	Nationality	Date of birth		
Being a widow(er)/unmarried/divorced person*				

And
 Particulars of foreigner

Surname	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
First name/s (in full)				
Address:				
.....				
Passport No	(Attach copy of passport with facial photograph)			
Date of Birth	Place of Birth			
Nationality	Date of First Entry into South Africa #.....			
Type of residence permit held #.....				
Being a widow(er)/unmarried/divorced person*				

do hereby make oath and say/hereby solemnly affirm*

1. On (Fill in the date) we deposed to an affidavit in terms of part 1 of this form.

- 2. We are not married and the spousal relationship referred to in paragraph 1 of that affidavit still subsists with all the characteristics set out in that paragraph.

.....
**THE SOUTH AFRICAN CITIZEN/
 PERMANENT RESIDENT/TEMPORARY
 RESIDENCE PERMIT HOLDER**

.....
FOREIGN SPOUSE

Thus signed and sworn/solely affirmed*
 before me on the date and at the place set out below, in accordance with the regulations governing the administration of an oath or an affirmation in GN 1258 of 21 July 1972, as amended.

.....
COMMISSIONER OF OATHS

FULL NAMES
 CAPACITY
 DATE:
 PLACE :

OFFICE STAMP

***Delete what is not applicable
 #If applicable**

Annexure 2

Republic of South Africa
APPLICATION FOR A VISA
[Section 1(xliii) of Act No 13 of 2002 : Regulation 10]

IMPORTANT
INSTRUCTIONS AND INFORMATION
(Please read carefully)

PURPOSE OF A VISA

A visa only enables the holder to proceed to a port of entry before or on the expiry date of the visa, where the holder must comply with the applicable law, regulations and the following entry requirements of the Republic of South Africa. No fixed travel arrangements must be made prior to the issuing of the visa and ten (10) days must be allowed for the processing thereof.

ENTRY REQUIREMENTS

- An acceptable passport / travel document to be valid for no less than 30 days after the expiry of the intended stay and containing at least one blank page for endorsements.
- A valid visa, if required.
- Sufficient funds.
- A return / onward ticket.
- Yellow fever certificates are required if the journey starts or entails passing through the yellow fever belt of Africa or South America.

WHERE TO APPLY FOR A VISA

- At the nearest or most convenient South African diplomatic or consular representative.
- Visas **CANNOT** be applied for at South African ports of entry.

WHAT TO SUBMIT

- Passports must accompany the visa applications when submitted at a South African diplomatic or consular representative.
- Proof of booking of airline ticket.
- 2 Identity photographs.
- Prescribed visa fee, if not exempted therefrom.
- Proof of sufficient funds.
- Supporting documentation confirming the purpose of the visit
- Inoculation certificate, if required.

FEES

Nationals of certain countries are subject to visa fees. Fees are levied per application and are not refundable should the application be refused.

PERSONS IN TRANSIT

Persons applying for transit visas must submit proof that they will be admitted to their destinations and they must be in possession of onward / return tickets.

DURATION AND PURPOSE OF STAY

On entry to the RSA the visa is deemed to be a visitor's permit. The validity of the permit must be calculated from date of entry. The period for which the permit will be valid will be set out under the heading "conditions" on the visa label. Applicants must ensure that they apply for the correct visa / permit as any change in the purpose of stay or the relevant permit applied for in the Republic may be refused if the purpose of the original entry was not correctly stated.

WARNING

Any applicant allowed entry into South Africa due to any misrepresentation, or false declaration on this application form or who sojourns in the Republic in contravention of his/her visa/permit conditions shall be guilty of an offence and liable on conviction to a fine or to imprisonment as an illegal foreigner.

(Page 1 must be detached and retained by the applicant)

REPUBLIC OF SOUTH AFRICA

VISA APPLICATION

Failure to complete this application form in full may result in the visa being delayed or refused.
Please use block letters and black ink only.

PERSONAL PARTICULARS

1. Surname	[Grid for Surname]																											
2. First names (in full)	[Grid for First Names]																											
3. Maiden name	[Grid for Maiden Name]																											
4. Date of birth	Y	Y	Y	Y	M	M	D	D																				
5. City of birth																											
6. Country of birth																											
7. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female																											
8. Nationality														9. If acquired by naturalisation state original nationality and where and when present nationality was obtained													
10. Details of passport	(a) Number														(b) Issuing authority													
	(c) Date of expiry														(d) Type of document													
11. Present address																											
12. Period resident at this address														13. Telephone number													
14. Country of permanent residence														15. Period resident in that country													
16. Occupation/Profession																											
17. Name and address of employer, university, organisation etc. to which you are attached, attend or which you represent:																											
18. If self-employed, state name and nature of business:																											
19. Marital status	<input type="checkbox"/> Never married <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated <input type="checkbox"/> Divorced																											
NB: ITEM 20 TO 23 TO BE FILLED IN THE CASE OF ACCOMPANYING SPOUSE																												
20. Full names of husband/wife	[Grid for Spouse Name]																											
21. Maiden name of wife	[Grid for Wife Maiden Name]																											
22. Birth date of spouse	Y	Y	Y	Y	M	M	D	D																				
23. His/her nationality																											
NB: SEPARATE FORMS MUST BE COMPLETED IN RESPECT OF PERSONS OVER THE AGE OF 16 AND CHILDREN UNDER THE AGE OF 16 TRAVELLING ON THEIR OWN PASSPORTS.																												
24. Particulars of children accompanying you and endorsed on your passport																												
	<i>Surname</i>	<i>First names</i>	<i>Date of birth</i>	<i>Place of birth</i>																								
(1)																								
(2)																								
(3)																								
(4)																								

VISIT TO SOUTH AFRICA

25. Expected date of arrival 26. Port of arrival
27. Purpose of visit
28. Duration of stay (months, weeks or days)
29. Proposed residential address (not P O Box number) in RSA, including the full names of your host or hotel:

30. Names of organisations/persons you will be contacting during your stay in the RSA; if any

Name	Address	Relationship
.....
.....
.....

31. Identity document number/permanent residence permit number of South African host if any.....

Indicate by means of an X whichever is applicable

32. Have you at any time applied for a permit to settle permanently in South Africa?
33. Have you ever been restricted or refused entry into South Africa?
34. Have you ever been deported from or ordered to leave South Africa?
35. Have you ever been convicted of any crime in any country?
36. Is a criminal enquiry pending against you or any of your dependents in any country?
37. Are you an unrehabilitated insolvent?
38. Are you suffering from tuberculosis or any other infectious or contagious diseases or any mental or physical deficiency?
39. Have you ever been judicially declared incompetent?
40. Give particulars if reply to one or more of questions 32 to 42 is in the affirmative
41. Are you a member of, or an adherent to an association or organization advocating the practice of social violence, or racial hatred.
42. Are you or have you been a member or an adherent to an association or organization utilizing or advocating crime or terrorism to pursue its goals?
43. Is there any court order outstanding against you for failure to fulfill maintenance obligations.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

TO BE COMPLETED ONLY BY PASSENGERS IN TRANSIT TO A FOREIGN COUNTRY

44. Destination after leaving the RSA
45. Mode of travel to destination
46. Intended date and port of departure from the RSA to that destination
47. Do you hold a visa/permit for temporary or permanent residence in the country of your destination? (Proof must be submitted)

I SOLEMNLY DECLARE THAT THE ABOVE PARTICULARS GIVEN BY ME ARE TRUE IN SUBSTANCE AND IN FACT AND THAT I FULLY UNDERSTAND THE MEANING THEREOF. I FURTHER DECLARE THAT I DO NOT CONTEMPLATE EMPLOYMENT OR PERMANENT RESIDENCE OR CHANGE OF TEMPORARY RESIDENCE STATUS IN SOUTH AFRICA.

.....
 Date Signature of applicant

Control No :

REPUBLIC OF SOUTH AFRICA

[Section 1(xlii) of Act No 13 of 2002 : Regulation 10]

.....VISA *

Ref No

Name

Passport No

Authority to proceed to the Republic to report to an immigration officer at a port or port of entry has been granted by the Department of Home Affairs.

No of entries Visa expiry date

Issued at on

Conditions :

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

.....

for : Department of Home Affairs

[*] Indicate type of permit to be issued by reference to relevant section of the Act or Regulation

Annexure 4

REPUBLIC OF SOUTH AFRICA

ARRIVAL FORM

[Section 10(2) and 35(3)(a)(ii) of Act No. 13 of 2002: Regulation 10(3)(d)(I)]

Not to be completed by a South African citizen or permanent resident.

Mode of travel	Flight	Vehicle	Train No.	Name	Other
	No.	Registration No.			

Nationality of passport

Passport No.

Surname and Initials

Gender

Male

Female

Full Forenames

Date of birth	Year	Month	Day	Intended departure date	Year	Month	Day

Country of ordinary residence

Purpose of visit (use X to specify)

A	B	C	D	E	F	G	H	I
Vacation, Study for less than 3 months. Medical Treatment for less than 3 months, or Work remunerated and contracted abroad for less than 3 months.	Investment	Study for longer than 3 months	Work or manage a business	Transit	Immigrating	Diplomatic placing	Crew Member	Medical treatment for longer than 3 months

Occupation (use X to specify)

A	B	C	D	E	F	G	H	I
Diplomatic	Charitable	Civil Service Military Police	Student	Educational	Trade Business	Professional	Artist	Other

For official use

TRP number

Entry stamp

Annexure 5

**REPUBLIC OF SOUTH AFRICA
DECLARATION**

[Section 10(2) and 35(3)(a)(ii) of Act No 13 of 2002 : Regulation 10(3)(d)(ii)

First name/s (in full) and surname.....
 Date of birth.../.../...Place of birth (town / city).....country.....
 Present nationality.....Country of permanent residence.....
 Marital status.....
 Country which issued passport / travel document.....
 Passport/travel document no.....issued at (place).....
 On (date).....and valid until (date).....
 Placeand dateof entry into the RSA
 Occupation / profession (describe in full)
 Purpose of visit (must be described in full and, in the case of commercial activities, the nature thereof must also be described)

 Duration of intended stay in the Republic (date of departure).....
 Address in the Republic.....
 Have you ever been refused a visa for or admission to the Republic, been removed or instructed to leave the country? (YES/NO)..... If YES, furnish particulars in full!.....

 I declare that the information I have furnished above, is true and correct and that if I am admitted to the Republic, I will comply with the purpose and conditions in terms of which the admission has been authorised.

.....
Signature of deponent	Date	Place
		Left thumb print

Annexure 5A

AFFIDAVIT OF IMMIGRATION OFFICER

1. STATEMENT

(Officer in charge of the case to state his/her full names, immigration appointment number and station where employed).

Delete which is not applicable.

I AN ADULT MALE / FEMALE,
IMMIGRATION OFFICER NUMBER APPOINTED
IN TERMS OF SECTION 1 (1)(XX) OF THE IMMIGRATION ACT 2002 (ACT NO 13 OF 2002)
STATIONED AT DECLARE THE FOLLOWING TO BE TRUE AND
CORRECT;

WHILST ON DUTY THE MORNING / AFTERNOON / EVENING OF
(date)..... (month)..... (year)..... I
WAS ROSTERED TO CLEAR PASSENGERS ON INCOMING CONVEYANCE (name)
..... SCHEDULED FOR ARRIVAL AT (time)
.....

PASSENGER (name) PRESENTED
HIM/HERSELF TO ME IN TERMS OF SECTION 34(8) OF THE SAID ACT AND WAS FOUND
TO BE INADMISSIBLE. HEREUNDER IS A WRITTEN ACCOUNT OF THE INTERVIEW:

2. QUESTIONS

ANSWERS

- Do you understand English?
- Are you fit, well and willing to be interviewed?
- Do you require a translator?
- Is there anything important that you wish to raise before the interview starts?

3. CONTENTS OF THE INTERVIEW

.....

.....

.....

.....

.....

.....

.....

.....

4. STATEMENT OF PERSON INTERVIEWED:

I, (name) hereby acknowledge that the above is a true account of the interview that took place.

.....
.....

**SIGNATURE OF ILLEGAL FOREIGNER
DATE**

5. DECISION OF IMMIGRATION OFFICER:

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

6. REASON FOR DECISION:

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

SIGNATURE OF IMMIGRATION OFFICER

DATE

7. IMMIGRATION OFFICER'S PARTICULARS

SURNAME:

FULL NAMES:

APPOINTMENT NO:

RANK:

PORT OF ENTRY:

Annexure 6

**DEPARTMENT OF HOME AFFAIRS
NOTICE OF CONTEMPLATED DECISION
ADVERSELY AFFECTING A PERSON
[Section 8(1) and 8(4) of Act No 13 of 2002 : Regulation 16(a)]**

To
At
.....
.....

1. With reference to your application for
you are, in terms of the provisions of sections 8(1) and 8(4) of the Immigration Act,
2002 (Act No 13 of 2002), hereby, notified that the Department is contemplating the
following decision :
The reason(s) for the contemplated decision is/are the following :
.....
.....
2. In terms of section 8(4) of the Act you are, hereby, furthermore notified that you have
10 calendar days from date of this notice having been served on you, to make written
representations to the Department to reconsider its contemplated decision.
3. Should you fail to make representations, or fail to keep the Department informed of
your whereabouts, the contemplated decision set out above will become effective.
The onus is on you to inquire about the outcome of your representations within 14
days after submission thereof.

.....
DEPARTMENT OF HOME AFFAIRS
DATE:
PLACE

Appointment No
(If Immigration Officer)

1. I acknowledge receipt of the original of this notice and declare that I understand the
content thereof.
2. I wish/do not wish* to make representations to the Department in terms of section
8(1) of the Act to review the decision. Written representations are attached hereto.*

.....
SIGNATURE OF RECIPIENT OF NOTICE
DATE:

***Delete what is not applicable**

**DEPARTMENT OF HOME AFFAIRS
NOTICE OF EFFECTIVE DECISION AND
EXPLANATION OF ADJUDICATION AND REVIEW PROCEDURES
THAT MAY BE FOLLOWED
[Section 8(2) and 8(4) of Act No 13 of 2002 : Regulation 16(b)]**

To
At
.....
.....

1. Further to the notice of my contemplated decision served on you on, and having duly considered your representations pertaining thereto I, hereby, notify you that I have –
*modified my contemplated decision as follows
.....
*confirmed my contemplated decision, i.e.
which is now effective.
2. Should you still feel aggrieved by this decision you may, in terms of section 8(2) of the Act, within 20 calendar days from date of this notice having been served on you, appeal against it –
 - (a) to the Director-General, who may reverse or modify it within 10 calendar days, failing which the decision shall be deemed to have been confirmed; or
 - (b) within 20 calendar days of modification or confirmation by the Director-General, if any, to the Minister, who may reverse or modify it within 20 calendar days, failing which the decision shall be deemed to have been confirmed, and be final; or
 - (c) within 20 calendar days of modification or confirmation by the Minister, if any, to a court of law.
3. Should you not appeal as set out in paragraph 2 above, or fail to keep the Department informed of your whereabouts, the contemplated decision of the Department shall become effective and final. The onus is on you to inquire about the outcome of your representations after expiry of the time limits mentioned above.

.....
DEPARTMENT OF HOME AFFAIRS
DATE:
PLACE:

Appointment No.
(If Immigration Officer)

(*Delete what is not applicable)

1. I acknowledge receipt of the original of this notice and declare that I understand the content thereof.
2. I wish/do not wish* to lodge an appeal against the decision to the Director-General/court* in terms of section 8(2) of the Act. Written representations are attached hereto.*

.....
SIGNATURE OF RECIPIENT OF NOTICE
DATE:

(*Delete what is not applicable)

Annexure 8

REPUBLIC OF SOUTH AFRICA
APPLICATION FOR EXEMPTION FROM THE REQUIREMENT TO REPORT TO
AN IMMIGRATION OFFICER OR TO ENTER OR LEAVE THE
REPUBLIC THROUGH A PORT OF ENTRY
 [Section 9(3)(c)(i), 31(2)(c) and 31(2)(d) of Act 13 of 2002 :
 Regulation 9(2)(a), 17(1)(a) and 17(2)(a)]

See reverse side for conditions

Nationality of passport				Passport/Travel document No	
Surname				First name(s) in full	
Date of birth	year	month	Date	Country of normal residence	
Permanent Residence Permit No (if applicable)				Date issued	
Temporary Residence Permit (if applicable) valid until				For purposes of	
Application is hereby made to enter/exit the Republic: At a place other than a port of entry*				Application is hereby made to enter/exit the Republic at a port of entry but without reporting to an immigration officer*	
Where entry/exit is required					
Motivate why exemption is required					
Period of cross border visit			From		
			To		
Purpose of visit					
I have taken note of the conditions on the reverse side hereof					
Date			Signature		
FOR OFFICIAL USE ONLY APPLICATION FOR EXEMPTION APPROVED/REFUSED					
Valid until (Not to exceed 6 months)					
Reasons for refusal/comments (Where applicable)					
File No				Exemption granted i.t.o section	
Place				Immigration Officer	
Date				Appointment/Service No.	
TRP Label/No.					

*Delete what is not applicable.

REVERSE OF ANNEXURE 8**EXEMPTION CONDITIONS**

1. The exemption is a privilege and not a right and can therefore be withdrawn by the Officer-in-Charge for the better execution of the Act.
2. The exemption is specifically for the purpose applied for and does not exempt the holder from other entry requirements of the RSA, e.g. valid passport, visa control, sufficient funds, etc.
3. The exemption, your passport or any other document relevant to entry or residence in respect of South Africa, must be produced on demand by an immigration officer or any security officer employed at the border post or in the execution of border control duties.
4. Only the holder of exemption is exempt as indicated thereon and all persons accompanying him/her must comply with entry requirements in their own right.
5. The exemption is only valid for short visits and for the purpose indicated thereon and the holder is not entitled to reside inside the RSA unless already in possession of a permit to that effect.
6. The "purpose of visit" mentioned in the application for exemption may not be changed while the holder is inside the Republic.
7. The exemption does not exempt the holder from any requirement of another country involved when crossing the common border of the Republic with such country.
8. Proof of right to return to country of nationality and / or residence may be required from an applicant who is a foreigner.

Annexure 9

REPUBLIC OF SOUTH AFRICA

EXEMPTION FROM THE REQUIREMENT TO REPORT TO AN IMMIGRATION OFFICER
AT A PORT OF ENTRY

[Section 31(2)(c) of Act 13 of 2002 : Regulation 17(2)(a)]

Holder (name) and passport no is hereby
authorised to enter/depart from the Republic through
(place) without appearing before an immigration officer subject to the following conditions (if
any).

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

Date of issuance Date of expiry

Place of issuance

.....
Immigration Officer

.....
Appointment No

Annexure 10

REPUBLIC OF SOUTH AFRICA

**APPLICATION FOR A CERTIFICATE IN LIEU OF
A PASSPORT TO LEAVE THE REPUBLIC OF SOUTH AFRICA
(Section 9(3)(a) of Act No 13 of 2002 : Regulation 17(3))**

Note: No certificate in lieu of a passport will be issued without positive proof of identity having been submitted by the applicant.

Nationality of applicant	Identity No	Type of Identity document
Surname	First names in full	
Date of birth	Country of normal residence	
Temporary Residence Permit No (if applicable)		Valid until
Date issued	Issued for purposes of	
Motivate why a passport cannot be obtained		

Application is, hereby, made for a certificate in lieu of a passport to depart the Republic of

South Africa through Name of port of entry for country of destination on date of departure

Should this application be approved I, hereby, undertake to absolve the Department of Home Affairs from all responsibility, claims and/or costs that may be incurred if I am refused admission to my country of destination.

.....
SIGNATURE OF APPLICANT

.....
DATE:

For official/Use only		
Application approved/refused		
Reasons for: refusal/comments (Where applicable)		
File No		
Place		Immigration Officer
Date		Appointment/Service No.

Annexure 11

**REPUBLIC OF SOUTH AFRICA
 CERTIFICATE IN LIEU OF A PASSPORT TO LEAVE THE
 REPUBLIC OF SOUTH AFRICA
 [Section 9(3)(a) of Act No 13 of 2002 : Regulation 17(3)]**

REFERENCE NO		
FULL NAME		
NATIONALITY		
DATE OF BIRTH		
PLACE OF BIRTH		
GENDER	MALE	FEMALE
FATHER'S NAME		
MOTHER'S NAME		
PASSPORT NO : IDENTITY DOCUMENT (IF APPLICABLE)		
PLACE AND DATE OF ISSUE : (IF APPLICABLE)		
DATE OF DEPARTURE		
COUNTRY OF DESTINATION		
DATE OF ISSUANCE		
PLACE OF ISSUANCE		
OFFICE STAMP	LEFT THUMB PRINT	PHOTOGRAPH
<p>*I, hereby, undertake to absolve the Department at Home Affairs from all responsibility, claims and/or costs that may be incurred if I am refused admission to my country of destination.</p> <p>..... SIGNATURE OF HOLDER</p>		

.....
 For **DIRECTOR-GENERAL : HOME AFFAIRS**

.....
APPOINTMENT/PERSAL NO

*Not applicable in respect of deportations.

Annexure 12

REPUBLIC OF SOUTH AFRICA

ENTRY INTO AND DEPARTURE FROM REPUBLIC
[Section 9(3)(c)(i) and 31(2)(c) of Act 13 of 2002 : Regulation 17(4)]

AUTHORISATION IN TERMS OF SECTION 9(3)(c)(i) and 31(2)(c)
OF THE IMMIGRATION ACT, 2002 (ACT NO. 13 OF 2002)

Holder (name) and passport no : is
hereby authorised to enter/depart from the Republic through
(place) without travelling through a port of entry subject to the following conditions (if any) :

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

Date of issuance Date of expiry

Place of issuance

Immigration Officer Appointment no

Annexure 13

CODE NO

REPUBLIC OF SOUTH AFRICA

TEMPORARY RESIDENCE PERMIT

[Section 10(2) of Act No 13 of 2002 : Regulation 18]

This permit, valid until is hereby issued in terms of Section ____ of the Act for purposes of (Mark with x)

Study	Joining a relative	Retiring	Operating a business
Exchange Programme	Work	Medical treatment	Purpose under treaty

Subject to the following condition(s):

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

Note: (1) Fees will be charged for extensions/subsequent 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 Regional Director

Issued by

Persal No

Bar Code

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:**

- (i) Please complete this form in BLOCK LETTERS and tick 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.
- (ii) All the applicable supporting documents specified in item 12 must be attached to this application.
- (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.
- (iv) Spouse and dependant children accompanying the applicant must complete the prescribed visa application form.
- (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
- (vi) In most cases and under ordinary conditions, the Department will endeavour to process this application within time frames set out in the Regulations
- (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:

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		

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	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Life Partner	<input type="checkbox"/>			
		Married	<input type="checkbox"/>	Separated	<input type="checkbox"/>	Widowed	<input type="checkbox"/>			
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)

4.5 Other addresses where you have lived for one year or longer during the last ten years other than your current address.

Address	Period	Country

4.6 Do you hold the right of re-entry into your country of origin and/or country of residence if this differs?

Yes No

If no, specify period and present status

.....

4.7 Have you ever applied for asylum or refugee status in SA or any other country?

Yes No

If yes, specify.....

.....

4.8 Contact person:

Relationship	Friend	Business Associate	Relative	Other
Name and address				
.....				
Telephone numbers:	Work (area code)	Home (area code)		

4.9 Details regarding relatives and/or friends in South Africa; if any

Name	Address	Relationship	ID No

5. INTENTIONS/PROPOSED DURATION OF STAY IN THE RSA

5.1 Proposed date and place of departure for SA:	/ /				
5.2 Anticipated date and place of arrival in SA:	/ /				
5.3 Travelling by:	Air <input type="checkbox"/>	Road <input type="checkbox"/>	Rail <input type="checkbox"/>	Sea <input type="checkbox"/>	Carrier <input type="checkbox"/>
5.4 If you intend staying in SA temporarily only, state your proposed duration of stay					
	Days/weeks/months/or	Years	Intended date of departure	/ /	
5.5 Do you intend settling in South Africa on a permanent basis?			5.6 If so, have you submitted an application for a permanent residence permit?		
No <input type="checkbox"/> Yes <input type="checkbox"/>			No <input type="checkbox"/> Yes <input type="checkbox"/>		
5.7 If yes and the outcome is still awaited, application submitted on:					
To foreign/domestic office at			under reference no		
5.8 Outline your proposed activities whilst in the RSA					
.....					
.....					
.....					
.....					

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	Receipt no	Lodged at office
	on / /		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 Yes Holder _____
 Number _____ Or _____

7.2.2 a permanent/temporary residence permit? No Yes 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 On (date) _____ / _____ / _____

No 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 Yes

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 :

.....

.....

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.		
--------	--	--	--

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(6)(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		
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.					

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:

.....

.....

.....

.....

13.7 DETAILS OF OFFER MADE TO APPLICANT:

13.7.1 Title of occupation to be followed:	
13.7.2 Nature of offer:	For a period of.....weeks/months/years.
13.7.3 Salary offered: R per month	13.7.4 Additional benefits, if any:
13.7.5 Summary of duties	
13.7.6 Preferred date of commencement of employment: / /	

13.8 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.....200.....

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		

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 substantance 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 theyear of his/her studies for adegree/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:	

<p>IMPORTANT:</p> <ol style="list-style-type: none"> 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

2.4 Date of issue/extension: / /	2.5 Date of expiry: / /
----------------------------------	-------------------------

3. I HERBY, APPLY TO :

*3.1 Change the status of my above-mentioned permit to that of a permit;
*3.2 Change the conditions of my above-mentioned permit as follows
*3.3 Change my employer from 3.3.1 Name of present employer/organization : 3.3.2 Occupation/capacity employed in : To the employer and capacity set out in paragraph 11 below • Delete what is not applicable

4. PLEASE PROVIDE FULL DETAILS OF YOUR REASONS(S) FOR REQUESTING THE ABOVE-MENTIONED CHANGE AND IF YOU HAVE ENTERED THE REPUBLIC ON A DIFFERENT PERMIT THAN THE ONE NOW APPLIED FOR, GIVE REASONS FOR THE CHANGE OF STATUS.

.....

5. 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.....

6. THE FOLLOWING SUPPORTING DOCUMENTS MUST ACCOMPANY THE APPLICATION.

6.1 In respect of an application in terms of paragraphs 3.1 and 3.2, (unless dealt with under 10 below and unless already submitted with the original application)

	Attached	
	Yes	No
6.1.1 Passport valid for no less than 30 days after expiry of the intended visit.		
6.1.2 A full medical certificate.		
6.1.3 Birth certificate.		
6.1.4 Marriage certificate (where applicable).		
6.1.5 The affidavit prescribed in regulation 9 where a spousal relationship other than a marriage is applicable, with proof of co-habitation in the form of communal accounts or other documents.		

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 Yes

7.2 Is a criminal action pending against you or any of your dependants in any country? No Yes

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 Yes

7.4 Are you an un-rehabilitated insolvent? No Yes

7.5 Have you ever been judicially declared incompetent? No Yes

7.6 Are you are a member of, or an adherent to an association or organisation advocating the practice of social violence, or racial hatred.? No Yes

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 Yes

7.8 Is there any court order against you for your failure to fulfil child maintenance obligations? No Yes

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 28(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 of 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 <ul style="list-style-type: none"> • 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.		
--	--	--

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:						