

|  |  |  |
|--|--|--|
| 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:       |               |            |  |          |           |                 |

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 |  |                  |
| <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> |    |  |         |  |                  |

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                                 |   |
| .....<br>.....<br>.....                                  |   |
| 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 : _____<br>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).

**REPRESENTATIVE 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 : .....  |             |
| <b>IMPORTANT:</b>  |             |
| <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 is 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

Annexure 24

# APPLICATION FOR A PERMANENT RESIDENCE PERMIT

[Sections 26 and 27 of Act No 13 of 2002 – Regulation 33]

**IMPORTANT:**

- (a) To be completed in detail in English. Please print in black ink or type;
- (b) The completed form must be accompanied by the documents listed on pages 11 to 14.
- (c) For the various grounds on which permanent residence may be acquired and list of specific documents required in respect of each ground see pages 13 and 14.
- (d) Applicants are required to undergo an interview. Arrange for an interview with the nearest Regional Office of Home Affairs or South African mission before or when submitting the completed application with the prescribed fee, if applicable.
- (e) In the case of married couples or spousal partners, both the applicant and the spouse must sign and date the form and attend the interview, if the spouse is party to this application.
- (f) Applicants are advised to make and keep copies of documentation submitted.
- (g) It is the applicant's prerogative to retain an immigration practitioner to submit and attend to application of his or her behalf. However, this will not influence the outcome, as any application is considered individually and on its merits.

FOR OFFICIAL USE ONLY

Ref. No. \_\_\_\_\_

LIST OF APPLICANTS

| SURNAME | FORENAMES | DATE OF BIRTH | GENDER | RELATIONSHIP | PERMIT NUMBER |
|---------|-----------|---------------|--------|--------------|---------------|
|         |           |               |        |              |               |
|         |           |               |        |              |               |
|         |           |               |        |              |               |
|         |           |               |        |              |               |
|         |           |               |        |              |               |
|         |           |               |        |              |               |

Persons interviewed. Applicant ..... Spouse ..... Other>>.....  
 Date of interview ..... Interviewing officer ..... Rank ..... Peral No .....  
 Application presented by (Officer) ..... Peral No .....  
 Date of consideration ..... Peral No .....  
 Approved/rejected .....  
 Reasons for rejection .....  
 Signature: ..... Rank .....  
 Date : ..... Office ..... OFFICE STAMP

1. Details of applicant:

1.1 Mr/Ms/Dr/Prof .....(Surname) .....

1.2 First Name(s) .....

1.3 Maiden name .....

1.4 Other former surnames .....

1.5 Date of birth: Year    Month   Day

1.6 Country of birth .....

1.7 Nationality of birth ..... 1.8 Present nationality .....

1.9 Passport No ..... Expiry date .....

Issued by (Country).....

1.10 Marital status :

Never married :  Married :  Divorced  Widowed

1.11 Date of marriage : Year     Month   Day

1.12 Present residential address : .....

Suburb/City/Town .....Country.....

Since: Year    Month   Day

1.13 Postal Address ..... Suburb ..... City .....Code .....



- 1.14 Tel No : Home : ..... Work: ..... Cell phone No .....
- 1.15 Occupation .....
  
- 2. **Details of parents :**
- 2.1 Father : Surname .....
- First name(s) .....
- Birth place: City/Town .....
- State/Province .....
- Country .....
- Birth date:    Year        Month      Day
- His nationality at birth .....
- 2.2 Mother : Surname .....
- Maiden name .....
- First name(s) .....
- Birth place : City/town .....
- State/Province .....
- Country .....
- Birth date:    Year        Month      Day
- Her nationality at birth .....
  
- 3. **Details of spouse**
- 3.1 Type of spousal relationship .....
- 3.2 Mr/Ms/Dr/Prof ..... (Surname) .....
- 3.3 First Name(s).....
- 3.4 Maiden name.....
- 3.5 Other former surnames .....

- 3.6 Date of birth: Year  Month  Day
- 3.7 Birth place: City/Town ..... 3.8 State/Province .....
- 3.9 Country of birth .....
- 3.10 Nationality of birth ..... 3.11 Present nationality .....
- 3.12 Passport No/ SA Identity No ..... Expiry date .....
- 3.13 Present residential address: .....  
Suburb/City/Town ..... Country .....
- Since : Year ..... Month ..... Day .....
- 3.14 Postal Address ..... Suburb ..... Code .....
- 3.15 Tel No ; Home ..... Work ..... Cell phone No .....
- 3.16 Occupation .....

4. Details of parents of spouse, if spouse is party to this application :

- 4.1 Father : Surname .....  
First name(s) .....  
Birth place: City/Town .....  
State/Province .....  
Country .....
- Birth date: Year  Month  Day
- His nationality at birth .....
- 4.2 Mother : Surname ..... Maiden name .....
- First name(s) .....  
Birth place : City/town .....  
State/Province .....

Country .....  
 Birth date:    Year    Month    Day   

Her nationality at birth .....

5. **Details of Children: unmarried children under the age of 21 of both applicant and spouse, if spouse is party to this application, including those born out of previous marriages or out of wedlock and children, if any, of unmarried dependants or persons in permanent spousal relationships.**

| Surname | Forename(s) | Date of Birth | Relationship to applicant and/or spouse | Country and place (town/city) of birth | Present Nationality | Occupation |
|---------|-------------|---------------|---|--|---------------------|------------|
|         |             |               |   |  |                     |            |
|         |             |               |   |  |                     |            |
|         |             |               |   |  |                     |            |
|         |             |               |   |  |                     |            |
|         |             |               |   |  |                     |            |
|         |             |               |   |  |                     |            |

6. **Names of unmarried children mentioned above and who do not wish to apply for an immigration permit(s)** .....
7. **Names of children over the age of 21 who are still dependent on the applicant for various reasons – please explain** .....
8. **Details of previous marriage/s (if any)** :

Date and place of marriage ..... date and place of divorce.....

Details about any custody/maintenance of children subsequent to such marriage/s.....

**9. Details regarding relatives and/or friends resident in South Africa, if any (it is not mandatory to complete this portion):**

| Name             | Address | Relationship<br>Acquaintanceship |
|------------------|---------|----------------------------------|
| 1. ....          | .....   | .....                            |
| ID No PR No..... | .....   | .....                            |
| 2. ....          | .....   | .....                            |
| ID No PR No..... | .....   | .....                            |
| 3. ....          | .....   | .....                            |
| ID No/PR No..... | .....   | .....                            |

**10. Educational School Qualifications**

Applicant.....Date obtained .....

Spouse\* ..... Date obtained .....

**Higher Qualifications or Special Training:**

**Applicant:**

Name of College, University or Educational Institution attended:.....  
Country .....

Prescribed duration of course .....

Period attended .....

Major subjects.....

Degree, Diploma or certificate obtained.....

**Spouse\*:**

Name of College, University or Educational Institution attended.....  
 ..... Country .....  
 Prescribed duration of course .....  
 Period attended .....  
 Major subjects .....  
 Degree, Diploma or certificate obtained .....

**Trade/Professional Qualifications**

**Applicant :**

Duration of apprenticeship/training : From ..... to .....  
 Profession/Trade in which qualified .....

**Spouse\*** .....

Duration of apprenticeship/training : From ..... to .....  
 Profession/Trade in which qualified .....

**11. Employment record (to cover full period of employment):**

| Name of employer<br>..... | Address: Town/City<br>..... | From<br>..... | To<br>..... | Nature of work<br>..... |
|---------------------------|-----------------------------|---------------|-------------|-------------------------|
| .....                     | .....                       | .....         | .....       | .....                   |
| .....                     | .....                       | .....         | .....       | .....                   |
| .....                     | .....                       | .....         | .....       | .....                   |
| .....                     | .....                       | .....         | .....       | .....                   |
| .....                     | .....                       | .....         | .....       | .....                   |

\* if party to this application

Describe briefly your present/last duties.....  
 .....  
 ..... What occupation do you intend following in South Africa? .....  
 .....  
 What amount of money will you transfer to South Africa if any ? .....  
 Do you receive a pension or do you have a private income? If so, please give details:.....  
 .....  
 Do you have any other assets eg property/investments etc? please give details .....  
 .....  
 Do you have an offer of employment in South Africa? [Yes/No] ..... If so, attach work offer.

12. Do you have any immediate family members remaining in country of origin [father, mother, sisters, brothers, husband, wife and children] [Yes] [No] .....

| Name           | Address        | Relationship/Acquaintance |
|----------------|----------------|---------------------------|
| .....<br>..... | .....<br>..... | .....<br>.....            |
| .....<br>..... | .....<br>..... | .....<br>.....            |
| .....<br>..... | .....<br>..... | .....<br>.....            |
| .....<br>..... | .....<br>..... | .....<br>.....            |

**13. Full details of previous and current residence (since 18<sup>th</sup> birthday or during the last ten years to date)**

(Complete in detail including postal district numbers, e.g. Bromley BR68ED, United Kingdom)

|         | From: (Month/Year) | To: (Month/Year) | Number and street | City/Town | Country |
|---------|--------------------|------------------|-------------------|-----------|---------|
| (i)     | .....              | .....            | .....             | .....     | .....   |
| (ii)    | .....              | .....            | .....             | .....     | .....   |
| (iii)   | .....              | .....            | .....             | .....     | .....   |
| (iv)    | .....              | .....            | .....             | .....     | .....   |
| (v)     | .....              | .....            | .....             | .....     | .....   |
| (vi)    | .....              | .....            | .....             | .....     | .....   |
| (vii)   | .....              | .....            | .....             | .....     | .....   |
| (viii)  | .....              | .....            | .....             | .....     | .....   |
| (ix)    | .....              | .....            | .....             | .....     | .....   |
| (x)     | .....              | .....            | .....             | .....     | .....   |
| (xi)    | .....              | .....            | .....             | .....     | .....   |
| (xii)   | .....              | .....            | .....             | .....     | .....   |
| (xiii)  | .....              | .....            | .....             | .....     | .....   |
| (xiv)   | .....              | .....            | .....             | .....     | .....   |
| (xv)    | .....              | .....            | .....             | .....     | .....   |
| (xvi)   | .....              | .....            | .....             | .....     | .....   |
| (xvii)  | .....              | .....            | .....             | .....     | .....   |
| (xviii) | .....              | .....            | .....             | .....     | .....   |
| (xix)   | .....              | .....            | .....             | .....     | .....   |
| (xx)    | .....              | .....            | .....             | .....     | .....   |

**14. Details regarding applicant and (if applicable) spouse and children**

The following questions relate to you (the applicant) as well as to any person mentioned under 3 and 5 and must be answered "YES" or "NO".

- (a) Have you or any of the persons concerned ever been –
  - (i) convicted of a criminal offence even if such conviction is no longer on record against you or the persons concerned? .....
  - (ii) declared insolvent? .....
  - (iii) the subject of a civil action for failure to fulfil child maintenance obligation? .....
- (b) Will you or any of the persons concerned leave outstanding debts behind on your departure or, if you are already in South Africa, did you leave any outstanding debts behind abroad? If so, what arrangements have you made to settle them .....
- (c) Is there a criminal action pending against you or any of the persons concerned? .....
- (d) Have you or any of the persons concerned previously applied for an immigration permit? .....
- (e) Have you or any of the persons concerned ever been refused permanent residence in or entry to or been repatriated or deported from South Africa or any other country? .....
- (f) Have you or any of the persons concerned ever previously been in South Africa? If yes, state period .....
- (g) Do you or any of the persons concerned suffer, or has any of you suffered from a disease referred to in regulation 34(1)(a) or from any physical or mental condition which may render you a public charge or a threat to others? .....

**N.B.** If the answer to any of the questions (a) to (g) above is "YES", give FULL details below. In connection with question (a) (ii) state whether or not you or the persons concerned have been rehabilitated. In respect of question (f) actual periods and addresses of residence must be furnished.

.....

.....

.....

.....

- (h) Have you or any of the persons concerned ever applied for asylum in another country? If so, please state which person(s), the countries of previous immigration, and the year in each case .....



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

**15. General information**

On what date did you leave your country of origin? If so please indicate –

Have you ever applied for asylum in the Republic of South Africa [Yes/No].....

If yes state date of application .....date of approval .....or rejection, ..... or cancellation, and reasons for rejection/cancellation .....

Postal address and telephone number at which you can be contacted in South Africa .....

Employment details of Spouse .....

**Note :** Any incorrect or misleading information or false documents furnished in support of this application may result in the application not being considered.

I/We the undersigned, declare that the photograph(s) submitted in support of this application is/are a true likeness of the person(s) whose names appear on the reverse side thereof, that the details reflected in this application and supporting documents are true and correct and that it is my/our intention to reside permanently in South Africa. I undertake to inform the Department of any change of address whilst the application is being processed with the understanding that in the event of failure to do so the Department will not be responsible for any resultant breakdown in communication.

Signature of applicant .....

Date .....

Signature of legal spouse .....

Date .....

FOR OFFICIAL USE  
TWO PHOTOGRAPHS IN RESPECT OF EACH APPLICANT OVER THE AGE OF .....

## PLEASE READ THE FOLLOWING IN CONJUNCTION WITH THE ACCOMPANYING INSTRUCTIONS:

**IMPORTANT** – (a) The documents listed below must be submitted with the application by the persons indicated.  
 (b) “Applicants” on this page includes all persons who intend to apply for a permanent residence permit.  
 (c) Documents which are not in English, must be accompanied by certified translations into English.  
 (d) The applicant and his/her spouse must sign the application. Where the applicant is a child both parents must sign.

|     |   |   |  |
|-----|---|---|--|
| 1.  | 2 Passport photographs  | All applicants  | A recent, passport-type, full face photograph bearing the names of the applicant on the reverse side thereof. Machine-type or instant photographs are not acceptable.<br>Only original documents or certified copies thereof are acceptable.   |
| 2.  | Birth certificate, or extract from birth record   | All applicants  |  |
| 3.  | Change of name document i.e. Statutory Declaration or Deed Poll/or Adoption Certificate   | All applicants where applicable                                     |  |
| 4.  | Medical report  | All applicants  | Report must not be older than six months at time of submission   |
| 5.  | Radiological report.  | All applicants 12 years of age and older (excluding pregnant women) | The report must not be older than six months at time of submission. (“Mass X-ray” cards and separate radiological reports acceptable).   |
| 6.  | Police certificate(s)   | All applicants 18 years of age and older                            | In respect of all countries of residence in excess of 12 months (originals only)   |
| 7.  | Marriage certificate, or extract from marriage record. Documentary proof of customary union where applicable, prescribed affidavit and Notarial contract where applicable | All applicants who are married or in a spousal relationships        |  |
| 8.  | Final divorce decree(s) and all relevant court orders regarding custody and maintenance of children. Written consent of parents where applicable                          | All applicants who are divorced                                     | Required irrespective of whether or not the person concerned has since re-married  |
| 9.  | Death certificate of late spouse  | All widows and widowers   |  |
| 10. | Highest educational, trade and/or professional certificates   | All applicants who will be employed in South Africa                 | N.B. (a) Full details of training and experience are to be provided when relevant to confirm the applicant’s ability and/or qualifications to perform the intended occupation in South Africa.<br>(b) Documents listed under (a) must indicate the actual dates of training and/or employment and also the capacity or occupation in which trained and/or employed.<br>(c) Present employer’s work reference may be submitted at a later date if so desired. |
| 11. | Work references or certificates of service (covering at least the last five years)  | All applicants who apply on grounds of a job offer or work permit   |  |

|     |   |  |  |
|-----|---|--|--|
| 12. | <p>(a) Offer for permanent employment<br/>(b) Certification by the (prospective) employer's chartered accountant as required by section 27(a)(i)<br/>(c) Certification by the Department of Labour as required in section 27(a)(ii)</p>   | <p>All applicants who apply on grounds of permanent employment in terms of section 27(a) of the Act</p>                                    | <p>The work offer must state clearly the occupation to be followed and salary offered and must not be older than three months at time of submission.</p>   |
| 13. | <p>(a) 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<br/>(b) Testimonials from previous employers, if applicable, and a comprehensive curriculum vitae<br/>(c) Other proof to substantiate exceptional skills qualifications, such as publications and testimonials</p> | <p>All applicants seeking permanent residence on grounds of exceptional skills and qualifications in terms of section 27(b) of the Act</p> | <p></p>  |
| 14. | <p>(a) Proof of availability of funds for transfer from abroad<br/>(b) Proof of planned registration with the appropriate statutory body, if required by the nature of business<br/>(c) Proof of compliance with regulation 24 and section 27(c) of the Act</p>   | <p>All applicants who apply for permanent residence on grounds of intending to establish a business in the republic</p>                    | <p>If the applicant request the Department to reduce the prescribed capitalisation requirement in terms of section 27(c)(i) of the Act, a request from the Department of Trade and Industry or documentation supporting a claim of national interest must be attached</p>  |
| 15. | <p>(a) All the requirements under item 14<br/>(b) Documentation proving the investment such as shareholders' or partnership agreements<br/>(c) Details of the partner/directors and<br/>(d) Proof of compliance with regulation 24 and section 27(c) of the Act</p>   | <p>All applicants who apply for permanent residence on grounds of intending to invest in an established business in the republic</p>       | <p>If the applicant requests the Department to reduce the prescribed capitalisation requirement in terms of section 27(c)(i) of the Act, a request from the Department of Trade and Industry or documentation supporting a claim of national interest must be attached</p>   |
| 16. | <p>(a) Proof of compliance with sections 27(c) of the Refugees Act, 1998 (Act no 130 of 1998)<br/>(b) Affidavit with regard to aliases used by the applicant and/or family members, if applicable</p>   | <p>All applicants seeking permanent residence in terms of section 27(d) of the Act in respect of qualifying refugees</p>                   | <p></p>  |
| 17. | <p>Certification by a chartered accountant as required in section 27(e) and regulation 33(16)</p>   | <p></p>  | <p>NB. In respect of applications on this ground the documentation requirements listed under item 9(1) (c), (d) in the case of a foreign marriage, (h) to (m), and (n) of Schedule A of the Regulations, if the original is not available, may be replaced with a sworn affidavit in respect of the country fled from only<br/>All applicants who intend to retire in South Africa, or who will be self-employed/independent means or who will be entering into a business partnership</p> |

|     |   |  |
|-----|---|--|
| 18. | Certification by a chartered accountant as required in section 27(f), reflecting proof of a minimum net worth of R40 million and having tendered R100 000 to the Department as the fee referred to section 27(f) in the Act   | All applicants of independent means seeking permanent residence in terms of section 27(g) of the Act           |
| 19. | Consent of both parents or guardian (minors as recognised by their country of origin)   | All single applicants under the age of 21  |
| 20. | (a) Proof of permanent employment offer and/or proof of 5 years continuous work permit status<br>(b) Certification by the employer's chartered accountant contemplated in section 26(a)(i)<br>(c) Certificate by the Department of Labour contemplated in section 26(a)(ii) | All applicants who have been on work permits and seek permanent residence in terms of section 26(a) of the Act |
| 21. | Declaration of support for the application by the spouse who is the citizen or resident   | All applicants seeking permanent residence on grounds of a spousal relationship                                |
| 22. | Undertaking by parents with regard to financial support   | In respect of a child under the age of 21 of a citizen or resident   |

**Annexure 25**

**DEPARTMENT OF HOME AFFAIRS**

**PERMANENT RESIDENCE PERMIT**

[Sections 26 and 27 of Act No 13 of 2002 : Regulation 33]

Reference .....

In terms of the provisions of section 26\* or 27\* of the Immigration Act, 2002, (Act No 13 of 2002), subsection .....; in the category of .....

| Surname and first names | Date of birth | Gender | Occupation/capacity/<br>category in which<br>holder is granted<br>permit | Permit No |
|-------------------------|---------------|--------|--|-----------|
|                         |               |        |  |           |

has been authorised to enter the Republic of South Africa for the purpose of taking up permanent residence, or if he/she on the date of approval of the application, already sojourns therein legally, to reside permanently.

If the holder of this permit fails enter the Republic of South Africa for the purpose of **permanent residence** within one year, the Department of Home Affairs may withdraw this residence permit.

Date of issue .....

OFFICE STAMP

Issuing officer .....

Rank .....

for REGIONAL DIRECTOR

for REGIONAL DIRECTOR

**Note :**

- (i) This permit is issued once only and must be duly safeguarded.
- (ii) If both signatures do not appear above, this permit is invalid.
- (iii) The permit number must be quoted in all communications with the Department of Home Affairs.
- (iv) This permit is issued without erasure or amendment.
- (v) Permanent residents who are absent from the Republic for three years or longer may lose their right to permanent residence in the Republic. A period of absence may only be interrupted by an admission and sojourn in the Republic.

**ENDORSEMENTS/CONDITIONS** .....

.....  
 .....

\*Delete whichever is not applicable

Control No .....

**REPUBLIC OF SOUTH AFRICA  
DEPARTMENT OF HOME AFFAIRS**

**CERTIFICATE OF ARRIVAL**

- (i) FOR DETACHMENT BY THE IMMIGRATION OFFICER ON ARRIVAL OF THE ABOVE-MENTIONED ON ENTRY FOR THE PURPOSE OF TAKING UP PERMANENT SETTLEMENT AND TRANSMISSION TO THE DIRECTOR-GENERAL: HOME AFFAIRS (DIRECTORATE RESIDENCE), PRIVATE BAG X114, PRETORIA, 0001.**
  
- (ii) IF THE PURPOSE OF ENTRY IS NOT TO TAKE UP PERMANENT SETTLEMENT IMMEDIATELY, AN ENTRY STAMP SHALL NOT BE AFFIXED AND/OR A RE-ENTRY VISA BE GRANTED.**

Annexure 26

REPUBLIC OF SOUTH AFRICA
DECLARATION OF A FOREIGNER AS AN UNDESIRABLE PERSON
[Section 30 of Act No 13 of 2002 : Regulation 35]

To : .....
At : .....

- 1. In terms of the provisions of section 30(1) of the Immigration Act, 2002, (Act No 13 of 2002), you are, hereby, declared an undesirable person because of the following reason(s) .....
2. \*(a) In terms of section 10(4) of the said Act;
\*(b) Being an illegal foreigner in terms of section 1(1)(xviii) read with sections 10(4) and 48 of the said Act;
\*(c) Having become an illegal foreigner in terms of section 1(1)(xviii) read with section 10(4) of the said Act;
3. \*(a) You do not qualify for either a temporary residence permit or for admission into the Republic of South Africa.
\*(b) you are hereby ordered to leave the Republic by ..... hours on ..... at which time the validity of any permit you may hold shall be deemed to have lapsed. Should you fail to do so on or before this date, you shall be guilty of an offence and subject to a fine or imprisonment and deportation.
4. In terms of section 8(1) of the Act you are entitled to make written representations to the Department to review this declaration within 10 days.

.....
IMMIGRATION OFFICER/DIRECTOR
.....
PLACE

.....
DATE:
.....
APPOINTMENT NO (IF AN

\*Delete which is not applicable.

IMMIGRATION OFFICER)

I acknowledge receipt of the original of this notice.

.....
SIGNATURE OF UNDESIRABLE PERSON
DATE:

- 1. I understand that I am entitled to make representations to the Department.
2. \*I do not wish to make representations/I wish, in terms of section 8(1) of Act No 13 of 2002, to make representations to the Department to review the declaration that I am an undesirable person. Written representations are attached thereto. .

Date : .....

.....
Signature of person making
Representation

Place .....

\*Delete which is not applicable.

Annexure 27

REPUBLIC OF SOUTH AFRICA

NOTICE TO PERSON TO PRODUCE EVIDENCE IN HIS/HER POSSESSION, CUSTODY OR UNDER HIS/HER CONTROL WHICH IS RELEVANT TO AN INVESTIGATION IN TERMS OF THE IMMIGRATION ACT, 2002 TO AN IMMIGRATION OFFICER

[Section 33(4)(b) of Act No 13 of 2002: Regulation 38(3)]

To (full names) .....

Identity or passport number .....

Residential Address

Physical Work Address

Residential Address form box with three dotted lines for text entry.

Physical Work Address form box with three dotted lines for text entry.

YOU ARE HEREBY called upon in terms of section 33(4)(b) of the Immigration Act, 2002 to produce the article(s) infra to immigration officer (name of immigration officer) ..... at (give physical address) ..... on (date) ..... at (time) .....

Table with 3 columns: Article, Description, Number of articles. Each cell contains three dotted lines for text entry.

THE REASON why the said articles(s) \*is/are to be produced is specified infra:
.....
.....
.....

The original hereof was today handed to the aforementioned personally and the import thereof explained to \*him/her.

Place: .....

Date: .....

Signature of \*Immigration Officer/Sheriff

Signature of recipient

Date received: .....

\*Delete which is not applicable



Annexure 28

REPUBLIC OF SOUTH AFRICA

NOTICE TO PERSON TO APPEAR BEFORE AN IMMIGRATION OFFICER
RELEVANT TO AN INVESTIGATION IN TERMS OF THE IMMIGRATION ACT,
2002

[Section 33(4)(c) of Act No 13 of 2002: Regulation 38(3)]

To (full names) .....

Identity or passport number .....

Residential Address

Residential address form box with three dotted lines for text entry.

Physical Work Address

Physical work address form box with three dotted lines for text entry.

YOU ARE HEREBY, called upon in terms of section 33(4)(c) of the Immigration Act, 2002 to
appear before immigration officer (name of immigration officer) .....
..... at (give physical address) ..... on
(date) ..... at (time) .....

THE REASON why you are called upon to appear before the immigration officer is specified
infra.
.....
.....
.....
.....

The original hereof was today handed to the aforementioned personally and the import thereof
explained to \*him/her.

Place: .....

Date: .....

Signature of \*Immigration Officer/Sheriff

Signature of recipient

Date received: .....

\*Delete which is not applicable

**Annexure 29**

**REPUBLIC OF SOUTH AFRICA**

**ENTRY AND SEARCH WARRANT**

**[Section 33(5) of Act No 13 of 2002: Regulation 38(4)]**

**TO IMMIGRATION OFFICER** .....  
 (The name of the immigration officer who will execute the entry and search warrant must be provided).

Whereas it appears to me from information received under oath that there are reasonable grounds to believe that, within the Magisterial District of ..... there is in or upon the premises at .....  
 .....  
 .....

- \*(i) an illegal foreigner or,
- \*(ii) something which relates to the employment, training, occupation of, or residence on such premises of an illegal foreigner in violation of the Immigration Act, 2002

**YOU ARE THEREFORE** authorised to enter the identified premises *supra* during \*day time/any time/night time/during the hours of .....to ..... to search for and to –

(Mark with YES or NO in the applicable block)

|     |  |  |
|-----|--|--|
| (a) | interrogate any person found in or on such premises  |  |
| (b) | examine any thing in or upon such premises   |  |
| (c) | request from the person who is in control of such premises or in whose possession or under whose control any thing is when it is found, or who is upon reasonable grounds believed to have information with regard to such thing, an explanation or information and against the issue or a receipt make copies of or extracts from any such thing found upon or in such premises |  |
| (d) | apprehend an illegal foreigner, subject to section 34(1)   |  |

and to deal with such person, illegal foreigner or thing according to law.

Given under my hand at ..... this ..... day of ..... 20 .....

**IMMIGRATION COURT**

.....  
Signature

.....  
Designation

\*Delete which is not applicable



**Annexure 31**

**REPUBLIC OF SOUTH AFRICA**

**NOTICE OF DEPORTATION**

**[Section 34(1)(a) and (b) of Act No 13 of 2002: Regulation 39(1)]**

To .....

- 1. As you are an illegal foreigner, you are hereby notified that you are to be deported to your country of origin, namely .....
- 2. In terms of section 34(1)(a) and (b) of the Immigration Act, 2002 (Act No 13 of 2002) you have the rights to:
  - 2.1 Appeal such decision in terms of section 8 of the Act within 11 calendar days.
  - 2.2 At any time request any officer attending to you to have your detention for the purpose of deportation confirmed by a warrant of the Court.

**NB:**

- **Should you choose not to exercise your rights *supra* you will be detained pending your deportation. Should you exercise your rights, *supra* you will remain in custody and may not be deported before the relevant decision is final.**
- **You will not be allowed to return to the Republic without the necessary legal authority as is stipulated in section 34(5)(a) of the Act.**

.....  
 Immigration Officer: Date: .....  
 Appointment number:  Place: .....

**ACKNOWLEDGEMENT OF RECEIPT OF NOTIFICATION OF DEPORTATION**

I hereby acknowledge receipt of the original notification of deportation in which my rights in terms of section 34(1)(a) and (b) of the Immigration Act, 2002 (Act No 13 of 2002) were explained to me.

**After due consideration I have decided to:**

- \*1. **Await my deportation at the first reasonable opportunity, whilst remaining in custody.**
- \*2. **Appeal the decision to deport me.**
- \*3. **Not appeal the decision to deport me.**
- \*4. **Have my detention confirmed by a warrant of the Court.**
- \*5. **Not have my detention confirmed by a warrant of the Court.**
- \*6. **Leave the RSA within 14 days hereof which departure will be regarded as voluntary and will not be recorded by the Department as a deportation, unless I was deported or I used this option before.**

**\*delete if not applicable**

.....  
 Signature of detainee Date: .....  
 Place: .....

Annexure 32

REPUBLIC OF SOUTH AFRICA

WARRANT OF DETENTION OF AN ILLEGAL FOREIGNER

[Sections 34(1) and 34(5) of Act No.13 of 2002: Regulation 39(2)]

To: Station Commissioner
Head of Prison

.....

As ..... has made \*himself/herself liable to \*deportation/removal from the Republic and for detention pending such \*deportation/removal, in terms of section \*34(1) / \*34(5) / \*34(8) of the Immigration Act, 2002 you are hereby authorised and ordered to detain the said .....

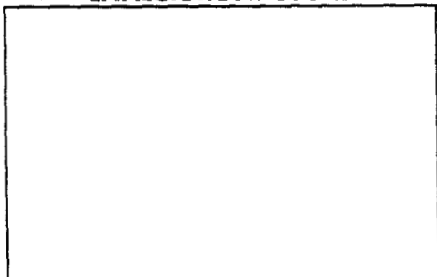
..... until such time \* he/she is \*deported/removed from the Republic.

\*The deportation of such person in terms of the Immigration Act, 2000 (Act 13 of 2002) is hereby authorized.

NB: No release may be effected without the written authority of an immigration officer by means of a warrant of release referred to in regulation 39(12) of the regulations published in terms of section 7 of the Immigration Act, 2002 (Act No 13 of 2002).

Given under my hand at ..... this ..... day of ..... 20 .....

IMMIGRATION COURT



..... Signature

..... Designation

\*Delete what is not applicable

Annexure 32A

**REPUBLIC OF SOUTH AFRICA  
DEPARTMENT OF HOME AFFAIRS**

**WARRANT OF DETENTION OF AN ILLEGAL FOREIGNER  
[Sections 34(1), 34(5), 34(8) or 41 of Act No.13 of 2002: Regulation 39(2)]**

To: Station Commissioner  
Head of Prison  
.....

As ..... Is an illegal foreigner and has made \*himself/herself liable to \*deportation/removal from the Republic and for detention pending such \*deportation/removal, in terms of section \*34(1) / \*34(5) / \*34(8) of the Immigration Act, 2002 you are hereby requested to detain the said .....

.....  
until such time \* he/she is \*deported/removed from the Republic.

**NB: No release may be effected without the written authority of an immigration officer by means of a warrant of release referred to in regulation 39(12) of the regulations published in terms of section 7 of the Immigration Act, 2002 (Act No 13 of 2002).**

.....  
Immigration Officer

.....  
Appointment number

Date: .....

OFFICE STAMP

Place:.....

Telephone number .....

\*Delete what is not applicable

**Annexure 33**

**REPUBLIC OF SOUTH AFRICA**

**NOTIFICATION OF EXTENSION OF DETENTION WHILST AWAITING DEPORTATION**

**[Section 34(1)(d) of Act No 13 of 2002: Regulation 39(5)]**

To: (full names of detainee) .....

At: (name of detention facility) .....

You are hereby notified that in view of the fact that your detention pending the execution of the warrant for your deportation to ..... issued on ..... is likely to exceed 30 calendar days on ..... for the reasons mentioned in the affidavit on the reverse side of this notice. I am under section 34(1)(d) of the Immigration Act, 2002 obliged to submit the matter for consideration to the magistrate of the Court at ..... on or before .....

You are entitled to submit in writing whatever representations you wish to be considered by the magistrate of the Court who will rule on your extended detention and you are requested to hand me such representations on or before ..... If you require assistance, you should approach the head of the institution where you are being detained.

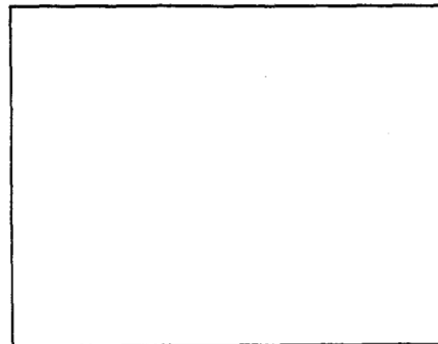
**OFFICE STAMP**

.....  
Immigration Officer

Appointment number:

Date: .....

Place: .....



**REPUBLIC OF SOUTH AFRICA**

**COVER SHEET: APPLICATION FOR THE EXTENSION OF THE  
DETENTION OF AN ILLEGAL FOREIGNER WHILST AWAITING  
HIS/HER DEPORTATION**

**[Section 34(1)(d) of Act No 13 of 2002: Regulation 39(5)(III)]**

To: The clerk of the Court .....  
Re: Extension of detention of (full names of detainee) .....  
Detained at .....

1. Please refer this matter for consideration of the magistrate of the court in terms of section 34(1)(d) of the Immigration Act, 2002 and regulation 39(4) to (6) made thereunder.
2. The following documents are attached:
  - (a) certified copy of the warrant of detention of (full names) .....  
issued on .....
  - (b) notification to the detainee as per regulation 39(1) of the Immigration Regulations, duly completed and
  - (c) representation by the said detainee.

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

.....  
Immigration Officer

Appointment number:



**DECISION BY MAGISTRATE OF THE COURT**

After perusing the documentation referred to in paragraph 2 above/\* and after further investigation referred to in regulation ..... of the regulations published in terms of section 7 of the Immigration Act, 2002, I hereby –

- \*1. Confirm the order for detention of .....  
on good grounds as reasonable and necessary; or
- \*2. Set aside the order for the detention of .....  
as unwarranted or unreasonable, and I direct that the said  
.....  
be released from custody immediately and/or
- \*3. Make the following order in addition to the order made under  
paragraph 1 or 2:  
.....  
.....  
.....

Given under my hand at ..... this  
.....  
day of ..... 20 .....

**IMMIGRATION COURT**



Signature

Designation

\*Delete which is not applicable

**AFFIDAVIT**

I, (full names of deponent)

.....state herewith

under oath / solemnly declare:

1. I am a duly appointed immigration officer stationed at:

.....

2. I have ordered the detention of (full names of detainee)

.....

because the warrant for his/her deportation issued by me on

.....

could for the following reasons not be executed immediately \*

.....

.....

.....

and his or her detention was on good grounds considered reasonable and necessary

because \* .....

.....

.....

3. It is likely to be necessary that the said (full names of detainee)

.....

be detained for longer than (state period)

.....

because \*

.....

.....

4. I append hereto certified copies of the following documentation as proof of my endeavours to expedite the deportation of the said (full names of detainee)

.....

and or to ensure that he/she is not detained for longer than what is reasonable and necessary:

(a) .....

(b) .....

(c).....

(d).....

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

.....  
Immigration Officer

Appointment number:

\* use separate sheet(s) of paper, if necessary

**Annexure 35**

**REPUBLIC OF SOUTH AFRICA**

**WARRANT OF DETENTION OF A PERSON NOT ENTITLED TO BE IN THE  
REPUBLIC**

**[Section 34(1)(e) read with section 41 of Act No 13 of 2002: Regulation 39(8)]**

To: Station Commissioner/Head of Prison .....

1. WHEREAS (full forenames and surname of detainee) .....

is, for the reasons stated in the attached affidavit, suspected to be an illegal foreigner, who has failed to satisfy me (full names of immigration officer/police officer).....

in terms of section 3(1)(e) read with section 41 of the Immigration Act, 2002 (Act No 13 of 2002) that he/she is entitled to be in Republic; and

WHEREAS it is deemed necessary to detain the said .....

for the following reasons: .....

YOU ARE HEREBY ordered to detain the said .....

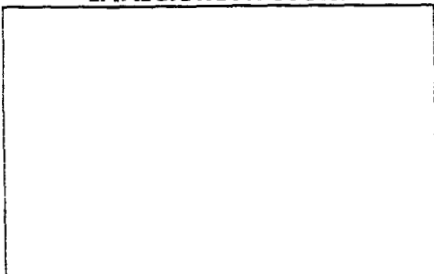
UNTIL his or her *prima facie* status or citizenship is ascertained.

2. A copy of this detention warrant was handed to the immigration officer stationed at .....

..... on: Date: ..... Time: .....

Given under my hand at ..... this ..... day of ..... 20 .....

**IMMIGRATION COURT**



.....  
Signature

.....  
Designation

\*Delete which is not applicable

Annexure 36

REPUBLIC OF SOUTH AFRICA
ORDER TO AN ILLEGAL FOREIGNER TO DEPOSIT A SUM TO COVER
EXPENSES RELATING TO DETENTION, DEPORTATION
AND OTHER COSTS
[Section 34(3) of Act No 13 of 2002 : Regulation 39(9)]

A. To: .....

WHEREAS you are to be deported from the Republic of South Africa under a warrant of deportation as an illegal foreigner; and
WHEREAS the consequential expenses of your deportation are calculated as follows:

- (a) Actual costs of deportation .....
(b) Actual costs of detention .....
(c) Actual costs of maintenance .....
(d) Actual costs of custody .....
Total .....; and

WHEREAS section 34(3) of the Immigration Act, 2002 empowers me to require from you to deposit with the Department a sum of money sufficient to cover the said expenses;
NOW THEREFORE you are hereby ordered to deposit the amount of .....
at the Department of Home Affairs at \* .....
on or before#.....

PLEASE TAKE NOTE that should you fail to deposit the said sum of money on or before the aforementioned date, you shall be guilty of an offence and liable on conviction to a fine not exceeding R20 000 or to imprisonment not exceeding 12 months.

FURTHERMORE, PLEASE TAKE NOTE that a copy of this order will be filed at the office of the Clerk of the Immigration Court of the district of .....and that upon such filing this order shall have the effect of a civil judgement, and that I shall then in terms of regulation 38 of the Immigration Act Regulations, have all the powers of a judgement creditor in this matter.

Immigration Officer

Appointment number box

Appointment number

Date:

Date box with 20

Place.....

B. TO THE CLERK OF THE IMMIGRATION COURT

As the person supra has failed to comply with the order you are hereby requested to please record this order as a judgement of your Court and complete the endorsement in section C of this form.

Return two completed copies to me within ..... days.

Immigration Officer

Appointment number box

Appointment number

Date:

Date box with 20

Place.....

C. TO THE IMMIGRATION OFFICER

- (a) Order entered as judgement of the Court on .....
(b) Judgement No. ....

Clerk of the Immigration Court

OFFICE STAMP

Date:

Date box with 20

\*State address of office of the Department
#State date in full

Annexure 37

REPUBLIC OF SOUTH AFRICA  
WARRANT FOR REMOVAL/RELEASE PENDING REMOVAL  
[Section 34(7) of Act No 13 of 2002 : Regulation 38(12)]  
WARRANT FOR REMOVAL

TO: PERSON IN CHARGE OF PRISON/DETENTION FACILITY

As (first name/s and surname)

.....  
.....

whose fingerprints appear on the reverse side, has made himself/herself liable to removal from the Republic, you are, therefore, hereby, requested to deliver him/her into my custody pending such removal, in terms of section ..... of the Act.

Removal from the Republic of South Africa shall be affected via .....

and the responsible immigration officer or police officer shall impress the left and right thumb prints of the above-mentioned person hereunder when he/she is removed and certify that the prints were taken by him/her.

Date ..... Place .....

Reference No. ....

.....

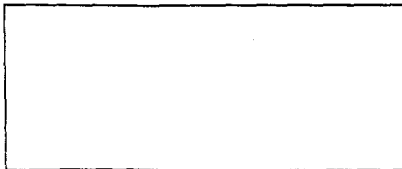
MINISTER OF HOME AFFAIRS

CERTIFICATE BY IMMIGRATION OFFICER

I hereby confirm that the above-mentioned person was removed from the Republic of South Africa on .....

..... to ..... via .....

I also confirm that his/her left and right thumb print were taken by me.



LEFT THUMB PRINT



RIGHT THUMB PRINT

Immigration officer .....

Appointment number .....

Date .....

Port of entry .....

Reverse side of Annexure 37

**FINGERPRINT FORM**

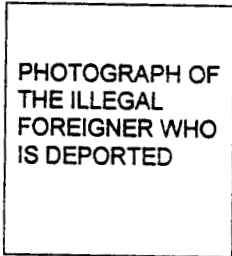
**NOTIFICATION OF DEPORTATION OF AN ILLEGAL FOREIGNER**

Fingerprints may only be taken by an official of the Department of Home Affairs. PLEASE NOTE: Should a finger be missing, deformed or so injured that the impression cannot be taken, this fact should be noted in the space provided for that impression.

Fingerprints taken by  
.....

**Classification**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



|         |         |          |        |                 |
|---------|---------|----------|--------|-----------------|
| R thumb | R index | R middle | R ring | R little finger |
|         |         |          |        |                 |
| L thumb | L index | L middle | L ring | L little finger |
|         |         |          |        |                 |

**FOR OFFICIAL USE:**

**FINGERPRINTS TAKEN BY :**  
**(PLEASE PRINT)**

**IDENTITY NUMBER :**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**PCN NUMBER:**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**REGISTERING FINGERS**

**LEFT HAND - RIGHT HAND**

REPUBLIC OF SOUTH AFRICA

WARRANT OF RELEASE

[Section 34(7) of Act No 13 of 2002 : Regulation 39(12)]

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby ordered to release the following illegal foreigner(s) presently being detained by you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Immigration Officer / Peace Officer

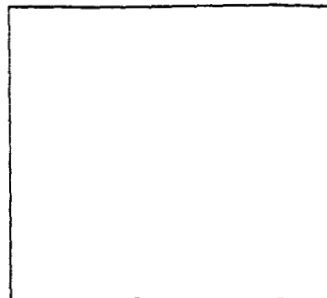
\_\_\_\_\_  
\*Appointment number / Force Number

Date : .....

Place: .....

\*Delete which is not applicable

OFFICE STAMP





Annexure 39

REPUBLIC OF SOUTH AFRICA

NOTICE OF REFUSAL OF ENTRY INTO THE REPUBLIC OF SOUTH AFRICA

[Section 34(8) of Act No 13 of 2002: Regulation 39(13)]

To .....

You are in terms of the provisions of section \*29(1), 30(1), 34(8) of the Immigration Act, 2002 (Act No. 13 of 2002) refused admission to the Republic of South Africa as you -

- \*(a) are a prohibited person; or
- \*(b) are an undesirable person; or
- \*(c) are an illegal foreigner as you are not in possession of a valid passport and / or a valid visa; or
- \*(d) have failed to comply with the examination procedure.

In terms of section 34(9)(c) of the said Act the conveyor responsible for your conveyance to the Republic, namely ..... will be responsible for your maintenance and removal from the Republic.

In terms of section 8(5) of the Act, this decision is effective notwithstanding any further representations from you or on your behalf, and final for purposes of your removal / return to country of origin.

After your removal / return to country of origin you may, within 20 days from date of this notice, appeal to the Director-General of Home Affairs against this decision. Such an appeal must be lodged through your representative in the Republic via the nearest or most convenient South African diplomatic or consular representative.

Date .....

Immigration Officer

Place .....

I acknowledge receipt of the original of this notice

.....

Signature of inadmissible person

Date .....

\*Delete which is not applicable

Annexure 40

**REPUBLIC OF SOUTH AFRICA**

**DECLARATION TO MASTER OF SHIP REGARDING PROHIBITED PERSONS**

To the Master of (name of ship).....  
 Permission for the following persons to enter the Republic was refused on (date).....  
 Because they are prohibited persons. The persons indicated below shall be detained by  
 the master in terms of section 34(8)&(9) of the Immigration Act, 2002(Act No13 of 2002)

| Surname | First Name/s | Reasons for refusal |
|---------|--------------|---------------------|
| .....   | .....        | .....               |
| .....   | .....        | .....               |
| .....   | .....        | .....               |
| .....   | .....        | .....               |
| .....   | .....        | .....               |

Port.....  
 .....  
*Immigration Officer*

Date.....  
 Appointment number/Force number.....

**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge receipt of the original of this notice.

Date.....  
 .....  
*Signature of Master*

Annexure 41

**REPUBLIC OF SOUTH AFRICA**

**CERTIFICATE BY IMMIGRATION OFFICER FOR THE PURPOSE OF OBTAINING A  
CLEARANCE PAPER FROM THE CUSTOMS OFFICER**

**[Section 35(6) of Act No.13 of 2002: Regulation 39(16)]**

TO THE OFFICER IN CHARGE: CUSTOMS AND EXCISE  
PORT.....

I hereby certify that the master of the ship (name of ship) .....complied  
on.....(date)  
with the provisions of the Immigration Act, 2002 (Act No13 of 2002), and the regulations  
made thereunder.

Date.....  
.....

*Immigration*

*Officer*

Place.....

Appointment Number/Force

Number.....

Annexure 42

REPUBLIC OF SOUTH AFRICA

ORDER TO ILLEGAL FOREIGNER TO LEAVE THE REPUBLIC

[Section 32(2) of Act No 13 of 2002 : Regulation 39(17)]

To : .....

At: .....

1. You are hereby notified that as an illegal foreigner in contravention of the provisions of the Immigration Act 2002, (Act No 13 of 2002), you are guilty of an offence for which you may be charged in a court of law.
  
2. However, as you have undertaken to leave the Republic voluntarily you are hereby instructed to leave the Republic by ..... Hours on ..... 20 ....., failure of which a warrant for your deportation will be issued in terms of section 34 of the said Act and you will be detained and/or charged pending your removal.

DATE : .....

.....

IMMIGRATION OFFICER

PLACE : .....

Appointment No .....

Force No .....

I acknowledge receipt of the original of this notice.

.....

SIGNATURE OF ILLEGAL FOREIGNER

DATE:

Annexure 43

**LIST OF PASSENGERS**

[Section 35(3)(a) of Act No 13 of 2002 : Regulation 40]

**TAKE NOTE:**

In terms of section 35(3)(a) of the Immigration Act, 2002 (Act No 13 of 2002) read with Regulation 39, the master of a ship entering a port of entry of the Republic shall, on demand deliver to an immigration officer a list of all passengers containing the following information :

Name of ship .....Port of Entry .....

Full names of Master .....

Flight No ..... Date of entry.....

**A. The particulars of all passengers on board, classified according to their respective destinations. (Inbound)**

| Names of passengers as in passport or travel document |            | Passport/<br>Travel Document No | Travel class | Nationality | Embarked at | Destination |
|---|------------|---------------------------------|--------------|-------------|-------------|-------------|
| Surname   | First name |                                 |              |             |             |             |
|   |            |                                 |              |             |             |             |

**B. Details of international transit passengers arriving/departing\* on the above-mentioned ship/flight (Transit)**

| Surname & Initials | Passport No | Nationality | Departure/<br>Arrival*<br>Flight No | Departure/<br>Arrival*<br>Date | Destination |
|--------------------|-------------|-------------|-------------------------------------|--------------------------------|-------------|
|                    |             |             |                                     |                                |             |

**C. Passengers refused onward conveyance (Outbound)**

| Surname & initials | Passport No | Nationality | Intended Departure Flight No | Intended Departure Date | Reason for refusing onward conveyance & Action taken |
|--------------------|-------------|-------------|------------------------------|-------------------------|--|
|                    |             |             |                              |                         |  |

I hereby certify that this list contains the particulars of all passengers on board my ship.

.....

**DATE**

.....

**MASTER**

List received by .....

(Immigration Officer) .....

Date .....

\*Delete what is not applicable

REPUBLIC OF SOUTH AFRICA

LIST OF STOWAWAYS

[Section 35(3)(b) of Act No.13 of 2002: Regulation 44]

TAKE NOTE:

In terms of section 35(3)(b) of the Immigration Act, 2002 (Act No13 of 2002), the master of a ship entering a port of entry the Republic shall on demand deliver to the immigration officer a list of stowaways if any have been found:

NAME OF SHIP..... PORT OF ENTRY.....  
FULL NAMES OF MASTER.....  
DATE ON WHICH SHIP ENTERED THE REPUBLIC.....

\*Names of Stoways in full

| Surname | First Name | Passport/<br>Travel<br>Document<br>No. | Particulars of travel document<br>in his or her possession | Nationality | Country of origin |
|---------|------------|--|--|-------------|-------------------|
| .....   | .....      | .....                                  | .....  | .....       | .....             |
| .....   | .....      | .....                                  | .....  | .....       | .....             |
| .....   | .....      | .....                                  | .....  | .....       | .....             |
| .....   | .....      | .....                                  | .....  | .....       | .....             |
| .....   | .....      | .....                                  | .....  | .....       | .....             |
| .....   | .....      | .....                                  | .....  | .....       | .....             |

I hereby certify that this list contains the particulars of all stowaways found on board my ship.

Date.....

Master.....

Date.....

Immigration Officer.....

## Annexure 45

## REPUBLIC OF SOUTH AFRICA

LIST OF CREW, PERSONS EMPLOYED OR CARRIED OR PRESENT  
(other than passengers and stowaways)

[Section 35(3)(c) of Act No.13 of 2002: Regulation 40]

## TAKE NOTE:

In terms of section 35(3)(c) of the Immigration Act, 2002 (Act No13 of 2002), the master of a ship which enters any port must deliver to the immigration officer on demand a list of all the crew and all persons (other than passengers and stowaways) employed, carried or present on the ship.

NAME OF SHIP..... PORT OF ENTRY.....  
 FULL NAMES OF MASTER.....  
 DATE ON WHICH SHIP ENTERED THE REPUBLIC.....  
 PLACE WHERE ENTERED.....  
 PORT AND DATE OF FINAL DEPARTURE FROM THE RSA(PORT).....(DATE).....

| No. | Rank and grading | Names as in passport/travel document/seaman's identity certificate | Nationality | Date of Birth | Number and seaman's identity certificate | Expiry date of passport/travel document |
|-----|------------------|--|-------------|---------------|--|---|
| 1.  |                  |  |             |               |  |   |
| 2.  |                  |  |             |               |  |   |
| 3.  |                  |  |             |               |  |   |
| 4.  |                  |  |             |               |  |   |

I certify that this list contains the names of all persons as referred to in section 35(3)(c) of Act No.13 of 2002.

Date.....

Master.....

Date.....

List Received by.....

Immigration Officer.....

Annexure 46

**REPUBLIC OF SOUTH AFRICA  
RETURN OF MASTER**

**[Section 35(3)(d) of Act No.13 of 2002: Regulation 40]**

**MUST BE DELIVERED TO THE IMMIGRATION OFFICER WHO HAS BOARDED THE VESSEL UNDER HAND OF THE MEDICAL OFFICER OF THE SHIP OR OF THE MASTER**

NAME OF SHIP..... PORT OF ENTRY.....

A. Crew, passengers and all other persons on board who during the voyage have suffered or are suspected of suffering from a disease, infection or otherwise:

| Name  | Crew Member or passenger<br>(mention rank or class) | Nature of illness | Remarks |
|-------|---|-------------------|---------|
| ..... | .....   | .....             | .....   |
| ..... | .....   | .....             | .....   |
| ..... | .....   | .....             | .....   |
| ..... | .....   | .....             | .....   |
| ..... | .....   | .....             | .....   |

B. Details of any birth or death which occurred on board between the present and previous port:

| Name (mention father and mother's name in case of birth) | Crew Member or passenger<br>(mention rank or class) | State whether birth or death and date | Remarks |
|--|---|---------------------------------------|---------|
| .....  | .....   | .....                                 | .....   |
| .....  | .....   | .....                                 | .....   |
| .....  | .....   | .....                                 | .....   |
| .....  | .....   | .....                                 | .....   |
| .....  | .....   | .....                                 | .....   |

Certified by me at port..... on the ..... day of.....20...

.....  
*Medical Officer of ship, or in the absence of a Medical Officer, Master*



**Annexure 47**

**REPUBLIC OF SOUTH AFRICA**

**REPORT ON CUSTOMERS WHO FAILED TO IDENTIFY THEMSELVES AS  
CITIZENS OR STATUS HOLDERS**

[Section 40(1) of Act No 13 of 2002: Regulation 42]

TO: (nearest office of) THE DEPARTMENT OF HOME AFFAIRS

.....  
.....

FROM: (Name of business offering overnight accommodation) .....

.....

Business address: .....

.....

Telephone number:   Fax number:

Cellphone number:

E mail address:

After having made a good faith effort to establish the identity of our customers as citizens or status holders, we failed to establish the identity of the customer(s) on the list *infra* and hereby comply with the duty imposed on us in terms of section 40(1) of the Immigration Act, 2002 (Act No 13 of 2002)

**Available particulars of customer(s)\***

| No | Full first names | Surname | Nationality | Date of birth | Booked in on | Date of departure |
|----|------------------|---------|-------------|---------------|--------------|-------------------|
|    |                  |         |             |               |              |                   |
|    |                  |         |             |               |              |                   |
|    |                  |         |             |               |              |                   |

\*If the information is not available please indicate with N/A

I certify that the list contains the particulars of all persons referred to in section 40(1) of the Act.

.....  
Signature of owner / manager

Date: .....

Place: .....

Annexure 48

**REPUBLIC OF SOUTH AFRICA**

**REPORT ON PERSONS RECEIVING SERVICES  
WHO FAILED TO IDENTIFY THEMSELVES TO ORGANS OF STATE  
AS CITIZENS OR STATUS HOLDERS**

[Section 44 of Act No 13 of 2002: Regulation 45]

TO: (nearest office of) THE DEPARTMENT OF HOME AFFAIRS

.....

FROM: (Name of organ of the State rendering the service).....

Business address:

.....

Telephone number :..... Fax number:.....

Cellphone number: .....

Email address: .....

After endeavouring to ascertain the identity of persons receiving services as citizens or status holders, we failed to establish the identity of the person(s) on the list *infra* and hereby comply with the duty imposed on us in terms of section 44 of the Immigration Act, 2002 (Act No13 of 2002)

**Available particulars of person(s) receiving services**

| No. | Full first names | Surname | Nationality | Date of Birth | Current residential address |
|-----|------------------|---------|-------------|---------------|-----------------------------|
|     |                  |         |             |               |                             |
|     |                  |         |             |               |                             |
|     |                  |         |             |               |                             |

\* If the information is not available please indicate with N/A

I certify that the list contains the particulars of all persons referred to in section 44 of the Act.

.....  
Signature of responsible official

Date: .....

Place: .....

Annexure 49

**NOTICE OF ADMINISTRATIVE FINE INCURRED  
FOR OVERSTAY**

**[Section 50(1) of Act No 13 of 2002 : Regulation 48]**

To : .....

You are hereby informed that in terms of Section 50(1) of the Immigration Act, 2002, (Act No 13 of 2002), you have incurred a fine in the amount of R ..... for overstaying the validity period of your temporary residence permit.

You are hereby required to pay the fine within three days of the date of this notice. Should you fail to pay the said amount within the said period, the fine shall be payable and recoverable as a debt against the Republic of South Africa. In such an event you will not be admitted to the Republic or issued with a visa or permit, or, if already admitted, your permit shall neither be renewed nor a subsequent permit issued.

DATE : .....

.....

**IMMIGRATION OFFICER**

PLACE : .....

I acknowledge receipt of the original of this notice.

.....

**SIGNATURE OF OVERSTAYER**

Annexure 50

**NOTICE OF ADMINISTRATIVE FINE INCURRED  
FOR INCORRECT CERTIFICATION OF A  
FOREIGNER'S PARTICULARS**

**[Section 50(2) of Act No 13 of 2002 : Regulation 48]**

To : .....

You are hereby informed that in terms of Section 50(2) of the Immigration Act, 2002 (Act No 13 of 2002), you have incurred a fine in the amount of R7 000-00 for negligently or purposely producing an incorrect certification in respect of

.....  
.....

You are hereby required to pay the fine within three days of the date of this notice. Should you fail to pay the said amount within the said period, the fine shall be payable and recoverable as a debt against the Republic of South Africa.

DATE : .....  
.....  
**IMMIGRATION OFFICER/INSPECTORATE**

PLACE : .....

I acknowledge receipt of the original of this notice.

.....  
**RECIPIENT OF THIS NOTICE**

Annexure 51

**NOTICE OF ADMINISTRATIVE FINE INCURRED  
BY OWNER/MASTER/CHARTERER OF A CONVEYANCE  
[Section 50(3) of Act No 13 of 2002 : Regulation 45]**

To : .....

You are hereby informed that in terms of Section 50(3) of the Immigration Act, 2002, (Act No 13 of 2002), you have incurred a fine in the amount of R10 000-00 for contravening the provisions of section 35 of the aforementioned Act by failing to remove passenger .....

On Flight No/ship ..... bound for .....from the Republic.

You are hereby required to pay the fine within three days of the date of this notice. Should you fail to pay the said amount within the said period, the fine shall be payable and recoverable as a debt against the Republic of South Africa.

DATE : .....

.....  
**IMMIGRATION OFFICER**

PLACE : .....

I acknowledge receipt of the original of this notice.

.....  
**SIGNATURE OF MASTER, OWNER,  
CHARTENER PF CONVEYANCE**

**REPUBLIC OF SOUTH AFRICA**

**APPLICATION FOR A PERMIT TO REPORT TO  
A REFUGEE RECEPTION OFFICE**

**[Section 23 of Act No 13 of 2002 : Regulation 32]**

I, the undersigned,  
Surname .....  
First Names in full .....  
Date of Birth ..... Nationality .....  
Gender.....  
from country of residence ..... City/town.....  
Previous residential address .....  
hereto attach the following proof of my identification  
Passport No .....  
Identification document No .....  
Travel document No .....  
Birth certificate .....  
School certificates .....  
Driver's licence No .....  
Cheque book, bank book/card, credit card\* .....  
Other .....  
hereby make oath and say/solemnly affirm\*

1. That I am a seeking asylum in the RSA for the following reason(s)  
.....  
.....
2. That I crossed the border of the following country(ies) .....  
on ..... prior to my arrival at this border post of .....  
.....on..... and I was able to enter and depart through  
such country's (ies) border post/s with/without\* a passport or positive proof of  
identification. (If without a passport, state particulars of how this was  
accomplished).  
.....  
.....
3. That I did not apply for asylum in that country/those countries because  
.....
4. That I have not applied for asylum in South Africa before.
5. I understand that if I have made a false statement I shall be guilty of an  
offence and liable on conviction to a fine or imprisonment and in terms of  
section 48 of the Immigration Act, 2002, (Act No 13 of 2002) not be allowed to  
sojourn in the Republic.
6. I understand that I must report to a designated Refugee Reception Office  
within 14 days to complete an asylum seeker's application and receive an  
asylum seeker's permit, that my permit to report to a refugee reception office  
is not extendable, and that upon expiry, I shall be an illegal foreigner and  
guilty of an offence and liable on conviction to a fine or to imprisonment.

.....  
**Signature**

.....  
**Date:**

Thus signed and sworn/solemnly 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 GN1258 of 21 July 1972, as amended.

.....  
**Commissioner of Oaths**

**OFFICE STAMP**

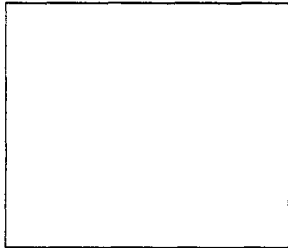
Full names : .....

Capacity : .....

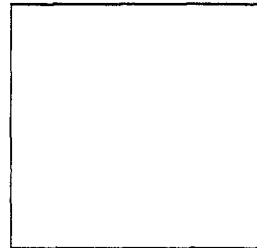
Date : .....

Place : .....

Appointment No if an Immigration officer .....



**Left thumb print**



**Photograph**

**Note :** If the asylum seeker is accompanied by dependents please indicate their Names, Surnames, Gender and dates of birth on the reverse side of this form and also attach their left thumb prints and photographs.

**\*Delete what is not applicable**

## Annexure 53

## REPUBLIC OF SOUTH AFRICA

## CORPORATE PERMIT AUTHORISATION CERTIFICATE NO .....

1. This authorisation entitles the following foreign national, hereinafter referred to as the **CORPORATE WORKER**, to approach the South African Mission/South African Department of Home Affairs with a contract of employment signed by both parties, to obtain a work permit valid for..... as a corporate worker to be employed by ..... hereinafter referred to as the **CORPORATE EMPLOYER**.

|   |   |
|---|---|
| Surname : .....                               | Name: .....   |
| DOB: .....                                    | Passport number .....   |
| Nationality .....                             | Occupation .....  |
| Contact person of Corporate Employer<br>..... | (Official stamp of the company to<br>confirm the information) |
| Position: .....                               | Signature: .....  |
| Division: .....                               | Contact Tel .....   |

2. On receipt of a work permit the **CORPORATE WORKER** shall return this authorisation to the **CORPORATE EMPLOYER** for safekeeping with the **CORPORATE WORKER'S** employment records.
3. The validity of this authorisation is subject to the following conditions –
- (a) It entitles the corporate worker to work for the corporate employer including its affiliates, branches and subsidiaries and in the above-mentioned position only. It does not entitle the corporate worker to engage in any other form of employment or self-employment.
  - (b) The corporate employer and corporate worker undertake to ensure that the corporate worker is at all times in possession of a passport valid for no less than 30 days after the expiry date of the intended stay.
  - (c) The corporate employer undertakes to immediately notify the Department of Home Affairs if it has reason to believe that the corporate worker is no longer in compliance with section 21(b)(i) of the Immigration Act, 2002 (Act No 13 of 2002) or when the corporate worker has left its employ, by completing part 5 below.
  - (d) The corporate employer ensures the forthwith departure of the corporate worker from the Republic on completion of his/her tour of duty.



(e) The corporate employer provides the relevant certification, prepared by a chartered accountant in accordance with the legislation.

(f) (\*) The corporate worker employed in terms of an inter-governmental agreement or for seasonal labour shall not have his/her permit extended.

4. The Department of Home Affairs may withdraw or modify the Corporate Permit and/or this authorisation for good and reasonable cause.

.....  
**REGIONAL DIRECTOR:**

**DEPARTMENT OF HOME AFFAIRS**

wet seal/date stamp of DOHA

5. To the Department of Home Affairs

At .....

(1) It is hereby confirmed that the above **CORPORATE WORKER** has either.

(a)\* left South Africa; or

(b)\* is no longer in compliance with the Act because

.....  
 .....

or

(2)\* The Department is hereby requested to exchange this authorisation certificate to issue another certificate for the following foreign national.

Surname : ..... Name: .....

DOB: ..... Passport number .....

Nationality ..... Occupation .....

.....  
**CORPORATE EMPLOYER**

Surname: ..... Name: .....

6. Certificate cancelled / new authorisation certificate No .....  
 Issued.\*

**REGIONAL DIRECTOR**

(wet seal/stamp)

\*Delete if not applicable

Annexure 54

**APPLICATION FOR REGISTRATION AS AN IMMIGRATION PRACTITIONER  
[Section 46 Act 13 of 2002 : Regulation 46]**

**TO:  
ASSOCIATION OF IMMIGRATION PRACTITIONERS  
[of which the specific practitioner is a member]**

1. I/We hereby apply for registration as a practitioner in terms of item 2(10)(f) of Schedule F of the Immigration Regulations promulgated in terms of the Immigration Act, 2002 [“the Act”].
2. I/We certify that the information supplied below is true and correct in all material respects and that I/we have not previously been found guilty of any offence in terms of the Act, or Schedule 1 thereto.
3. I/We commit myself/ourselves to the Code of Conduct and undertake to abide by the provisions thereof.

**PERSONAL DETAILS OF APPLICANT(S)**

**NB: The names of all directors/partners of the business must be supplied**

Please use reverse side hereof if necessary.

1. Full names and surname:.....  
 Identity number:.....  
 Full residential address:.....  
 .....  
 .....  
 (postal code).....(telephone number).....  
 Full names and surnames.....  
 Identity number: .....  
 Full residential address:.....  
 .....  
 .....  
 (postal code.....(telephone number).....  
 .....

*DETAILS OF BUSINESS*

1. Full name of business and trade name:.....
2. Abbreviated trade name of business (if any):.....
3. Full address where the business will be operated from:.....  
 .....  
 .....(postal code).....

Postal address of the business:

.....  
.....  
.....(postal code).....

- 4. Telephone number(s):.....
- 5. Facsimile number (s):.....

Documentation Attached

- 6. Copy of identity document
- 7. Original letterhead of the business
- 8. Curriculum Vitae
- 9. Police clearance no older than 6 months

Signed at..... on this ..... day of  
..... 200....

.....  
(1) Signature and capacity

.....  
(2) Signature and capacity

**REPUBLIC OF SOUTH AFRICA  
CERTIFICATE OF REGISTRATION  
(Section 46 of Act 13 of 2002 : Regulation 46)**

***It is hereby certified that the person whose particulars appear hereunder is registered as an Immigration Practitioner or is deemed to be registered as an Immigration Practitioner in terms the Regulations made in Terms of the Immigration Act 2002 (Act 13 of 2002). The validity of this certificate expires within twenty-four months after the date of issue.***

**PERSONAL PARTICULARS OF PRACTITIONER**

- 1. First name(s) and surname:.....
- 2. Identity number:.....
- 3. Full residential address:.....  
.....  
(Tel no:.....)  
(Cell no: .....

**PARTICULARS OF BUSINESS**

- 1. Full name of business:.....
- 2. Abbreviated name of business (if any):.....
- 3. Full address where business is conducted:.....  
.....

REGISTRATION NUMBER: .....

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

p.p. DIRECTOR-GENERAL

Annexure 56

REPUBLIC OF SOUTH AFRICA

**POWER OF ATTORNEY IN RESPECT OF AN APPLICATION FOR A PERMIT FOR PERMANENT OR TEMPORARY RESIDENCE IN THE REPUBLIC OF SOUTH AFRICA, OR FOR THE EXTENSION OF THE VALIDITY THEREOF, OR FOR OTHER REASON**

**[Section 46 of Act No 13 of 2002 : Regulation 46]**

**PART A  
POWER OF ATTORNEY**

I (full name and surname),

.....  
.....

of (full address)

.....  
.....

hereby appoint (full names and surname)

.....  
.....

of (full address and his/her registration number as immigration practitioner)

.....  
.....

to apply on my behalf for a residence permit referred to in sections 11 to 23 and sections 26 and 27 of the Immigration Act, 2002 (Act No 13 of 2002) / the extension of the validity of permits referred to in sections 11 to 23, at a South African foreign mission / office of the Department of Home Affairs\*, or in respect of ..... or to submit any further relevant information concerning myself, and to receive the decision of the Department in connection with the application.

I hereby confirm that-

- (a) I personally signed this power of attorney and my application for a residence permit/the extension of the validity of a permit\*;
- (b) a residence permit which is issued to me or whereof the validity is extended, may be withdrawn if any particulars in my application or which is submitted by the person holding power of attorney, are incorrect;
- (c) my application for a residence permit does not grant me any rights to enter the Republic of South Africa before a residence permit has been granted to me;
- (d) I am aware that my application for a residence permit or the extension of the validity thereof shall be considered by the Department of Home Affairs and that the granting of a power of attorney to the person holding power of attorney, in no way will expedite or benefit my application; and
- (e) I shall give notice to the Department if I withdraw or amend the power of attorney before the Department has taken a final decision on my application.

(\* Delete which is not applicable)

**CERTIFICATE**

I understand the contents of this power of attorney.

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



.....  
Signature of person  
giving power of attorney

**PART B**

**DECLARATION BY PERSON HOLDING POWER OF ATTORNEY**

I (full name and surname),  
.....  
.....

accept the above-mentioned appointment and confirm that the address hereunder is  
my business address/home address\*:  
.....  
.....

**\* (Submit business address if employed or doing business for own account,  
or home address in other instances)**

I hereby confirm that

- (a) I personally signed this declaration;
- (b) I ascertained and identified myself with the contents of this document and the correctness of the particulars in the application for a residence permit/the extension of the validity of a permit;
- (c) I am aware that a residence permit issued to the applicant or the extension of the validity thereof, may be withdrawn if any particulars in this document or the said application are incorrect, and that it is a contravention of section 42 of the Immigration Act, 2002, for any person to facilitate or assist the entrance to or residence in the Republic of any other person by the committing of a fraudulent act, or by conduct, statement or otherwise making any false representation;
- (e) I may not retain a residence permit issued to the applicant as a lien to enforce settlement of any debt.

**(\* Delete which is not applicable)**

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

.....  
Signature of person  
giving power of attorney

**PART C  
CERTIFICATE BY INTERPRETER**

I (full name and surname),

.....  
.....

of (full address)

.....  
.....

hereby confirm that I have mastered (state language)

.....and that I explained to  
(full name of applicant)

.....  
.....

the contents of this document in the said language and that I am satisfied that the  
applicant fully understands it.

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

.....  
Signature of interpreter

Annexure 57

**CERTIFICATE BY INTERPRETER**

**(If required)**

I (first name/s and surname) ..... of (full address)

..... hereby

Confirm that I have mastered (state language) ..... that I explained to (full names of detainee) ..... the contents of this notice in the said language and that I am satisfied that the said detainee fully understands it.

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

.....  
Signature of interpreter

*To be used in connection with the Notice of Deportation set out in Annexure 37*



Annexure 58

**DELEGATION FROM A CHARTERED ACCOUNTANT  
TO ANOTHER ACCOUNTANT**

[Section 1(1)(v) of Act No 13 of 2002 : Regulation 50(5)]

[CHARTERED ACCOUNT'S LETTERHEAD]

I, \_\_\_\_\_, a chartered accountant within the meaning of section 1 of the Chartered Accountants Designation (Private) Act, 1993 (Act No. 67 of 1993), with offices at

\_\_\_\_\_ hereby delegate Mr/Mrs/Ms \_\_\_\_\_, an accountant recognised as such under the law, to perform under my delegation

\*(a) the following activities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*(b) all activities

which in terms of the Immigration Act 2002 (Act 13 of 2002) a chartered accountant may perform for purposes of said Act.

I am satisfied that the person whom I hereby delegate to act on my behalf has the skill and capacity to perform the delegated functions.

This delegation expires on \* \_\_\_\_\_ 20\_\_ / \* or three years from date hereof.

[Chartered Account's Signature]

\_\_\_\_\_  
[Chartered Account's name]

Date \_\_\_\_\_

Witnessed by [witness' name]  
[witness' signature]

\_\_\_\_\_

\* Delete what does not apply