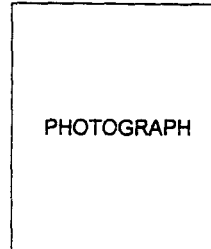


## REPUBLIC OF SOUTH AFRICA

## APPLICATION FOR TEMPORARY RESIDENCE PERMIT

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

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

**IMPORTANT:**

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information on this form will have their applications refused or their authorisation to remain in South Africa withdrawn, as will any applicants who enter the Republic prior to holding a permit commensurate with their purpose of entry, or who have permitted the validity of their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

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

1. PERSONAL DETAILS

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

2. CITIZENSHIP DETAILS

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

3. PASSPORT DETAILS

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

4. ADDRESSES

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

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

Address	Period	Country

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

Yes  No

If no, specify period and present status .....

.....

4.7 Have you ever applied for asylum or refugee status in 3A or any other country?

Yes  No

If yes, specify .....

.....

4.8 Contact person:

Relationship	Friend	Business Associate	Relative	Other

Name and address .....

Telephone numbers: Work (area code ) Home (area code )

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

Name	Address	Relationship	ID No

5. INTENTIONS/PROPOSED DURATION OF STAY IN THE RSA

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

6. MAINTENANCE/REPATRIATION

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

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

7. PARTICULARS OF ANY FAMILY/DEPENDANTS ACCOMPANYING YOU

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

7.2 Do any of the above hold either

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

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

Yes  On (date) / /

No  Details/reason(s)

8. PREVIOUS APPLICATIONS

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

No  Yes

8.2 Give details of each application:

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

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

.....

.....



**11. DECLARATION**

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

.....  
Signature of applicant

.....  
Date

.....  
Signature of witness

.....  
Date

**12. THE FOLLOWING SUPPORTING DOCUMENTS MUST ACCOMPANY THE APPLICATION.**

**12.1** In respect of all the categories except categories 12.4, 12.11 and 12.12

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

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

**12.2 In respect of a study permit :**

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

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

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

12.3.7	If an existing business, audited financial statements.		
<b>12.4 In respect of a medical treatment permit.</b>			
12.4.1	A valid passport as envisaged in paragraph 12.1.1.		
12.4.2	Proof of financial means to cover day to day needs of persons accompanying medical permit holder, if any, in the form of bank statements, salary advices, if available, and/or travellers' cheques		
12.4.3	A letter from the applicant's medical practitioner or medical institution, indicating the reasons/necessity for treatment, the period of treatment and particulars of the treatment plans in the Republic		
12.4.4	Details of the person or institution responsible for the medical expenses and hospital fees, if any. Should the applicant's medical scheme or employer not be liable for expenses incurred, proof of financial means or medical cover must be submitted.		
12.4.5	Particulars of persons accompanying permit holder.		
<b>12.5 in respect of a "General Quota" work permit :</b>			
12.5.1	Offer of employment.		
12.5.2	Certification by a chartered accountant as set out in Regulation 28(4)(a)(i) and (ii)		
12.5.3	Commitment by employer to comply with Regulation 28(3) [NB Proof of payment to be submitted within three days of receipt of permit] (a) ONLY if an exemption or reduction is sought in terms of regulation 28(4)(d)(i) or (ii), please attach request letter from the relevant Department and other relevant documentation (b) ONLY if an exemption or reduction is sought in terms of regulation 28(4)(d)(iii), please fill in and comply the requirements set out in with items 12.7.4, 12.7.5, 12.7.7, 12.7.8, 12.7.9. and 12.7.10 and with regulation 26(6)(f).		
12.5.4	Certification by a chartered accountant containing job details as set out in Regulation 28(4)(a)(ii)		
12.5.5	Proof of registration with professional body/board, if applicable		
<b>12.6 In respect of an "Extraordinary Quota" work permit :</b>			
12.6.1	Proof of the relevant skills and/or qualifications, including authenticated copies of academic certifications or degrees, if applicable		
12.6.2	Proof of registration with professional body/board, if applicable.		
12.6.3	A comprehensive curriculum vitae		
12.6.4	Testimonials of previous employers confirming the applicant's competencies and/or skills.		

**12.7 In respect of a "General" work permit:**

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

**12.8 In respect of an exceptional skills work permit**

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

**12.9 In respect of Intra-company transfer permit:**

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

**12.10 In respect of a work permit under a corporate permit**

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

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

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

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

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

**12.13 In respect of a retired person:**

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

**12.14 In respect of student exchange permit**

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

**12.15 In respect of cultural/economic/social exchange:**

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

**12.16 In respect of an exchange work programme**

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

**12.17 In respect of a treaty permit**

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

**12.18 In respect of a relative's permit**

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

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

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

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

13.1 A letter of release from the previous employer/organisation in the Republic, if applicable, must be attached.
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**13.2 OFFER OF EMPLOYMENT FOR ALL PERMITS**

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

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

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

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

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

No  Yes

Details.....

.....

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

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