

REQUIREMENTS FOR A CORPORATE VISA (All relevant documents must be in English and completed using BLACK INK PEN)

The following documentation must be submitted:

- Fully completed application form DHA1733(A)
- Two (2) recent, identical passport photos.
- A passport valid for no less than thirty (30) days after departure from the Republic of South Africa, and containing at least two (2) blank pages for endorsements (non-Dutch passports must hold a permanent residence permit for The Netherlands).
- EU nationals (**non-Dutch residents**) who are exempt from Dutch residence permit conditions must provide Proof of Residence registration by obtaining an International Basic Administration of Personal Details Extract (“Uitreksel van Gemeentelijk Basis Administratie”) from your local Town Hall (Gemeente).
- A yellow fever certificate, if the applicant travelled or intends travelling from or through a yellow fever endemic area: provided that the certificate shall not be required when the applicant travelled or intends travelling in direct transit through such area.
- Proof of sufficient financial means available to the learner whilst resident in the Republic by means of recently certified bank statements for the last 3 (three) months (including the day before or two before application is submitted).
- Proof of cash available.
- A medical report (Form BI-811), which shall not be older than six (6) months at the time of its submission.
- A radiological report (Form BI-806), which shall not be older than six (6) months at the time of its submission, and shall not be required in respect of children under the age of 12 years or pregnant women.
- A police clearance issued by the police or security authority in each country where the applicant resided for 12 months or longer since having attained the age of 18 years, in respect of criminal records or the character of the applicant, and this certificate shall not be older than six (6) months at the time of its submission. The letter to request the VOG in the Netherlands can be obtained at the Consulate and presented at your Town Hall. Please bring your passport to the Consulate in order to obtain the letter.
- Flight reservations.
- Proof of the need to employ the requested number of foreigners;
- A certificate by the Department of Labour confirming-
 - (i) that despite diligent search, the corporate applicant was unable to find suitable citizens or permanent residents to occupy the position available in the corporate entity;
 - (ii) the job description and proposed remuneration in respect of each foreigner;
 - (iii) that the salary and benefits of any foreigner employed by the corporate applicant shall not be inferior to the average salary and benefits of citizens or permanent residents occupying similar positions in the Republic;
- Proof of registration of the corporation with the-
 - (i) South African Revenue Service;
 - (ii) Unemployment Insurance Fund;
 - (iii) Compensation Fund for Occupational Injuries and Diseases;
 - (iv) Companies and Intellectual Properties Commission (CIPC), where legally required;

- An undertaking by the employer to inform the Director-General should any foreign employee not comply with the provisions of the Act or visa conditions or is no longer in the employ of such employer or is employed in a different capacity or role;
- a written undertaking by the corporate applicant to pay the deportation costs of any foreign employee accepting responsibility for the return costs related to the deportation of the foreign employee, should it be necessary.
- The applicant for a corporate visa must provide proof that at least 60% of the total staff complement that are employed in the operations of the business are citizens or permanent residents employed permanently in various positions.
- At any time during the duration of the visa, the holder of a corporate visa must provide proof that at least 60% of the total staff complement that are employed in the operations of the business are citizens or permanent residents employed permanently in various positions.
- The departments contemplated in section 21(2) of the Act are-
 - (a) the Department of Trade and Industry;
 - (b) the Department of Labour.
- The relevant corporate applicant shall, as contemplated in section 21(2)(a)(i) of the Act, ensure that-
 - (a) the passport of the foreigner is valid at all times;
 - (b) the foreigner is employed by the corporate applicant to conduct work for the corporate applicant only in the specific position for which the visa has been issued;
 - (c) such foreigner departs from the Republic upon completion of his or her contract of employment;
 - (d) any foreigner employed in terms of the corporate visa at all times complies with the-
 - (i) provisions of the Act;
 - (ii) terms and conditions of the corporate visa and of the corporate work certificate;
 - (e) the Director-General is immediately notified if there is reason to believe that the foreigner is no longer in compliance with the provisions of the Act;
 - (f) the financial guarantees by the corporate applicant to defray deportation and other costs should the corporate visa be withdrawn, or certain foreigners fail to leave the Republic when no longer subject to the corporate visa, are complied with.
- In order to comply with sub regulation (5)(c), the corporate applicant shall return the completed certificate contemplated in sub regulation (5)(d) to the Director-General, within a period of 30 days after the termination date of the corporate worker's employment contract.
- The financial guarantees contemplated in section 21(2)(b) of the Act shall be as determined from time to time by the Minister by notice in the Gazette.
- The Director-General may issue to the corporate applicant-
 - (a) a corporate visa for a period not exceeding three years
 - (b) authorisation certificates to employ corporate workers, in terms of the corporate visa contemplated in paragraph (a), for a period not exceeding the validity period of the corporate visa.

- An application for a corporate worker certificate shall be accompanied by-
 - (a) a valid passport of the applicant;
 - (b) biometrics of the applicant;
 - (c) the certificate contemplated in sub regulation (8)(b);
 - (d) a valid employment contract;
 - (e) a written undertaking by the corporate applicant to ensure that the foreigner departs from the Republic upon termination of his or her contract of employment or accepting responsibility for the return or costs related to the deportation of the foreigner should it become necessary;
 - (f) the documentation contemplated in regulation 9(1)(b), (c) and (f);
 - (g) proof of qualifications evaluated by SAQA, and translated by a sworn translator into one of the official languages of the Republic, or skills and experience in line with the job offer;
 - (h) a certificate of registration with the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act.
- The Director-General may issue to the corporate worker employed by the holder of a corporate visa contemplated in sub regulation (8) a corporate worker certificate for a period not exceeding the validity period of the corporate visa.
- A corporate worker may not renew his or her corporate worker certificate or apply for a change of status in the Republic.

Incomplete applications will not be considered.

PLEASE NOTE:

- ❖ Application to be submitted in person.
- ❖ Documentation that accompanies the application should be original or certified copies and, if applicable, translated by a sworn translator into English.
- ❖ The original passport is required during the entire application process.
- ❖ All payments are in cash only and the correct amount must be provided.
- ❖ The conditions for visas and fees are subject to change without prior notice.
- ❖ The required processing period is 30 days.
- ❖ Office hours: 09h00 – 12h00 working days excluding holidays (see website for official public holidays).
- ❖ Please address any further questions by e-mail to the address indicated on the main Consular page.