

**Documents Checklist PRESCRIBED ACTIVITY OF REMOTE WORK (EXCEEDING 3 MONTHS TO 3 YEARS)**

**申请远程工作活动访问签证材料清单(超过 3 个月少于 3 年)**

Submission Date/申请日期: \_\_\_\_\_

Name of Applicant/申请人姓名: \_\_\_\_\_

Passport Number/护照号码: \_\_\_\_\_

**SECTION 11 OF THE ACT**

**Documents required for a Remote Work visitor's visa in respect of a foreigner who is required to stay in the Republic in order to conduct work for a foreign employer pursuant to a contract, which partially requires conducting of certain activities in the Republic.**

申请远程工作访问签证所需的文件, 适用于根据合同必须留在南非共和国境内为外国雇主工作的外国人, 该合同部分要求在南非共和国境内开展某些活动。

**\*Your visa application will be processed and decided by South African Embassy / Consulate General.**

**VAC staffs do not play any part in or influence the outcome of your visa application.**

**南非大使馆/总领事馆对您的签证申请作出决定。签证申请中心员工不参与或影响您的的签证申请结果。**

<b>*Please note: Applications that do not meet the requirements of the Consulate/Embassy as per checklist, will be rendered incomplete and thus NOT accepted by the Visa Application Center.</b> 若申请材料不符合使馆/领馆清单要求和/或不完整, 则签证中心不予受理。 <b>*If you wish to submit the original documents without photocopies, the original documents will not be returned to you.</b> 若只递交原件, 未递交复印件, 使馆/领馆不退还原件。					<b>Yes/No</b> <b>有/没有</b>
<b>Passport or Travel Document 护照或旅行证件</b> -Passport must be valid for 30 more days after the intended return date from South Africa, and 2 copies of the bio page of the passport. 护照必须在预定从南非返回后的 30 天内有效以及两张护照个人信息页复印件 -At least two (2) unused (blank) pages (one for affixing the visa one for endorsement of entry/departure stamp) 护照上至少有两页空白页(一页贴签证, 一页盖出/入境章)					
<b>Completed Form (DHA-1738):</b> Please note that the form must be filled out ONLY in English with black ink pen 填写完整的 DHA-1738 表格: 请仅用英文和黑色水笔完整填写					
<b>Certificate of health examination and medical report</b> on prescribed form (physical) both original file and one photocopy. The certificate must not be older than six (6) months at the time the applicant submits an application. 健康检查证明书和医生出具的体检报告原件和复印件。在申请人提交申请时, 证书不得超过六(6)个月。					
Two color passport size photographs with white background within 6 months. 近半年两张彩色白底护照规格照片					
<b>Documents Required/所需材料</b> Please ensure that all documents should be properly translated in English if there are any documents provided only in Chinese. 请确保所有的中文材料都翻译成英文。		<b>Original</b> 原件	<b>Copy</b> 复印件	<b>Remarks</b> 备注	<b>For Official Use ONLY</b> 官方使用
1	A statement or documentation explaining the purpose and duration of the visit. 说明此次旅行目的的详细行程单。				
2	A valid return air flight ticket or proof of reservation thereof. 来自于航空公司的有效行程/预订往返机票证明。				
3	Proof of sufficient financial means, defined as a gross salary of no less than the equivalent of R650 796, 00(Around RMB 261,093.81) per annum in the form of three months bank statements. 有足够的资金证明, 近三个月银行对账单总年薪金额计算约合不少于 650				

	796,00 兰特 (约合人民币 261,093.81 元)。				
4	A valid contract of employment signed by both the applicant and the foreign-based employer. 申请人与外籍雇主签订的有效劳动合同。				
5	Police clearance certificates (all applicants 18 years and older) for all countries in which you resided for a period of one year or longer since your 18th birthday including South Africa. Certificates may not be older than six months at the time of submission of the application. Police clearance certificates in China requires notarized documents. 年满 18 岁的申请人需提供 18 岁以后在所有居住满一年以上的国家 (包括南非) 的无犯罪证明。无犯罪证明的出具日期应在提交申请之日的 6 个月内。中国无犯罪需要公证文件。				
6	Yellow fever certificate is required if applicant is passing through yellow fever belt area before entering South Africa. 如果申请人在进入南非之前经过黄热病带地区, 则需要出示黄热病证书。				
7	Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents: 如果护照签发地不属于本辖区, 而申请人要在其长期工作、居住地所属的辖区递交申请, 那么申请人需要提供以下材料: <ul style="list-style-type: none"> <li>• Shanghai Jurisdiction applicant's ID card or residence permit. 申请人上海辖区的身份证或者是居住证。</li> <li>• Social insurance record for 6 months prior to submitting the application. 申请人递交申请前至少 6 个月的社保记录。</li> </ul>				
<p><b>Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate</b>  <b>请注意: 除以上基本材料外, 南非大使馆/领事馆有权要求申请人补交其他相关材料</b></p>					

**Notes:**

a) **Tax Compliance 1:** if the recipient of the visa is a tax resident in a country that the Republic has an agreement in force with for the prevention of or relief from double taxation under section 108(2) of the Income Tax Act, 1962, the recipient will be required to register with the South African Revenue Service if they are present in the Republic for longer than an aggregate of 183 days during any 12-month period;

b) **Tax Compliance 2:** if the recipient of the visa is not a tax resident in a country referred to in (ii), the recipient will be required to register with the South African Revenue Services.

c) The holder of a Remote Work visitor's visa is not entitled to take up employment in South Africa. As per existing Immigration Regulations, no person holding a remote work visa may apply for a change of status to his or her visa while in the Republic, unless under exceptional circumstances as prescribed for visitors visas.

**Courier Fee (If applicable):** \_\_\_\_\_

快递费用 (如需要)

**The applicant has confirmed that s/he has read the guidance above and no other documents to submit and wishes to go ahead with the application. Applicant ensures that the information provided by him/her is true and correct.**  
**申请者确认已经阅读以上申请指南, 确定不再递交其它材料。申请者确认以上提供的信息真实无误。**

Name of Applicants: \_\_\_\_\_

Signature: \_\_\_\_\_

申请人姓名:

签名:

Name of VAC Staff: \_\_\_\_\_

Signature: \_\_\_\_\_

签证中心员工姓名:

签名:

**\*Representatives/Travel Agency (If applicable) 代理/旅行社 (如需要)**

Name of Representatives 代理人签名: \_\_\_\_\_

Contact Number 联系电话: \_\_\_\_\_ Email Address 邮箱地址: \_\_\_\_\_