

## Checklist for CORPORATE VISA Beijing Jurisdiction

### 申请企业签证所需材料清单(北京领区)

Submission Date/申请日期: \_\_\_\_\_

Name of Applicant/申请人姓名: \_\_\_\_\_

Passport Number/护照号码: \_\_\_\_\_

**\*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签证申请结果。

Documents required 所需材料				Yes/No 有/没有
<b>Note: If there are notarized or certified documents provided, please be sure to provide one copy of the notarized or certified documents.</b> 注意: 如果申请材料中包括公证件或认证件, 请同时提供公证或认证件的复印件。				
<b>Valid Passport or Travel Document 有效护照或旅行证件</b> *Passport should be valid for no less than 30 days after the expiry of your intended visit 护照需在预计访问南非后至少 30 天有效 *Passport includes at least two blank visa pages (one to endorse visa and one for entry stamps) 护照上至少有两页空白页(一页贴签证, 一页盖入境章) <b>One copy of the first page of the passport (on A4 paper) 护照首页复印件一份 (A4 尺寸)</b>				
Completed Form (DHA-1738): Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-1738 表格: 请用黑色墨水笔用英文完整填写				
Health Certificate for International Traveler and original Medical Certificate (DHA layout) which are not older than six months at the time of submission. The DHA layout medical certificate should include the applicant's passport number with their name. 国际旅行健康检查证明书以及南非内政事务部格式的体检证明原件(须包括申请人的姓名及护照号), 文件出具日期应在递交申请之日的 6 个月内。				
One color passport size photograph with white background 一张彩色白底护照照片				
Police clearance certificates shall be required from the police or security authorities in each country where the applicant, after having attained the age of 18 years, has resided for 12months or longer during the five years immediately preceding the date of application. Please provide the original and a copy. 年满18岁的申请人须提供18岁以后, 距递交申请之日起5年内在所有居住满12个月及以上的国家(包括南非)的由警局或安全机构开具的无犯罪证明原件及复印件。 Formal English translation is required if the original Police clearance certificate is non-English language. 如果无犯罪证明原件非英文, 须提供正式英文翻译件。 Police Certificates may not be older than six months at the time of submission of the application. 无犯罪证明的出具日期应在递交申请之日的 6 个月内。				
Documents required/所需材料	Original 原件	Copy 复印件	Remarks 备注	For official use ONLY 官方使用
<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>				
1 An application for a corporate visa shall be accompanied by-申请企业签证申请人需提供: (a) proof of the need to employ the requested number of				

	<p>foreigners; 证明需要雇用外国人的人数</p> <p>(b) a certificate by the Department of Labour confirming 南非劳动部的证明, 证明:</p> <p>(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 尽管经过勤奋寻找, 企业申请人无法找到适合公司的南非公民或永久居民。</p> <p>(ii) the job description and proposed remuneration in respect of each foreigner 每位外国人的职务描述和薪酬</p> <p>(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 被企业申请人雇用的外国人的工资和养老金不低于南非同等职位的南非公民或永久居民的平均水平。</p> <p>(c) proof of registration of the corporation with the- 企业以下注册证明:</p> <p>(i) South African Revenue Service; 南非税务署</p> <p>(ii) Unemployment Insurance Fund; 失业保险基金</p> <p>(iii) Compensation Fund for Occupational Injuries and Diseases; 工伤和职业病补偿基金</p> <p>(iv) Companies and Intellectual Properties Commission (CIPC), where legally required 公司和知识产权委员会, 依法要求的</p> <p>(d) 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; 雇主保证一旦外国雇员不遵从移民法或签证条件, 或不被聘用, 或更换职位或角色, 将报告内务部总长。</p> <p>(e) 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. 企业申请人书面保证必要时承担或偿还遣返外国雇员的费用</p>				
2	<p>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. 企业申请人提交证明, 证明企业不同工作岗位有至少60%的南非公民或永久居民。</p>				
3	<p>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. 在签证有效期内, 企业签证持有人必须随时能够提供企业不</p>				

	同工作岗位都有至少60% 的南非公民或永久居民的证明。				
4	<p>The departments contemplated in section 21(2) of the Act are- 移民法21（2）条款中提到的部位是：</p> <p>(a) the Department of Trade and Industry工业与贸易部</p> <p>(b) the Department of Labour. 劳动部</p>				
5	<p>The relevant corporate applicant shall, as contemplated in section 21(2)(a)(i) of the Act, ensure that- 相关企业申请人必须确保：</p> <p>(a) the passport of the foreigner is valid at all times; 外国雇员护照一直有效。</p> <p>(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; 被企业申请人聘用的外国人只从事签证中规定的工作。</p> <p>(c) such foreigner departs from the Republic upon completion of his or her contract of employment; 此外国人任期结束后会离开南非。</p> <p>(d) any foreigner employed in terms of the corporate visa at all times complies with the: 被企业聘用的外国雇员无论何时都要做到：</p> <p>(i) provisions of the Act; 遵守南非法律</p> <p>(ii) terms and conditions of the corporate visa and of the corporate work certificate; 遵从企业签证和企业工作证书的条件</p> <p>(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; 一旦外国人不遵守法律，要立即通知内务部总长。</p> <p>(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. 企业申请人的财力保证，保证一旦取消企业签证，或某些外国人签证到期未离开南非时支付遣返费用。</p>				
6	<p>In order to comply with subregulation (5)(c), the corporate applicant shall return the completed certificate contemplated in subregulation (5)(d) to the Director-General, within a period of 30 days after the termination date of the corporate worker's employment contract. 在外国雇员合同到期30天内，企业申请人要将使用完的证明返还给内务部总长。</p>				

7	<p>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.</p> <p>财力保证金额将由内务部长不时更新并公布在政府公报上。</p>				
8	<p>The Director-General may issue to the corporate applicant-</p> <p>内务部总长将向企业申请人签发：</p> <p>(a) a corporate visa for a period not exceeding three years 有效期不超过3年的企业签证。</p> <p>(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. 以企业签证形式的签发的授权证明，有效期不超过企业签证。</p>				
9	<p>An application for a corporate worker certificate shall be accompanied by-申请企业工人证书需提供：</p> <p>(a) a valid passport of the applicant; 申请人的有效护照</p> <p>(b) biometrics of the applicant; 申请人生物识别</p> <p>(c) the certificate contemplated in sub regulation (8)(b); 补充条例(8)(b) 要求的证书</p> <p>(d) a valid employment contract; 有效聘用合同</p> <p>(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 企业申请人的书面保证，保证外国人合同结束后离开南非，或必要时承担外国人回国或遣返费用</p> <p>(f) the documentation contemplated in regulation 9(1)(b), (c) and (f); 法规9(1)(b), (c)和(f)要求的材料</p> <p>(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; SAQA认证的资质证明，此资质证明要翻译成南非官方语言之一，或与职位相符的技能和经验证明</p> <p>(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. 在SAQA认可的专业机构、理事会或董事会注册的证明</p>				
10	<p>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. 内务部总长会签发雇员证书给被企业签证所有者聘用的雇员，雇员证书有效期不超过企业签证的有效期</p>				

11	A corporate worker may not renew his or her corporate worker certificate or apply for a change of status in the Republic. 此类雇员不能更新其雇员证书或在南非境内更改身份。				
<p align="center"><b>Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate</b></p> <p align="center"><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>					

**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:** \_\_\_\_\_

申请人姓名：

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

签名：

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

签证中心员工姓名：

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

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： \_\_\_\_\_