

Documents Checklist for GENERAL WORK VISA of Shanghai Jurisdiction

上海领馆普通工作签证所需材料清单

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的签证申请结果。

*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. 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。				Yes/No 有/没有	
*If you wish to submit the original documents without photocopies, the original documents will not be returned to you. 若只递交原件, 未递交复印件, 使馆/领馆不退还原件。					
Passport or Travel Document 护照或旅行证件 -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)					
Completed Form (DHA-1738): 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					
Certificate of health examination and medical report 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					
Documents Required/所需材料 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。				For Official Use ONLY 官方使用	
1	PBS Evaluation Form. 打分表。	Original 原件	Copy 复印件	Remarks 备注	
2	Full particulars of the employer, including, 雇主的详细资料, 包括, <ul style="list-style-type: none">• Certified Complete CIPC Documents: Including business license: Reflecting the directors or members of the company and printed from CIPC website (http://www.cipc.co.za) after year 2010, every page should be certified. 从 CIPC 网站(http://www.cipc.co.za) 打印出来的完整版资料, 不仅限于能显示注册法人名字的南非公司营业执照 (打印日期为 2010 年之后), 每一页都需要认证。• Certified documents of the latest Tax Clearance Certificate of the company in the Republic of South Africa. 南非公司最新完税证明, 需要认证。• Stamped letterhead invitation from the South African Company/Organization confirming purpose and duration of visit. Please fill in a valid company email address and phone number so that the Consulate can check the accuracy of the visiting information. 南非公司/组织使用公司抬头纸出具的邀请函并且盖章, 确认				

	<p>访问目的和时间。请填写有效的公司电子邮件地址和电话号码，以便领事馆核实信息的准确性。</p> <ul style="list-style-type: none"> • Certified copy of SA inviter's identity (SA Identity Card/SA Passport /SA Permanent Residence Permit /Passport Bio page +Long-term Visa) within 3 months (only copy is required for inviter whose visa was issued in China or who is within the territory of China at the date of submission), except the situation where the applicant is invited by the South African Government Department or Institution. <p>邀请人三个月内认证的南非身份证/南非护照/南非永居/护照+长期签证的复印件（邀请人的签证在中国境内签发或申请当日入境中国的只需提交复印件），若申请人的邀请单位是南非政府部门或机构，无需提供邀请人身份证件。</p>				
3	<p>A written undertaking by the employer to:</p> <ol style="list-style-type: none"> ensure that the passport of his or her employee is valid at all times for the duration of his or her employment; accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; inform the Director-General; should the applicant not comply with the provisions of the Act, or conditions of the visa; and inform the Director-General upon the employee no longer being in the employ of such employer or when he or she is employed in a different capacity or role. <p>雇主作出的书面承诺：</p> <ol style="list-style-type: none"> 确保其雇员的护照在其受雇期间始终有效； 雇主对申请人及依亲家属遣返费用负责的书面保证函； 雇主保证一旦申请人违反移民法或签证条件，将报告内务部总长；和 雇主保证一旦与申请人解除雇佣关系或申请人更换职位，将报告内务部总长。 				
4	<p>Police clearance certificate issued by the police or security authority of a country where the applicant resided for longer than 12 months in the last 5 years prior to submitting the current application, which certificate shall not be older than six months at the time of its submission. China's no crime certificate requires the submission of no crime notarial certificate.</p> <p>由申请人在提交当前申请之前的最后 5 年内居住超过 12 个月的国家的警察或安全当局颁发的无犯罪证明，该证明在提交时不得超过 6 个月。中国的无犯罪需要提交无犯罪公证书。</p>				
5	<p>Outcome of foreign qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic; or proof of application submitted to SAQA for evaluation of foreign qualifications if the outcome of the evaluation is not yet available.</p> <p>由 SAQA 评估的资格认证证明，并翻译为南非官方语言；如果评估结果尚未公布，则提交 SAQA 资格认证证明评估申请证明。</p>				
6	<p>Yellow fever certificate is required if applicant is passing through yellow fever belt area before entering South Africa.</p> <p>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。</p>				
7	<p>Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents:</p> <p>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：</p> <ul style="list-style-type: none"> • Shanghai Jurisdiction applicant's ID card or residence permit. 				

申请人上海领区的身份证或者是居住证。

- 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。

Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate

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

Notes:

备注：

a) A general work visa shall be issued for a period not exceeding five years at a time. In the case of an application where the outcome of an evaluation of foreign qualifications by SAQA is not yet available and the applicant submits proof of application to SAQA, the general work visa shall be issued for a period of one year and will subsequently be extended to the full term provided that the applicant submits a positive outcome of foreign qualifications evaluated by SAQA within one year.

一般工作签证的有效期不得超过 5 年。在 SAQA 对外国资格的评估结果尚未公布的情况下，申请人向 SAQA 提交了申请证明，一般工作签证的有效期为一年，如果申请人在一年内提交了 SAQA 评估的外国资格的积极结果，则将延长至整个期限。

b) Whenever it appears to the Director-General that a visa or permanent residence permit was acquired through misrepresentation or fraud, he or she shall withdraw the visa or permanent residence permit and, where applicable, cause criminal charges to be laid against all parties implicated in the misrepresentation or fraud.

每当内务部总长发现签证或永久居留许可是通过虚假陈述或欺诈获得时，他或她应撤销签证或永久居留许可，并在适用的情况下对涉及虚假陈述或欺诈的所有各方提出刑事指控。

c) The applicant is personally responsible for all supporting documents submitted with the application.

申请人须亲自负责与申请一起提交的所有证明文件。

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:** _____



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

USE OF PERSONAL INFORMATION CONSENT FORM

PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No. 4 of 2013) (hereinafter referred to as POPI Act)

DEFINITIONS IN TERMS OF BELOW CONSENT

- “Applicant” means the person completing this document to be considered by the Department of Home Affairs for purposes of providing Immigration Services.
- “Personal Information” have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to, a name, surname, address, email address, telephone or fax number, or other personal credentials provided, or which is collected from the applicant or other third parties, before and/or during the adjudication process for a visa, permanent residence permit, appeal, waiver, exemption or visa verification request and/or thereafter.
- “POPI” shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time including any regulations made under the Act.
- “Privacy and Data Protection Conditions” refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information.
- “Responsible Parties” means the Department of Home Affairs and its’ representative VFS Global.

CONSENT FOR THE USE OF PERSONAL INFORMATION

- I hereby authorize, by signing this form, the Department of Home Affairs and Visa Facilitation Services (VFS Global) employees at the Visa Application Centre (VFC) to access my Personal Information for the purpose of verification of all supporting documents attached to this application.
- I understand that verification requests form part of the visa and permit adjudication processes at the Department of Home Affairs.
- I acknowledge that any Personal Information supplied to the Department of Home Affairs is voluntary and that Home Affairs may not be able to comply with its obligations if the correct Personal Information is not supplied to Home Affairs.

CONFIRMING OWN UNDERSTANDING OF THE CONSENT I PROVIDE

- I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
- I warrant that all information, including Personal Information, supplied to Home Affairs and its representative is accurate and current and agree to correct and update such information when necessary.
- By submitting any Personal Information to Home Affairs and its representative in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by Home Affairs and its representative:
 - Personal Information may be stored by Home Affairs and its representative, for legislated retention periods and where such periods are not legislated then my personal information may be stored by Home Affairs and its representative for as long as I may need my information to be verified, or any other period as I may agree with Home Affairs and its representative.
 - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information Home Affairs and its representative will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
- I take note that if the Responsible Party has used the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI and I understand that I may dispute any information in the record provided.

APPLICANT'S INITIALS & SURNAME	
APPLICANT'S PASSPORT NUMBER	
APPLICANT'S SIGNATURE	
DATE	