

# Checklist for Visitor's Visa (10-YEAR BRICS Business Executive Visa) Beijing Jurisdiction

(EACH VISIT NOT EXCEEDING 30 DAYS)

## 短期签证-金砖国家企业高管十年商务材料清单（北京领区）

（每次入境逗留时间不超过 30 天）

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 staff 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。

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，使馆不退还原件				Yes/No 有/没有			
<b>Applicants who are qualified to apply for the visa 可申请人员目录:</b> 1. Chief Executive Officers (CEO's) 首席执行官 (CEO's) 2. Presidents 总裁 3. Vice/ Deputy Presidents 副总裁 4. Chairpersons 主席 5. Directors of Company 公司董事							
<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-84): Please note that the form has to be filled out only in English with black ink pen 用黑色墨水笔以英文完整填写的 DHA-84 表格							
<b>One color passport size photograph with white background 一张彩色白底护照照片</b>							
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			Original 原件	Copy 复印件	Remarks 备注	For official use ONLY 官方使用	
1	Proof of financial means to cover envisaged living expenses during stay in RSA in form of recent stamped bank statements for 3 months (Salary/ Pension account is preferable) 提供以下形式的可支付在南非期间所需费用的财力证明，最近三个月银行盖章的对账单（如提供工资卡/养老金更好）						
2	Letter of invitation on official company letterhead from RSA with indication of particulars of invitee and dates & purpose of proposed visit 南非邀请方出具的印于其公司正式抬头纸上的邀请信，并注明被邀请人的具体情况及预计访问时间及目的						

3	<p>a) Business license: Reflecting the directors or members of the company and printed from CIPC website <a href="http://www.cipc.co.za">http://www.cipc.co.za</a> after year 2010 从CIPC网站打印出来的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）</p> <p>b) 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 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>				
4	<p>a) Dispatch letter regarding the position of the applicant on official company letterhead from the sending company/ Agency in China with indication of the purpose of visit 中方派遣单位出具的印于其单位抬头纸上的派遣函，注明申请人的职位及访问目的</p> <p>b) One copy of business license with formal English translation 中方派遣单位的营业执照复印件及正式英文翻译件</p> <p>c) Recent 3 months bank account statement (not applicable if application is accompanied by Note Verbale) 银行最近三个月帐户对帐单（附有照会的申请人无需提供）</p>				
5	<p>Proof of return flight reservation on letter head paper 带抬头纸的往返机票预订单</p>				
6	<p>A Yellow Fever Vaccination Certificate (If that person traveled or intends travelling from or through a yellow fever area) 如申请人来自或将要前往黄热病地区需出具黄热病疫苗注射证明</p>				
7	<p>Applicants who reside or work in Beijing jurisdiction, besides the passport issuing authority, should apply in the jurisdiction of passport issuing authority. 长期在北京领区工作或居住，但护照签发地不属于该领区的申请人，应按照护照签发地所属领区递交申请</p>				
<p align="center"><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>					

**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. The 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: \_\_\_\_\_