

Documents Checklist for Visitor's Visa (Business Activities)

商务访问签证所需材料

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。 *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。				Yes/No 有/没有	
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-84): Please note that the form must be filled out ONLY in English with black ink pen 填写完整的 DHA-84 表格: 请仅用英文和黑色水笔完整填写					
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。		Original 原件	Copy 复印件	Remarks 备注	For Official Use ONLY 官方使用
1	Proof of itinerary /reservation of round-trip air tickets from an airline. Please do not purchase air tickets until you obtain a South African visa. 来自于航空公司的行程/预订往返机票证明。在获得南非签证之前, 请不要购买机票。				
2	Stamped letterhead invitation from the South African Company/Organization confirming purpose and duration of visit. Please fill in a valid company email address (the company email should be used as the primary contact, avoiding personal or Hotmail or Gmail accounts) and phone number so that the Consulate can check the accuracy of the visiting information. The invitation letter must be consistent with the Chinese dispatch letter in terms of details and content. 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(邮箱需以公司邮箱为主, 避免个人/Hotmail/Gmail 邮箱), 以便领事馆核实信息的准确性。邀请函需要与派遣信内容保持一致。				

3	<p>The letter of employment issued by the Chinese dispatching unit, indicating the position of the applicant, the expected time and detailed purpose of the visit, shall be confirmed by the person in charge of the company (cannot be signed by self), the company's seal, and the company's contact address and telephone number (shall be printed on the official letterhead of the company). Chinese dispatch letter must be consistent with the invitation letter in terms of details and content. If mentioning that the business travel expenses will be borne by the applicant, please provide a hotel booking confirmation.</p> <p>中方派遣单位出具的担保函，注明申请人职位、预计访问时间及详细的访问目的，需有公司负责人确认（不能本人签字）、单位盖章及公司联系地址、电话（需用单位正式抬头纸打印）。派遣信需要与邀请函内容保持一致。如果提到商务行程的费用由本人承担，请提供酒店订单。</p>				
4	<p>South African Company/Organization necessary documents, 南非公司/组织的必要文件，</p> <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。 				
5	<p>Copy of business license issued by the Chinese dispatching company with visa application center verification. 中方派遣单位中国大陆发放的营业执照签证中心认证复印件。</p>				
6	<p>Proof of sufficient fund (in the form of three months recent bank statements stamped by bank or certified copy) for own maintenance for the duration of stay, the minimum balance is not less than 3,000 Rand, 1,204 RMB. 有足够的资金证明（以最近三个月的银行盖章对账单的形式或认证文件）以在逗留期间维持自己的生活，最低余额不少于 3,000 兰特，1,204 元人民币。</p>				
7	<p>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。</p>				
8	<p>In terms of section 11(2) of the immigration Act 13 of 2002, a section 11(2) is not a work visa and should not be used for an ongoing regular work activity. All foreigners who intend to conduct short term or urgent work in the Republic of South Africa, including, but not limited, to service technicians, trainers / instructors and film crews, for a period not exceeding three (3) months must hold authorization to conduct work in terms of section 11(2), which must be applied for and issued at a South African foreign embassy, before traveling to the Republic of South Africa. 根据 2002 年第 13 移民法第 11(2)条，第 11(2)条不是工作签证，不应用于正在进行的常规工作活动。所有打算在南非共和国进行短期或紧急工作的外国人，包括但不限于服务技术人员、培训师/指导员和电影工作人员，期限不超过三(3)个月，必须持有根据第 11(2)条进行工作的授权，该授权必须在前往南非共和国之前向南非外国大使馆申请和签发。</p> <p>The authorization contemplated in section 11(2) of the Act. Shall be</p>				

	<p>applied for by submitting a statement or documentation confirming the following rules:</p> <p>依据移民法规 11(2)条例, 申请授权要递交说明或材料证明:</p> <ul style="list-style-type: none"> • Purpose or necessity of the work. 目的和工作的必要性 • Nature of the work. 工作性质 • Qualification and skills required for the work. 工作需要的资质和技能 • Duration of the work. 工作所需时间 • Select one of the documents: packing list, customs declaration, invoice or contract. 装箱单/报关单/发票/合同, 选择一种文件即可 				
9	<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. 申请人上海辖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

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:** _____