



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA



VFS.GLOBAL
EST. 2001

Corporate Visa applications are assessed individually and time frames may vary, therefore you are kindly informed that VFS Global does not have any control over applications submitted to Home Affairs. Kindly consider the processing time in line with your intended residence and your travel plans. VFS does not influence the processing times in any manner.

Immigration Regulation 9(1) prescribes that an application for any visa referred to in section 11 up to and including sections 20 and 22 of the Act shall be made together with ALL supporting documents. The onus is on the applicant to ensure that they have met the requirements for the application in which they have chosen to apply for and to ensure that all documents as per the checklist have been submitted.

You will not be able to submit further documents once your application has been submitted at the Visa Facilitation Centre. The documents that you submitted at the time you lodged your application will be the only documents that will be considered. **Submission of fake or fraudulent documents is a criminal offence in terms of section 49 of the Immigration Act.**

CORPORATE VISA

SECTION 21 OF THE ACT

Documents Required	Yes	No
<ul style="list-style-type: none"> Application form fully completed in detail and signed. 		
<ul style="list-style-type: none"> proof of the need to employ the requested number of foreigners 		
<ul style="list-style-type: none"> a certificate by the Department of Labour confirming: <ul style="list-style-type: none"> (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; (ii) the job description and proposed remuneration in respect of each foreigner; (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 (<i>Note: An acknowledgement letter from DoL confirming that this information has been sent to DHA electronically may also be accepted</i>) 		
<ul style="list-style-type: none"> proof of registration of the corporation with South African Revenue Service 		
<ul style="list-style-type: none"> proof of registration of the corporation with Unemployment Insurance Fund 		
<ul style="list-style-type: none"> proof of registration of the corporation with Compensation Fund for Occupational Injuries and Diseases 		
<ul style="list-style-type: none"> proof of registration of the corporation with Companies and Intellectual Properties Commission (CIPC), where legally required 		

<ul style="list-style-type: none"> 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; and 		
<ul style="list-style-type: none"> 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. 		
<ul style="list-style-type: none"> 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. 		
<ul style="list-style-type: none"> An undertaking by the corporate applicant giving assurance that: <ul style="list-style-type: none"> a) the passport of the foreigner shall be valid at all times; b) the foreigner shall be employed by the corporate applicant to conduct work for the corporate applicant only in the specific position for which the visa has been issued; c) such foreigner departs from the Republic upon completion of his or her contract of employment; d) any foreigner employed in terms of the corporate visa at all times complies with the- <ul style="list-style-type: none"> i. provisions of the Act; and ii. terms and conditions of the corporate visa and of the corporate work certificate; iii. 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; and iv. 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. 		
<ul style="list-style-type: none"> Confirmation by the corporate applicant that the application is not for any business undertaking which is listed as undesirable by the Minister from time to time in the <i>Gazette</i>, 		
<ul style="list-style-type: none"> Proof of payment of the applicable fee 		

NOTES:

- a) A corporate visa may be issued for a period not exceeding three years at a time.
- b) **Fraudulent Documents:** 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.
- c) The applicant is personally responsible for all supporting documents submitted with this application.

I have read and understood the above and wish to continue with my application.

Applicant Name:

Applicant Signature:

VFS Staff Name:

VFS Staff Signature:

Date of Submission:



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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	