



CHECKLIST for SEC15: BUSINESS VISA

	REQUIRED DOCUMENTS	YES	NO
1.	<p>Application Form</p> <ul style="list-style-type: none"> Completed Visa application Form (DHA-1738) Form 8 in BLACK ink only. All questions MUST be answered in English. Do NOT leave empty/blank information - questions that don't apply may be completed with 'n/a' or "not applicable". Applicant's full contact details must be provided. 'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from UAE. Full details of the intended duration of stay in, and intended date of departure from the Republic of South Africa must be completed under Part 5. The question, 'Have you ever been refused entry into or deported from the Republic' under Part 7 must be completed with either 'yes' or 'no', and details must be provided if the answer is 'yes' 		
2.	<p>Photos</p> <ul style="list-style-type: none"> Must be a clear copy, high-resolution, white background and recent photo (not older than 6 months). Passport size: 4.5cm x 3.5cm in width. The photo must capture at least 80% of the face. Photographs must be taken and printed professionally – photo shopped will be rejected. 		
3.	<p>Personal Affidavit</p> <ul style="list-style-type: none"> The letter must confirm the intended travel date and exact purpose of travel to SA. The letter must be dated not more than a month from the date of submission. The letter must indicate the following:- <ul style="list-style-type: none"> ❖ Current background (e.g. employment, family, etc). ❖ Source of monthly income currently and when in SA (e.g. salary, investment, etc) ❖ Proposed business in SA or company profile of existing business or investment in SA. ❖ Proposed accommodation in SA. ❖ Medical coverage when in SA. ❖ Other relevant information you may think of to motivate the application. 		
4.	<p>Additional documents for foreigner who intends to establish a business or invest in a business that is NOT yet established in the Republic</p> <ul style="list-style-type: none"> A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that:- <ul style="list-style-type: none"> ❖ At least a minimum in cash ZAR 5,000,000 (5 mil) to be invested in the Republic as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the <i>Gazette</i>, is available; or ❖ At least an amount in cash and a capital contribution as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the <i>Gazette</i> is available. ❖ Undertaking by the applicant that at least 60% of the total staff compliment to be employed in the operations of the business shall be South African citizens or permanent residents employed permanently in various positions: Provided that proof of compliance with this undertaking shall be submitted within 12 months of issuance of the visa. 		
5.	<p>An undertaking to register with:-</p> <ol style="list-style-type: none"> South African Revenue Service Unemployment Insurance Fund Compensation Fund for Occupational Injuries and Diseases Companies and Intellectual Properties Commission (CIPC); where legally required, and Relevant professional body, board or council recognized by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act where applicable: provided that upon registration, all certificates shall be submitted to the Director-General. 		
6.	<p>A letter of recommendation from the Department of Trade and Industry regarding:-</p> <ol style="list-style-type: none"> The feasibility of the business; and The contribution to the national interest of the Republic. 		

7.	<p>Additional supporting documents in respect of a foreigner who <u>HAS</u> established a business or invested in an existing business in the Republic</p> <ul style="list-style-type: none"> • A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that:- <ul style="list-style-type: none"> ❖ At least a minimum in cash ZAR 5,000,000 (5 mil) to be invested in the Republic as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the <i>Gazette</i>, is available or already invested; or ❖ At least an amount in cash and a capital contribution as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the <i>Gazette</i> is available or already invested; ❖ Undertaking by the applicant that at least 60% of the total staff compliment to be employed in the operations of the business shall be South African citizens or permanent residents employed permanently in various positions. <p>➤ Item No. 5 and 6 <u>MUST</u> also be complied along with the above (No. 7).</p>		
8.	<p>➤ A foreigner who <u>invests</u>OR<u>has invested</u> in an existing business shall, in addition, submit:-</p> <ul style="list-style-type: none"> ❖ Financial statement in respect of the preceding financial year, and ❖ Proof of investment. <p>➤ And, a Letter of Undertaking that states:-</p> <p>The applicant must within 12 months of the visa being issued, submit to the Director-General a letter of confirmation from the Department of Labour, that 60% of the staff compliment employed in the operations of the business are South African citizens or permanent residents who are employed permanently in various positions.</p>		
9.	<p>Financial Means</p> <ul style="list-style-type: none"> • Recent three (3) months bank statement (UAE bank statements must be stamped originally by the bank). • Original Bank certification for bank accounts maintained in SA and outside UAE (if any). • Proof of investments, stocks, pension, bank assurances, etc (if any) • Proof of income generated from properties, assets, etc (if any) • Other sources of income (if any) 		
10.	<p>Medical Report</p> <ul style="list-style-type: none"> • The prescribed form BI-811 must be completed, signed, stamped and dated by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition he or she suffers from. • Medical result must be submitted along with the prescribed form (if available). • Shall not be older than six months at the time of its submission. 		
11.	<p>Air Ticket</p> <ul style="list-style-type: none"> • Proof of Air tickets (provisional or confirmed). One way ticket is accepted. • Proof of Domestic flight/s is also required, if the applicant is travelling from one city to another. 		
12.	<p>Police Clearance Certificate</p> <ul style="list-style-type: none"> • Must be issued by the police or security authority in each country where the applicant resided for 12 months or longer in the last 5 years after attaining the age of 18 years old, including country of citizenship, in respect of criminal records or the character of that applicant. • The ORIGINAL Police Certificate is compulsory except the UAE Police Clearance. • Shall not be older than six months at the time of its submission or as per validity indicated in the report. 		

<p>13. Proof of Accommodation</p>	<ul style="list-style-type: none"> • A copy of Property Ownership, Lease of contract or hotel bookings, etc. • If staying with a family/relative/friend/colleague, a copy of the following from the SA host are required: <ul style="list-style-type: none"> a) Invitation letter (typed and signed). The letter must be dated not more than a month from the date of application. The physical address and contact details of the host must be indicated in the letter. <ul style="list-style-type: none"> ❖ If the host is a South African, a copy of South African passport or ID book is required. ❖ If the host is NOT a South African, a copy of passport and permanent residence (PR) certificate or visa/permit are required. b) Up to date three (3) months bank statement of the South African host stamped by the Bank with a minimum balance of not less than ZAR 3,000. c) Proof of address of the South African host (e.g. Utility bills, Lease of Contract, Tax invoice, etc. - showing the same address as indicated in the invitation letter) 		
<p>14. Yellow fever certificate</p>	<ul style="list-style-type: none"> • A yellow fever certificate is required if the applicant has been in a yellow fever zone in the past one year, and if the applicant is transiting for more than 12 hours through a yellow fever endemic zone. • Applicants who does not have a Yellow Fever vaccination certificate and had recent travels or traveled (as above) to yellow fever zones MUST administer the vaccine at least 10 days before traveling to South Africa. • Applicants who are traveling straight/directly to South Africa from Dubai and has NOT been in a Yellow fever zone in the past one year are NO longer required to fulfill/submit a yellow fever certificate for visa purpose and when traveling to SA. • Applicants who are citizens of the countries which fall under yellow fever zone MUST submit a copy of yellow fever certificate "irrespective" if they have travelled or not to the yellow fever zone areas in the past one year or so. 		
<p>15. Passport / UAE Residence Visa / Previous South African Visa / Entry & Exit Stamps in SA</p>	<ul style="list-style-type: none"> • The ORIGINAL and COPY of PASSPORT with the UAE residence visa must be submitted at the time of application. • Passport MUST be valid at least a year (1) or so at the time of application. Issuance of visa could NOT exceed passport expiration. Therefore, it is ideal that your passport is valid for the full duration you intend to stay in SA. • Non-machine readable and manually extended passports are NOT acceptable. • The passport must be valid for not less than 30 days from the date of departure from South Africa. • It is COMPULSORY to have at least 2 blank visa pages (one to endorse/stamp the visa and the other one for entry/exit stamps). • Damaged/torn out passports will strictly NOT be accepted. <p><u>UAE residence visa</u></p> <ul style="list-style-type: none"> • Copy of valid UAE Residence visa and Emirates ID. <p><u>South African Visa and Entry/Exit stamps</u></p> <ul style="list-style-type: none"> • Photocopies of previous South African Visa/s (if any) MUST be submitted. • Copies of passport pages wherein there is an entry and exit stamp of South Africa. 		

IMPORTANT NOTES:

- The application **MUST** be submitted at least **3 MONTHS** prior to the date of intended travel to South Africa.
- Processing time takes **8 to 12 WEEKS** to finalize the application.
- **The Consulate reserves the right to request additional documents to substantiate the application.**
- **Status / progress reports are not provided during the above-mentioned processing period.**
- **NO URGENT visa request will be considered. NO "express service" for processing visa applications is available – complete applications are adjudicated on a "First-In-First-Out" basis.**
- As of **23 November 2015** "ONLY" machine readable passports will be accepted. Manually extended passports are no longer acceptable.
- Permit applications must be applied "**In-person**" by the applicant **ONLY** (except for minors under 18 years old and elders above 65 years old).
- VFS South Africa Visa Application Centre will only accept / process complete visa applications – it is the responsibility of the applicant to ensure that he or she submits a complete application.
- Applicant may submit or request to keep their passport with them until the application is finalized. And if so, you may then collect your passport the **following/next working day** at VFS after verification process at the Consulate is done.
- **All documents must be submitted in English Language Only.**

Please **NOTE** that submitting **INCOMPLETE/INCORRECT** documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to **IMMEDIATE REJECTION** of the application by the Consulate.

For collection of passports:

Original receipt if being collected directly by the applicant	Between 15:00 to 17:00
Emirates ID card, Original receipt and authorization letter if being collected by a representative	

Remarks:

I hereby declare that the above statement is true and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

Applicant's Signature: _____

VFS Officer Signature : _____

Date: _____