

Documents Checklist for BUSINESS VISA

申请商务经营签证所需材料清单

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签证申请结果。

*Please note the application will not be acceptable if there are any missing documents as per the checklist. 若申请资料不符合使馆规定，则中心不予受理。					
*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，使馆不退还原件。		Yes/No 有/没有			
Passport or Travel Document 护照或旅行证件 -passport valid for no less than 30 days after the expiry of your intended visit ,and 1 copy of the first page of the passport (on A4 paper) 有效期超过访问后 30 天以上的护照及 1 份护照首页复印件 (A4) 纸 -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)					
Completed Form (DHA-1738) : Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-1738 表格：请用黑色墨水笔用英文完整填写					
Original and copy of a full medical certificate, which is not older than six months at the time of submission 体检证明 (国际旅行健康检查证明书原件及复印件，出入境检验检疫局出具，报告的出具日期应在提交申请之日的 6 个月内) Radiological report for all applicants 12 year and older, excluding pregnant women 年满 12 的申请人须提供放射线检查报告，不包括孕妇					
Two color passport size photographs with white background 两张彩色白底护照照片					
Police clearance certificates (all applicants 18 years and older) for all countries in which you resided for a period of one year or longer since your 18th birthday including South Africa. Certificates may not be older than six months at the time of submission of the application. 年满 18 岁的申请人须提供 18 岁以后在所有居住满一年以上的国家 (包括南非) 的无犯罪证明。无犯罪证明的出具日期应在提交申请之日的 6 个月内。					
The prescribed visa fee CNY 787/ Service fee CNY 320 签证费用人民币 787 元/服务费人民币 320 元					
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	An application for a business visa by a foreigner who intends to establish a business or invest in a business that is not yet established in the Republic, shall be accompanied by- 打算在南非建立企业或投资将在南非建立的企业申请人需提供： (a) 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				

<p>Institute of Professional Accountants to the effect that- 南非依法注册的会计师出具的以下证明:</p> <p>(i) at least an amount in cash to be invested in the Republic as determined from time to time by the Minister, after consultation with the Minister of Trade Industry, by notice in the Gazette is available;达到政府公报中公布的经内务部部长和工贸部部长不时协商更新的投资南非的资金要求的现金资金证明。</p> <p>(ii) 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 Gazette is available;达到政府公报中公布的经内务部部长和工贸部部长不时协商更新的投资南非的资金要求的现金和资本投入证明。</p> <p>(b) an undertaking by the applicant that at least 60% of the total staff complement 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; 申请人保证企业运营中将雇佣至少60%的南非公民或永久居民在各类工作岗位: 签证签发12个月之内提供达到此百分比的证明。</p> <p>(c) an undertaking to register with the- 保证在下列相关机构进行注册:</p> <ul style="list-style-type: none"> (i) South African Revenue Service; 南非税务署 (ii) Unemployment Insurance Fund; 失业保险基金 (iii) Compensation Fund for Occupational Injuries and Diseases; 工伤和职业病补偿基金 (iv) Companies and Intellectual Properties Commission (CIPC), where Legally required; 公司和知识产权委员会, 依法要求的 (v) relevant professional body, board or council recognised 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 (refer to www.dha.gov.za) <p>依据相关法律由SAQA认证的相关职业团体, 委员会或董事会(请访问www.dha.gov.za获得相关信息), 如果有的话。一旦注册, 所有证明须提交给内务部总长。</p> <p>(d) a police clearance certificate; 无犯罪证明。</p> <p>(e) a letter of recommendation from the Department of Trade and Industry regarding-南非工贸部推荐信, 关于:</p> <ul style="list-style-type: none"> (i) the feasibility of the business; 经营的可行性 (ii) the contribution to the national interest of the Republic. 对南非利益的贡献 				
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2	<p>An application for a business visa by a foreigner who has established a business or invested in an existing business in the Republic, shall be accompanied by-</p> <p>已经在南非建立企业或投资现有企业的申请人需提供：</p> <p>(a) 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- 南非依法注册的会计师出具的以下证明：</p> <p>(i) at least an amount in cash to be invested or 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 Gazette is available or already invested; 证明有可用的或已投入的达到政府公报中公布的，经内务部部长和工贸部部长不时协商更新的，投资南非的资金要求的现金资金证明。</p> <p>(ii) 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 Gazette is available or already invested; 证明有可用的和已投入的达到政府公报中公布的，经内务部部长和工贸部部长不时协商更新的，投资南非的资金要求的现金和资本投入证明。</p> <p>(b) proof that at least 60% of the total staff complement employed in the operations of the business are South African citizens or permanent residents employed permanently in various positions; 证明企业在不同工作岗位有超过60%的雇员是南非公民或永久居民。</p> <p>(c) proof of registration with the-</p> <p>保证在下列相关机构进行注册：</p> <ul style="list-style-type: none"> (i) South African Revenue Service; 南非税务署 (i) Unemployment Insurance Fund; 失业保险基金 (ii) Compensation Fund for Occupational Injuries and Diseases; 工伤和职业病补偿基金 (iii) Companies and Intellectual Properties Commission (CIPC), where legally required; 公司和知识产权委员会，依法要求的 (iv) relevant professional body, board or council recognised by SAQA in terms of section 13(1)(0 of the National Qualifications Framework Act, where applicable; 依据相关法律由SAQA认证的相关职业团体，委员会或董事会，如果适用。 <p>(d) a police clearance certificate; 无犯罪证明</p> <p>(e) a letter of recommendation from the Department of Trade and Industry regarding-南非工贸部推荐信，关于：</p> <ul style="list-style-type: none"> (i) the feasibility of the business 经营的可行性 (ii) the contribution to the national interest of the Republic. 对南非利益的贡献 				
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3	<p>A foreigner who invests or has invested in an existing business shall, in addition to complying with sub regulation 3 申请人如果已经投资到现有的企业, 需提供:</p> <p>(a) financial statements in respect of the preceding financial year; 上一年财务报告</p> <p>(b) proof of investment. 投资证明</p>				
4	<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 complement employed in the operations of the business are South African citizens or permanent residents who are employed permanently in various positions. 签证签发后12个月之内, 申请人必须向内务部总长递交劳动部的确认函, 确认企业在不同岗位有60% 永久性的雇员是南非公民或永久居民。</p>				
5	<p>A business visa may be issued for a period not exceeding 3 years at a time. 商务经营签证一次签发最长不超过3年。</p>				
6	<p>Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents: 如果申请人要在其长期工作、居住地所属的领区递交申请, 而护照签发地不属于该领区, 那么申请人需要提供以下材料:</p> <p>1) Recent 3 months' salary bank account statement. 银行最近三个月工资对帐单</p> <p>2) The applicant must submit a verifiable proof that he/she has been employed by the company (includes Company Physical address and Telephone Number) in that particular jurisdiction/That particular area for a period of six (6) to twelve (12) months. 申请人须向递交申请的领区提交在该区域工作至少 6 到 12 个月的单位担保函 (包括单位详细地址及有效电话)</p> <p>3) Notarized Business license with English translation, which is not older than one year at the time of submission. 中方派遣单位营业执照涉外公证件 (出具日期应在提交申请之日的一年之内)</p> <p>4) Copy and translation of Temporary Residence Permit from six (6) to twelve (12) months. 至少 6 到 12 个月的暂住证明复印件及翻译件</p> <p>5) The Applicant must submit a verifiable proof of contribution to Social Security Insurance for a period of six (6) to (12) twelve months. 申请人须提交至少 6 到 12 个月的社保缴纳证明</p>				
<p>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</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. 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：_____