

## Documents Checklist for GENERAL WORK VISA

### 申请普通工作签证所需材料清单

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。

<b>*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。</b>				<b>Yes/No 有/没有</b>	
<b>*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。</b>					
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					
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，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 335 签证费用人民币 787 元/服务费人民币 335 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 applicant for a general work visa shall submit- 申请普通工作签证申请人需提交： (a) a written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; 雇主对申请人及依亲家属遣返费用负责的书面保证函。 (b) a police clearance certificate. 无犯罪证明。				

2	<p>Certified copy of SA host's identity (SA Identity Card/SA Passport /SA Permanent Residence Permit /Passport Biopage +Long-term Visa) within 3 months (only copy is required for host 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</p> <p>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>				
3	<p>The employer shall ensure that the passport of his or her employee is valid at all times for the duration of his or her employment. 雇主保证雇员在受雇期间持有有效护照。</p>				
4	<p>An application for a general work visa shall be accompanied by- 申请人还需提供以下材料：</p> <p>(a)a certificate from the Department of Labour confirming that- 劳动部的证明，证明包含以下内容：</p> <p>(i) despite a diligent search, the prospective employer has been unable to find a suitable citizen or permanent resident with qualifications or skills and experience equivalent to those of the applicant; 尽管经过勤奋寻找，未来的雇主仍无法招聘到与申请人资质、技术和经历相当的南非公民或永久居民。</p> <p>(ii) the applicant has qualifications or proven skills and experience in line with the job offer; 申请人有应聘职位要求的资质或可证明的技能。</p> <p>(iii) the salary and benefits of the applicant are not inferior to the average salary and benefits of citizens or permanent residents occupying similar positions in the Republic; 申请人工资和养老金不低于南非同等职位的南非公民或永久居民的平均水平。</p> <p>(iv) the contract of employment stipulating the conditions of employment and signed by both the employer and the applicant is in line with the labour standards in the Republic and is made conditional upon the general work visa being approved; 由雇主和申请人双方签署的聘用合同中的聘用条款要符合南非劳动条例，所有聘用条款订立在工作签证获得批准的前提下。</p> <p>(b) proof of qualifications evaluated by SAQA and translated by a sworn translator into one of the official languages of the Republic; 资质证明要由SAQA认证，此资质证明要由官方翻译成南非官方语言之一。</p> <p>(c) full particulars of the employer, including, where applicable, proof of registration of the business with the Commission on Intellectual Property and Companies (CIPC); 雇主详细信息，包括，如适用，在知识产权和公司委员会经营注册证明</p> <p>(d)Latest Tax Clearance Certificate of the company in the</p>				

	<p>Republic. 南非公司最新完税证明。</p> <p>(e) an undertaking by the employer to inform the Director-General should the applicant not comply with the provisions of the Act or conditions of the visa; 雇主保证一旦申请人违反移民法或签证条件, 将报告内务部总长。</p> <p>(f) an undertaking by the employer to inform the Director-General upon the employee no longer being in the employ of such employer or when he or she is employed in a different capacity or role. 雇主保证一旦与申请人解除雇佣关系或申请人更换职位, 将报告内务部总长。</p>				
5	<p>A general work visa shall be issued for a period not exceeding five years. 工作签证签发有效期不超过5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:</p> <p>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><b>Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate</b></p> <p><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. 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:

Name of VAC Staff: \_\_\_\_\_

Signature: \_\_\_\_\_

签名:

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: \_\_\_\_\_