

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。				Yes/No 有/没有		
*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。						
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-84) : Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-84 表格：请用黑色墨水笔用英文完整填写						
Two color passport size photographs with white background 两张彩色白底护照照片						
The prescribed visa fee CNY 220/ Service fee CNY 335 签证费用人民币 220 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	Proof of financial means to cover envisaged living expenses during stay in RSA in form of: 提供以下形式的可支付在南非期间所需费用的财力证明： 1) Recent bank statements for 3 months (Salary/ Pension account preferable) 最近三个月银行对账单（如提供工资卡/养老金更好） 2) Bank book or Bank deposit receipt copy 存折或存单复印件					
2	Letter of invitation on official company letterhead from RSA with indication of particulars of applicant and dates & purpose of proposed visit 南非邀请方出具的印于其公司正式抬头纸上的邀请信，并注明被邀请人的具体情况及预计访问时间及其目的					
3	1) Business license: Reflecting the directors or members of the company and printed from CIPC website (http://www.cipc.co.za) after year 2010 从 CIPC 网站 (http://www.cipc.co.za) 打印出来的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） 2) Certified copy of SA host's identity (SA Identity Card/SA Passport /SA Permanent Residence Permit /Passport					

	<p>Bio page +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>				
4	<p>Guarantee letter on official company letterhead from the sending company/Agency in China with indication of position of the applicant, dates and purpose of visit, signed by an authorized person in the company (not the applicant's name) and complete with company seal 中方派遣单位出具的担保函，注明申请人职位、预计访问时间及访问目的，须有公司负责人确认（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）</p>				
5	<p>Notarized Business license of the sending company/Agency 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>				
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>				
7	<p>Proof of return flight reservation on letter head paper 带抬头纸的往返机票预订单</p>				
8	<p>If a person applies for more than 30 days, to provide a detailed schedule of what they will be doing in RSA 如果申请人访问超过 30 天，需提供访问期间的详细行程安排</p>				

9	<p>A Yellow Fever Vaccination Certificate (If that person traveled or intends travelling from or through a yellow fever area) 如申请人来自或将要前往黄热病地区需出具黄热病疫苗注射证明</p>				
10	<p>In terms of section 11(2) of the immigration Act 13 of 2002, the holder of a visitor's permit may not conduct work, unless authorized by the Director-General of the Department of Home Affairs. "Work" is defined as and includes:</p> <p>(a) Conducting any activity normally associated with the running of a specific business.</p> <p>(b) Being employed or conducting activities, consistent with the profession of the position, with or without remuneration or reward within the Republic of South Africa.</p> <p>Therefore, all persons who do not qualify for work permits or study permits who intend to work on visitor's permit for a period not exceeding 3(three) months must in terms of section 11(2) seek authority from the Director-General.</p> <p>In order for the Embassy to give the authority to conduct work on a visitor's permit (visa), following should be provided:</p> <p>The applicant's employer has to explain, in writing, why a standard work permit is not applied for. Reasons must also be provided why the limited work envisaged is urgent and necessary. Furthermore, the applicant's employer in China and the South African company requiring the short term work must give undertakings that they will not apply for extension of the visa or a change of condition. The visa should then be endorsed: "Not to apply for extension/change of condition".</p> <p>根据移民法第11（2）条申请签证（授权持短期签证工作） 根据移民法2002年第13章11（2）条的规定，持短期签证者不可以工作，除非有内务部司长的授权。“工作”定义并包含如下内容：</p> <p>（a）从事任何与具体生意运营有关的活动。</p> <p>（b）无论是否有报酬或奖金，在南非境内受雇或从事与本人职业相一致的活动。</p> <p>因此，所有不符合得到工作和学习准证条件者，若要持短期签证从事最多不超过三个月的工作，则要根据第11（2）条的规定得到司长的授权。</p> <p>若要得到持短期签证工作的授权，大使馆需要申请人提供以下材料： 申请人的雇主需出具书面说明为何不申请工作准证，同时还需要说明该短期工作需求的紧迫性和必要性的原因。此外，申请人中方雇主和南非邀请方公司必须担保申请人不会在南非申请续签或改变签证状态（种类）。随之签证会标注“不可申请续签和改变状态”。</p> <p>The authorisation contemplated in section 11(2) of the Act- 依据移民法规11(2)条例</p> <p>(a) shall be applied for by submitting a statement or documentation confirming the- 申请授权要递交说明或材料证明：</p> <p>(i) purpose or necessity of the work; 目的和工作的必要性</p> <p>(ii) nature of the work; 工作性质</p> <p>(iii) qualification and skills required for the work; 工作需要的资质和技能</p> <p>(iv) duration of the work; 工作所需时间</p>				

- (v) place of work; 工作地点
- (vi) duration of the visit; 访问时间
- (vii) proof of remuneration or stipend that the foreigner will receive from the employer 雇主会付薪酬给外国人的证明
- (viii) identity and contact details of the prospective employer or relevant contact person from the host institution;
接待方未来雇主或相关联系人的身份证明和联系方式
- (ix) Proof of registration of the company in the Republic with Companies and Intellectual Properties Commission (CIPC) 南非公司在公司和知识产权委员会的注册证明
- (x) Latest Tax Clearance Certificate of the company in the Republic 南非公司最新完税证明
- (b) may, where applicable, be granted subject to a recommendation from any relevant organ of state;
如果适用，可能会要求提供相关政府机构推荐信
- (c) if approved, be endorsed on the visitor's visa;
一旦批准，将在访问签证上备注
- (d) shall not be extended beyond the validity period of the visa issued in terms of section 11 (1)(a) of the Act.
依据移民法规，此类签证有效期到期后不能延期

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: _____

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：** _____