## **AUTHORISATION TO CONDUCT WORK ON A VISITOR'S VISA IN TERMS OF SECTION 11(2)**

Foreigners who intend to work in the Republic of South Africa, with or without remuneration or reward, must apply for a work visa. However, in the case of short term or urgent need for a limited duration of work activities that cannot be met by an application for a work visa, including, but not limited, to service technicians, journalists and film crews, an application for authorisation to conduct work on a visitor's visa in terms of section 11(2) of the Immigration Act, as amended, may be considered.

All foreigners (including <u>passport / travel document holders who are exempt from the South African visa</u> <u>requirement</u>) who intend conducting work in terms of section 11(2), must be issued with a visitor's visa at a foreign mission of the Republic of South Africa, before proceeding to the Republic.

## PLEASE PRINT OUT THIS CHECKLIST AND SUBMIT IT WITH THE COMPLETE VISA APPLICATION!

The complete visa application must be submitted **in person** to the office of application (see <a href="http://www.suedafrika.org/downloads/Business\_hours.doc">http://www.suedafrika.org/downloads/Business\_hours.doc</a>).

	The following documentation must be submitted by each applicant.	Mission
	Please keep / submit the documentation in the order as listed below.	
1	<ul> <li>Validity of no less than thirty (30) days after the foreigner's intended departure from the Republic of South Africa.</li> <li>Passports must have at least two (2) blank pages for endorsements.</li> <li>Non-machine readable / handwritten passports are not accepted / recognised.</li> <li>Original second passport, if the applicant holds one, shall also be presented.</li> <li>In the case of visa applicants who are not German citizens, proof of long term residence (<i>Aufenthaltstitel</i>) in Germany must be provided in the form of: <ul> <li>a) the residence permit or original Chipkarte (and a photocopy); or</li> <li>b) in the case of EU citizens, the original 'Anmeldebescheinigung' (and a photocopy).</li> </ul> </li> </ul>	0 00
2	<ul> <li>Passport photocopies</li> <li>Of the passport page with the applicant's personal data / photograph.</li> <li>Of all previous visas for the Republic of South Africa in the passport.</li> <li>Of second passport, if the applicant holds another passport.</li> </ul>	
3	<ul> <li>One fully completed application form DHA-84</li> <li>Must be downloaded and printed: <a href="http://www.suedafrika.org/downloads/DHA-84.pdf">http://www.suedafrika.org/downloads/DHA-84.pdf</a>.</li> <li>All questions must be answered in English – questions that don't apply may be completed with 'n/a'.</li> <li>'Permanent residential address' refers to the applicant's address in Germany.</li> <li>Under 'Duration of stay', the intended date of departure from the Republic of South Africa (as reflected on the flight reservation) should also be completed.</li> <li>The applicant must complete his or her full name, sign and date the declaration (see Page 133); an undesirable person would not qualify for a visa or admission into the Republic for a period of at least 12 months.</li> </ul>	
4	<ul> <li>One (1) biometric photograph</li> <li>Should be a recent photograph, not older than 6 months.</li> <li>Photographs must be taken and printed professionally – photographs printed at home would be rejected.</li> </ul>	

5	A stamped, signed and dated letter on the letterhead of the bona fide South African corporate body (e.g. company), medical or academic institution, sports body, social entity or cultural body for which the applicant will be conducting work in the Republic of South Africa, addressed to the Director-General of the Department of Home Affairs, application for a visitor's visa in terms of section 11(2) as the subject of the letter and confirming:  a) the applicant's full name, date of birth, nationality and passport number; b) purpose or necessity of the work; c) nature of the work; d) qualification and skills required for the work (may include information about the applicant's occupation, employer abroad and a short summary of his or her professional qualifications and experience); e) duration of the work / visit (starting and ending dates); f) place of work (full residential address of the South African (host) company or institution); g) proof (details) of remuneration or stipend that the foreigner will receive from the South African company / entity, if any; and h) identity (name of contact person) and contact details (telephone numbers and email address) of the prospective employer or relevant contact person from the host institution.	
	http://www.suedafrika.org/downloads/Authorisation film industry.doc) must submit a valid letter from the Commercial Producers Association (CPA) of South Africa or a similar bona fide organisation.)	
6	<ul> <li>A stamped, signed and dated letter on the letterhead of the applicant's company or institution abroad (e.g. in Germany) in English, confirming – <ul> <li>a) the applicant's particulars (full name, date of birth, nationality and passport number);</li> <li>b) the applicant's occupation / position at the company or institution abroad (e.g. in Germany);</li> <li>c) the purpose or necessity and duration (starting and ending dates) of the applicant's visit to South Africa; and</li> <li>d) proof (details) of remuneration or stipend that the foreigner from his or her employer / contractor abroad will receive for the work conducted in South Africa.</li> </ul> </li> <li>(So called 'specialist travellers in the commercial film producing industry' do not have to submit such letter, if they hold a valid letter from the Commercial Producers Association (CPA) of South Africa (see 5 above))</li> </ul>	
7	Proof of sufficient available financial resources  ➤ an undertaking for financial responsibility on behalf of the applicant by the employer.  Please also note that so called 'specialist travellers in the commercial film producing industry' do not have to submit proof of sufficient financial means, if they hold a valid letter from the Commercial Producers Association (CPA) of South Africa. (FIVA letter)	
8	In respect of dependent children accompanying the applicant to or joining the applicant in the Republic of South Africa:  a) proof of consent from one or both parents or legal guardian, as the case may be, in the form of a letter or affidavit (see <a href="http://www.suedafrika.org/downloads/Parental_consent_letter.doc">http://www.suedafrika.org/downloads/Parental_consent_letter.doc</a> ); certified copies of the parents' / legal guardians' passports or identity documents (Ausweis)	

	<ul> <li>must also be attached.;</li> <li>b) where applicable, a copy of a court order granting the applicant parental responsibilities and rights in respect of the child;</li> <li>c) a letter from the person who is to receive the child in the Republic, containing his or her residential address in the Republic where the child will be residing;</li> <li>d) a copy of the identity document or valid passport and visa or permanent residence permit of the person who is to receive the child in the Republic; and</li> <li>e) the contact details of the parents or legal guardian.</li> </ul>	0 0 0
9	A yellow fever vaccination certificate         Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa.         The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area.  (See also <a href="http://www.suedafrika.org/downloads/Yellow_fever.doc">http://www.suedafrika.org/downloads/Yellow_fever.doc</a> )	
10	<ul> <li>Proof of a valid return or onward ticket or purchase thereof</li> <li>A photocopy of the flight itinerary / booking must be submitted.</li> </ul>	
11	<ul> <li>Proof of payment of the applicable fee</li> <li>Payment of the application fee must be made through an electronic bank transfer (see <a href="http://www.suedafrika.org/downloads/Application_fee.doc">http://www.suedafrika.org/downloads/Application_fee.doc</a>).</li> <li>A copy of the transfer / deposit slip must be submitted as proof of payment.</li> <li>Payment must be made at least five working (5) days before submitting the application.</li> <li>Payment of the application fee may not be made in cash at the Embassy in Berlin and Consulate-General in Munich!</li> <li>Only ordinary passport / travel document holders who are subject to South African visa fees (see <a href="http://www.suedafrika.org/downloads/passports_subject_to_visa_fees.doc">http://www.suedafrika.org/downloads/passports_subject_to_visa_fees.doc</a>) have to pay the visa application fee; this means that if your country does not appear on the list, you do not have to pay visa application fee e.g. India, Mexico, Algeria.</li> </ul>	

12	An A4-size envelope franked with the ExpressEasy DHL-online label (National – 0,5kg)				
	<ul> <li>The franked envelope is required to return the applicant's passport – applicants may</li> </ul>				
	not collect passports in person after the application has been adjudicated.				
	The ExpressEasy DHL-online label may be purchased and completed online (see				
	https://www.dhl.de/de/privatkunden/pakete-versenden/deutschlandweit-				
	versenden/express-easy.html).				
	Click the 'Expressversand' tab to access the ExpressEasy DHL-online label				
	Applicants shall print their <b>ExpressEasy</b> franked DHL-online label, affix / glue it				
	securely to an A4-size envelope and are advised to keep a record of the tracking				
	number.				
	<ul> <li>Only one (1) franked envelope may be submitted in the case of a couple or a family.</li> </ul>				
FOI	R OFFICIAL USE (Not to be completed by the applicant)				
Applicant's name:					
A self-self-self-self-self-self-self-self-					
App	olication taken in to be processed    Application not taken in due to incompleteness	ш			
(Please send this checklist, if the application shall be re-submitted)					
Dat	e: Ref.:				

## Please note:

- Visitor's visas are usually issued for a single entry into the Republic of South Africa i.e. entry and use once. However, applicants who intend entering the Republic of South Africa more than once (for two or multiple entries) within the validity of the visa must confirm / complete this on the application form DHA-84 and provide a written motivation from the South African company, including reasons for the multiple entry visa.
- A visa in terms of section 11(2) may be issued for a period not exceeding three (3) months (ninety (90) days) at a foreign mission of the Republic of South Africa e.g. the Embassy in Berlin or Consulate-General in Munich.

Where a further extension is required within the Republic of South Africa, such extension may be allowed for a final period not exceeding three (3) months. Such application for extension must be submitted in person via a VFS office in the Republic of South Africa (see <a href="http://www.vfsglobal.com/dha/southafrica">http://www.vfsglobal.com/dha/southafrica</a>) no less than 60 days prior to the expiry of the applicant's initial section 11(2) visa and if the visa was issued for less than 30 days, not later than 7 working days before the expiry of the initial visa. Please note that the decision to extend the section 11(2) is taken solely by the officials in the Republic of South Africa. The applicant must ensure that he or she has received the extended visa i.e. the visa has been placed in his or her passport before departing from the Republic, in order not to be declared as an undesirable person due to an overstay.

- Any person, who has been issued with a section 11(2) visa **and had it extended for another three (3) months** shall not qualify for a section 11(2) visa within the same calendar year. If a section 11(2) visa was issued with dates that overlap into a new calendar year, the dates falling into the new calendar year will be calculated as part of the new calendar year.
- For any person, who has been issued with multiple section 11(2) visas, the accumulated total duration of each visa over a period of one (1) calendar year, shall not exceed three (3) months (ninety (90) days).
- A section 11(2) visa is not a work visa and shall not be used for an ongoing regular work activity. In the case of service technicians for Original Equipment Manufacturers (OEM's) who are required to travel to the Republic of South Africa on an annual basis to maintain and repair equipment, such applicants must apply for a new section 11(2) visa each year.

- Back to back applications for section 11(2) visas within the same calendar year will not be accepted at South African missions abroad. Consequently, applications for extension of a section 11(2) visa within the Republic of South Africa will only be accepted once per calendar year.

- As the Immigration Act, as amended, makes no provisions for foreigners to undertake internships at companies and organisations in the Republic of South Africa, **a section 11(2) visa may** <u>not</u> **be issued** to such foreigners, including foreign students whose studies prescribe an internship (see <a href="http://www.suedafrika.org/downloads/Internship.doc">http://www.suedafrika.org/downloads/Internship.doc</a>).
- Status / progress reports are not provided during the above-mentioned processing period.

  Furthermore, no 'express service' for processing visa applications is available complete applications are adjudicated on a First-In-First-Out basis.
- Visa applications which are not complete shall not be taken in to be processed. It is therefore the responsibility of the applicant to ensure that his or her visa application is complete as per the checklist.
- In the case of inconsistencies and / or incomplete information, our office reserves the right to request the applicant to submit additional documentation to substantiate the visa application.
- Documentation that accompanies the visa application shall be original or copies authenticated by the issuing authority of the country of origin and where necessary, translated into English and certified as a correct translation by a sworn translator (beeidigter Übersetzer) at the expense of the applicant.
- A visa issued at a foreign mission of the Republic of South Africa shall be affixed to the passport of the applicant and shall only be valid if an entry stamp has been affixed thereto at the port of entry and the date of such entry stamp shall be the effective date.