

## APPLICATION FOR A CORPORATE WORKER CERTIFICATE

A foreigner, who intends to conduct work in the Republic of South Africa for a corporate visa holder (employer), may be issued with a corporate worker certificate.

The following documentation must be submitted by each person applying for a corporate worker certificate:

- **original machine readable passport** valid for no less than thirty (30) days after the foreigner's intended departure from the Republic of South Africa, and having at least **two (2)** blank pages for endorsements, and a photocopy of the passport page with the applicant's biometric data / photograph;
  - *The passports of applicants who are not Portuguese citizens must contain a valid long term or permanent residence visa for Portugal – a residence card from SEF may be submitted; applicants who are EU citizens may submit a Certificado de Residência from SEF*
- a fully completed application form DHA-1738 including **one (1) biometric** photograph;
  - *All questions must be answered in English – questions that don't apply may be completed with 'n/a'.*
  - *A 'fingerprint form' is not required to be completed by applicants; however, if necessary, an applicant may be requested to come to the foreign office of application to have his or her fingerprints taken.*
  - *Applicants must provide an email address under Part 4 (may be written below telephone number).*
  - *'Contact person' under Part 4 refers to someone in Portugal*
  - *'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from Portugal.*
  - *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.*
  - *Part 6 refers to available funds; details of the applicant's proof of reservation thereof must be completed.*
  - *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 provided, if the answer is 'yes'.*
- the **original** authorisation certificate to employ the corporate worker (applicant), in terms of the corporate visa for a period not exceeding the validity period of the corporate visa, and a photocopy thereof;
- a **certified copy** of the corporate visa issued to the corporate visa holder (employer);
- an **original** valid employment contract, and a photocopy thereof;
- a written undertaking by the corporate visa holder (employer) to ensure that the foreigner departs from the Republic upon termination of his or her contract of employment or accepting responsibility for the return or costs related to the deportation of the foreigner should it become necessary;
- proof of qualifications evaluated by SAQA (see <http://www.saga.org.za>) and translated by a sworn translator into English, or skills and experience in line with the job offer;
- a certificate of registration with the professional body, council or board recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act (see <http://pbdesig.saga.org.za/index.php>);

- a medical report by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition he or she suffers from, which shall not be older than six months at the time of its submission – the medical practitioner must complete, sign, stamp and date the appropriate attached form.
- a radiological report by a registered radiologist certifying that the applicant has been examined and that no signs of active pulmonary tuberculosis could be detected, which report shall not be older than six months at the time of its submission and not be required in respect of children under the age of 12 years or pregnant women – the radiologist must complete, sign, stamp and date the appropriate attached form.
- a yellow fever vaccination certificate, and a photocopy thereof, 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**

**Please note:**

- *A corporate worker certificate may be issued to the corporate worker employed by the holder of a corporate visa for a period not exceeding the validity of the corporate visa (a corporate visa may not exceed a period of three years).*
- *Our office may only accept / process complete visa applications – it is the responsibility of the applicant to ensure that he or she submits a complete application. **Applicants who submit incomplete applications risk their applications being refused!***
- *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 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.*