

CORPORATE VISA CHECKLIST



VISA TYPE: CORPORATE WORK VISA
LOCATION: SOUTH AFRICA

WEBSITE ADDRESS: [HTTPS://IMMIGRATIONCONSULTANTS.COM](https://immigrationconsultantsa.com)
EMAIL ADDRESS: CONSULTANT@MIGRATEWITHQ.COM

1

MAKE USE OF OUR FREE ASSESSMENT

We offer a free assessment

Ask questions about the corporate visa

Choose a reputable immigration consultant

2

DOCUMENT PREPARATION

Gather required documents

Organize documents

Double-check all documents for accuracy

3

VISA APPLICATION SUBMISSION

Ensure accurate information

Timely submission

Track application status

CORPORATE VISA CHECKLIST



- ☐ Application form fully completed in detail and signed.
- ☐ Proof of the need to employ the requested number of foreigners
- ☐ A Department of Labour certificate confirming: Diligent search for suitable South African candidates, Job descriptions and proposed remuneration for foreign workers, Assurance that foreign workers' salaries and benefits will not be inferior to those of local employees in similar positions
- ☐ Proof of registration of the corporation with South African Revenue Service
- ☐ Proof of registration of the corporation with Unemployment Insurance Fund
- ☐ Proof of registration of the corporation with Compensation Fund for Occupational Injuries and Diseases
- ☐ Proof of registration of the corporation with Companies and Intellectual Properties Commission (CIPC), where legally required
- ☐ An undertaking by the employer to inform the Director-General should any foreign employee not comply with the provisions of the Act or visa conditions or is no longer in the employ of such employer or is employed in a different capacity or role
- ☐ A written undertaking by the corporate applicant to pay the deportation costs of any foreign employee accepting responsibility for the return costs related to the deportation of the foreign employee, should it be necessary.
- ☐ Proof that at least 60% of the total staff complement that are employed in the operations of the business are citizens or permanent residents employed permanently in various positions.
- ☐ Confirmation by the corporate applicant that the application is not for any business undertaking which is listed as undesirable by the Minister from time to time in the Gazette,
- ☐ An undertaking by the corporate applicant giving assurance that:
 - a. the passport of the foreigner shall be valid at all times;
 - b. the foreigner shall be employed by the corporate applicant to conduct work for the corporate applicant only in the specific position for which the visa has been issued;
 - c. such foreigner departs from the Republic upon completion of his or her contract of employment;
 - d. any foreigner employed in terms of the corporate visa at all times complies with the-
 - e. provisions of the Act; and
 - f. terms and conditions of the corporate visa and of the corporate work certificate;
 - g. the Director-General is immediately notified if there is reason to believe that the foreigner is no longer in compliance with the provisions of the Act; and
 - h. the financial guarantees by the corporate applicant to defray deportation and other costs should the corporate visa be withdrawn, or certain foreigners fail to leave the Republic when no longer subject to the corporate visa, are complied with.

CORPORATE WORKERS CERTIFICATE CHECKLIST



- ☐ Application form fully completed in detail and signed.
- ☐ Passport valid for no less than 30 calendar days after expiry of the intended visit.
- ☐ A medical report.
- ☐ Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country of the applicant (where applicable).
- ☐ The affidavit where a spousal relationship to a South African citizen or resident is applicable as well as documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties and setting out the particulars of children in the spousal relationship.
- ☐ Proof of a union recognised in terms of the Recognition of Customary Marriages Act, 1998 (Act No. 120 of 1998), where applicable.
- ☐ Divorce decree, where applicable.
- ☐ Proof of court order awarding custody, where applicable.
- ☐ Death certificate, in respect of late spouse, where applicable.
- ☐ Written consent from both parents and/or sole custody parent, where applicable, with proof of sole custody.
- ☐ Proof of legal adoption where applicable.
- ☐ Legal separation order, where applicable.
- ☐ Police clearance certificate issued by the police or security authority of a country where the applicant resided for longer than 12 months in the last 5 years prior to submitting the current application , which certificate shall not be older than six months at the time of its submission.
- ☐ A yellow fever vaccination certificate if that person travelled or intends travelling from or transiting through a yellow fever endemic area: (Provided that the certificate shall not be required where that person travelled or intends travelling in direct transit through such area)
- ☐ Copy of the main corporate visa issued to the prospective employer
- ☐ Original Corporate Worker Authorisation Certificate (Fully completed)
- ☐ A valid employment contract
- ☐ A written undertaking by the corporate applicant 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, and translated by a sworn translator into one of the official languages of the Republic, or skills and experience in line with the job offer; and

CORPORATE WORKERS CERTIFICATE CHECKLIST



- ☐ 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.

Application for a corporate worker certificate in terms of bilateral agreements to employ foreigners partially, mainly or wholly from such foreign countries after issuance of a corporate worker authorization certification in terms of section 21(4)(b) read with regulation 20 and 10

- ☐ A passport valid for no less than 30 days after the expiry date of the intended stay.
- ☐ A full set of fingerprints.
- ☐ A valid employment contract entered into and attested in the worker's country of origin, for a maximum period of 18 months for Mozambicans and 12 months for workers from Lesotho, Botswana, Swaziland.
- ☐ Corporate Worker Authorisation Certificate (Fully completed)

Application for a corporate worker certificate for seasonal farm workers after issuance of a corporate worker authorization certificate in terms of section 21(4)(c) read with regulation 20 and 10

- ☐ A passport valid for no less than 30 days after the expiry date of the intended stay.
- ☐ A full set of fingerprints.
- ☐ A valid employment contract, which has been entered into for a maximum period of 12 months.
- ☐ Corporate Worker Authorisation Certificate (Fully completed)

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