



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

REFERENCE: 15/6/1/2/1 1 AUGUST 2024 BUSINESS VISA (first application)

Cover Sheet

the dtic APPLICATION FORM FOR A RECOMMENDATION: BUSINESS VISA (First, Extension and Permanent Residence)

- No hard copy applications will be accepted.
- To apply, please email the completed application form and supporting documents to: vrecom@thedtic.gov.za
 - **Please note that applications sent directly to officials will not be taken into consideration.**
- Also, ensure that your email is no larger than 4MB.

Some important points to remember:

- Fill out the application form by **typing** your responses; avoid completion by hand.
- If there are multiple foreign members/partners applying for a Business Visa for the same business, a separate application must be completed for each individual.
- Please submit all documents and attachments together and clearly label them.
- Only submit the necessary documents, and avoid including copies of identification (ID's) or employment contracts, for example.
- Please make sure that the application you submit is thorough and adequately addresses how the business venture contributes to national interest and its feasibility.
- Incomplete submissions will not be considered.
 - ❖ **If any of the documentation submitted is found not to be authentic, or if any presentation / parts thereof is /are based on misleading information, the dtic will address the same accordingly.**
 - ❖ **The recommendation from the dtic, is not a decision that can be taken on appeal or review. The decision on whether to grant a Business Visa resides solely with the Department of Home Affairs.**

Application Form Disclaimer – Protection of Personal Information Act (POPIA) Act 4 of 2013

By submitting this application form you hereby acknowledge and provide consent that all information provided to the Department of Trade, Industry and Competition (**the dtic**), whether personal or otherwise, may be used and processed by the Department to issue a recommendation in terms of the application for a Business Visa. This includes the distribution of the information to applicable third parties or across borders in line with the purpose for which the information is processed. Please refer to **the dtic's** Privacy Policy for detailed information on why we process your personal information. **the dtic's** Privacy Policy can be obtained at: <http://www.thedtic.gov.za/wp-content/uploads/Privacy-Policy.pdf>

APPLICATION FORM: FIRST BUSINESS VISA**Applicant and Company details****Personal Details:**

Title: Mr / Ms / Other (specify) Surname / Family name

First name/s

Date of birth: Nationality:

Passport number: Expiry date:

Applicant contact details:

International telephone number: E-mail address:

South African telephone number:

Alternative contact in South Africa:

Name and Surname: Relationship:

Contact Detail: Tel: Email address:

Business Details:

Name of business and/ or trading name if not the same:

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If registered, CIPC registration number:

Business contact number, if available / applicable

Website (if applicable)

Proposed business address / location /Province / Municipal

District:.....

Investment amount in ZAR Proposed number of employees.....

Signature of applicant: **Date:**

SECTION 1: EXECUTIVE SUMMARY

Complete the executive summary as part of the application form – No separate business plans to be submitted

1. Proposed structure and ownership (Directors, Shareholders etc, company registration, legal structure, location, management team and their experience)
.....
- 1.1 Products and services: (detailed product, and or services description, and comparison to competitors' products, future offerings)
.....
- 1.2 Market analyses (demographic and segmentation, target market, market need)
.....
- 1.2.1 Competition (explain who your competitors are, how they are positioned in the market, their strength and weakness)
.....
- 1.2.2 The businesses competitive edge and positioning
.....
- 1.2.3 Short, Medium- and Long-term goals
.....
- 1.3 Barriers to entry for example regulatory compliance
.....
.....
- 1.4 Suppliers and service providers
.....
- 1.5 Operations: Personnel Plan (describe the team, organizational structure as well as advisors, consultants or board members if applicable)
1.5.1 Skill development plan (optional)
.....
- 1.5.2 The expertise of the applicant (qualifications, work experience and applicable entrepreneurial expertise)
.....
- 1.6 **Describe how the business will contribute to national interest** (potential or proven ability to support or enhance the economy in addressing unemployment, inequality and poverty in the mentioned economic sectors encouraged and supported by **the dtic**;
 - Manufacturing
 - Advanced manufacturing
 - Green Industries
 - Services
 - Resourced based Industries
 - Infrastructure (public or private).....

SECTION 3 FUNDING & FINANCIAL PLAN

Funding plan (a breakdown of your investment, how the funds / capital investment will be used to achieve your ultimate goal).

3.1 The business will require a total investment of in ZAR

3.2 I will invest a total of

..... of my own foreign funds.

3.3 The remainder of the investment in ZAR will be secured through (loan, partnership, ownership if applicable)

.....

3.4 The largest part of the investment used to:

.....

3.5 The second largest part of the investment will be used for

.....

3.6 The remaining amount of the investment will be assigned to

.....

3.7 Financial Projections

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SECTION 4. WAIVER OF THE CASH OR CAPITAL CONTRIBUTION (INVESTMENT LESS THAN 5 MILLION)

4.1 Written motivation on the feasibility and national interest of the business – refer to Government Gazette No 37837 dated 15 July 2014 detailing sectors that qualifying for reduction or waiver of capital requirements. <https://www.saflii.org/za/gaz/ZAGovGaz/2014/668.pdf>

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FIRST BUSINESS VISA SUPPORTING DOCUMENTS

	Document list	Explanatory notes
Compulsory	1. Copy of the applicant's passport:	Page with personal details
Compulsory	1.1 Copy of temporary residence permit/visa	Page with temporary residence permit/visa endorsements
Compulsory	1.2 Curriculum Vitae	A resume or curriculum vitae should the applicant's verifiable skills and work history, as well as contact information and addresses of previous employers.
Compulsory	2. Factual finding report (Accountant letter) and Representation letter	A factual finding report and representation letter issued by a registered Chartered Accountant, or Professional Accountant or Business Accountant (in relation to investment of foreign cash or capital to be invested or already invested- as per the Immigration Act 2002 Act No 13 of 2002 and Regulations).

		<ul style="list-style-type: none"> - Factual finding report stating cash available to invest into the book value of the proposed business.
Compulsory	3.1 Copies of the documents used to determine the investment (foreign cash or capital).	Copies of the documents used to determine the investment, bank letters/ statement (foreign or local showing funds- cash or capital to be invested or already invested.
Compulsory	3.2 Proof of the accountant's registration with the professional body (SAICA, SAIPA & CIBA)	Proof of registration with the professional body (membership certificate) <u>SAICA, SAIPA & CIBA</u> <ul style="list-style-type: none"> - Chartered Accountants must be registered and in good standing with the South African Institute of Chartered Accountants (SAICA). - A Professional accountant registered and in good standing with the South African Institute of Professional (SAIPA). - A business accountant registered and in good standing with the Chartered Institute for Business Accountants (CIBA).
Investing in an existing business	3.3 Audited Financial statements in respect of the preceding two years	Complete and signed Audited financial statements in respect of the preceding two financial year. (If investing in an operational business)
	4. UNDERTAKING TO REGISTER WITH THE BELOW – OR REGISTRATION WITH THE BELOW IF INVESTING IN AN EXISTING BUSINESS	
Compulsory	4.1 Compensation for Occupational Injuries and Diseases (COIDA)	Signed undertaking to register employees to Compensation for Occupational Injuries and Diseases fund administered by the Department of Employment and Labour, which must be adhered to once the business is operational.
Compulsory	4.2 South African Revenue Service	Signed undertaking to register for Tax administered by the South Africa Revenue Services, which must be adhered to once the business is operational.
Compulsory	4.3 Unemployment Insurance Fund	Signed undertaking to register employees for Unemployment Insurance Fund (UIF) administered by the Department of Employment and Labour, which must be adhered to once the business is operational.
Compulsory	4.4 Companies and Intellectual Properties Commission (CIPC), if already registered copy of CIPC registration.	Signed undertaking to register the business, share ownership and directorship with Companies and Intellectual Properties Commission, which must be adhered to once the business is operational.
Compulsory	4.5 Relevant business industry body, board, required in specific industries in South Africa. (If applicable to the business)	Signed undertaking to register the business with the relevant industry body, board or council in South Africa which must be adhered to once the business is operational.
Compulsory	4.5 Relevant professional body, board or council based on qualifications recognized by SAQA (If applicable to the business)	Signed undertaking to verify/confirm qualifications by SAQA and registration with and relevant industry body, board or council recognized by SAQA, in terms of section 13(1)(i) of the National Qualifications Framework Act where applicable which must be adhered to once the business is operational.
Compulsory	4.6 Undertaking that at least 60% of the total staff compliment to be employed in the operations of the business shall be South African citizens or permanent residents employed permanently in various positions	Signed undertaking to employ 60% South African citizens or permanent residents employed permanently in various positions which must be adhered to once the business is operational.
	ADDITIONAL DOCUMENTS IF APPLICABLE	
If applicable	4 Partnership agreement(s)	In case of a partnership, a copy of such written partnership agreement(s) containing full details of the partners/directors and their residential status in the Republic – where and if applicable – must be submitted
If applicable	5 Government incentive	Proof of incentives received from the dtic and/or any other Department and/or organ of state, if applicable