

REFERENCE: 15/6/1/2/1/ 1 AUGUST 2024 BUSINESS VISA (extension and permanent residence)

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: BUSINESS VISA EXTENSION /PERMANENT RESIDENCE

Applicant and company details

Personal Details:

Title: Mr / Ms / Other (specify)

Surname / Family name

First name/s

Date of birth: Nationality: Passport number:

Passport expiry date:

Applicant contact details:

International telephone number: E-mail address:

South African Number:

Alternative contact in South Africa:

Name and Surname: Relationship

Email address: Contact number:.....

Business Details:

Registered Name of business.....

Trading name:

CIPC registration number: Sector in which the business operates:

Business contact number:

Website:

Business address (physical)

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Province and Municipal District:

Number of Permanent Employees Number of Part-time Employees.....

Investment already invested from abroad in ZAR.....

Chamber and or Industry Affiliation (if applicable): Signature of applicant: Date:
SECTION 1: EXECUTIVE SUMMARY
SECTION 1: BUSINESS PROFILE/ EXECUTIVE SUMMARY Complete the executive summary as part of the application form – no separate business plans to be submitted
1.1 Structure and ownership (Directors, Shareholders etc, company registration, legal structure, management team and their experience) 1.1.1 Indication whether the business has achieved its or not, its short, medium- and long-term goals. 1.2 Current products and services: (detailed product description, comparison to competitors' and future offerings) 1.2.1 Current and future market (demographic and segmentation, target market, market need) 1.2.2 The businesses competitive edge and positioning 1.3 Operations: Current personnel (describe of the current team, organizational structure as well as advisors, consultants or board members if applicable – future growth and scale) 1.3.1 Current skills development plan/achievements (optional) 1.4 Current suppliers and service providers 1.5 Current sale and future sales and financial projections 1.6 Describe how the business contribute to national interest (proven ability to support or enhance the economy in addressing unemployment, inequality and poverty in the below economic sectors encouraged and supported by the dtic; - Manufacturing - Advanced manufacturing - Green Industries - Services - Resourced based Industries - Infrastructure (public or private)

SECTION 2: FUNDING & FINANCIAL PLAN

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

The following points must be covered:

2.1 The business total investment of in ZAR:

2.1.1 I invested a total of..... of my own foreign funds.

2.1.2 The remainder of the investment in ZAR was secured through (loan, partnership, ownership)

.....

2.1.3 The largest part of the investment was used to:

.....

2.1.4 The second largest part of the investment was used to

.....

2.1.5 The remaining amount of the investment was assigned to

.....

2.2 Current financial position (revenue, expenses and profit) (address feasibility)

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SECTION 3. WAIVER OF THE CASH OR CAPITAL CONTRIBUTION (INVESTMENT LESS THAN 5 MILLION)

3.1 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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DOCUMENTS 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 valid temporary residence permit/visa endorsements
Compulsory	1.2 Curriculum Vitae	Personal profile, core competencies, employment history (work experience), education, professional affiliations and mentorships and verifiable reference (contact details)
Compulsory	1.3 Audited Financial statement in respect of the preceding two financial years	Audited financial statements in respect of the preceding two financial years (Complete and signed)
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 already invested- as per the Immigration Act 2002 Act No 13 of 2002 and Regulations). - 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	Copies of the documents used to determine the foreign cash already invested (bank letters/ statement the cash/capital 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> - 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).
4. PROOF OF REGISTRATION WITH:		
Compulsory	4.1 Compensation for Occupational Injuries and Diseases (COIDA)	Letter of Good Standing issued Department of Employment and Labour in terms of business adherence to The Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA) - (COIDA) provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases.
Compulsory	4.2 Unemployment Insurance Fund	Proof of contributions made to the Department of Employment and Labour's Unemployment Insurance Fund (UIF) for employees; - Should be in the format as per the declaration report on the Department of Labour and Employment / UIF website showing that 60% of the staff complement employed in the business are citizens or hold permanent residency in South Africa and are employed permanently in various positions in the business.
Compulsory	4.3 South African Revenue Service (Business Tax Clearance Certificate)	A Tax Clearance Certificate issued by South African Revenue Services (SARS) confirming that a person's/ Business tax affair is in order, at the date of issue of the Certificate.
Compulsory	4.4 Companies and Intellectual Properties Commission (CIPC) registration.	Proof that the company is registered under CIPC (and the applicant is a director and owner of the business.
If applicable	4.5 Relevant business industry body, board, required in specific industries in South Africa. (If applicable to the business)	Registration of the business with the relevant industry body, board or council in South Africa if applicable.
If applicable	4.6 Relevant professional body, board or council based on qualifications recognized by SAQA (If applicable to the business)	Verified 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.
5. ADDITIONAL DOCUMENTS IF APPLICABLE		
If applicable	5.1 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	5.2 Previous dtic recommendation letter/s or certificates issued	Proof of previous dtic recommendation letter/s or certificates issued
If applicable	5.3 Government incentive	Proof of incentives received from the dtic and/or any other Department and/or organ of state, if applicable.