

## AUTHORISATION TO WORK ITO SECTION 11/2 OF THE IMMIGRATION ACT

Any person wishing to work in South Africa for a period of less than 90 days must be in possession of a valid visa. Applications for a Section 11(2) (authorisation to work on a visitor's visa for period of less than 90 days) must be submitted in the form of a visitor's visa.

A visa will be endorsed in the passport to authorise the holder to work in South Africa on a visitor's visa. *This is also applicable to visa exempted countries.* Hence in terms of Regulation 9(2) of the Immigration Act, Act 13 of 2002, each passport holder must **submit the application in person**. The administrative fee of €33.- must be paid online only (BANK CONNECTION: BANK AUSTRIA (BLZ12000) Swift Code: BKAUATWW - IBAN number: AT5112 00000 272160303) (**not applicable to diplomatic or Slovak passport holders – visas are free of charge**).

Residents staying, living, and residing IN the Slovak Republic or Republic of Slovenia may forward their applications via post, as no SA Representative are in the said countries – a person residing in a country with SA Representative has to submit the application in person. Copy of residence permit should be included should the applicant not have an Austria, Slovak or Slovenian passport.

The following documents need to be submitted:

- Duly completed application form ([DHA-84](#))
- Two recent EU passport photos
- A valid passport containing at least 3 blank pages (original plus one copy of the biometric page)
- Bank statements for the last three months in respect of the applicant
- Fee of €33, - (payable online) (not applicable to Slovak passport holders – visas free of charge)
- A \* signed letter from the South African (host) company or institution, refer specifically to an application for authorisation to conduct work on a visitor's permit in terms of section 11(2) and include the following information:

1. *Applicant's full name and date of birth.*
2. *Applicant's nationality and passport number.*
3. *Purpose or necessity of the work.*
4. *Nature of the work.*
5. *Qualification and skills required for the work.*
6. *Duration of the work.*
7. *Place of work.*
8. *Duration of the visit.*
9. *Proof of remuneration or stipend that the foreigner will receive from the employer; and*
10. *Identity and contact details of the prospective employer or relevant contact person from the host institution.*
11. *Port of Entry through which the applicant will enter the Republic of South Africa.*
12. *Background / bona fides of the South African (host) company or institution.*

13. *Statement that the applicant will strictly conduct only the specific work-related activity contained in the letter and will neither compete for other work in the Republic of South Africa during the stay nor seek to extend the work beyond the specific period requested.*
14. *The applicant's contact details and residential e.g. hotel address during his or her stay in the Republic of South Africa*
15. *Any other information as required by the Mission to complete the application including, where applicable, request recommendation from any relevant organ of state and may request proof of residence status for non-Austrian nationals*
16. *Confirming that the applicant will register with South African Revenue Service should the visa be issued for period longer than 6 months within a 36-month period*
17. *Confirming that the foreigner will comply with legislation governing employment of workers in the Republic.*

**(\* The person signing the letter in South Africa must include his or her identity document – this is to protect the host and applicant in South Africa.)**

- a signed and dated letter on letterhead of the company in country of origin, confirming the applicant's particulars (full name, date of birth, nationality, and passport number), occupation / position at the company or institution abroad, the purpose or necessity and duration (starting and ending dates) of the applicant's visit to the Republic of South Africa and proof (details) of remuneration or stipend that the foreigner will receive for the work conducted in the Republic **AND CONFIRMING THAT SUCH A FOREIGNER EARNS A GROSS INCOME OF NO LESS THAN THE EQUIVALENT OR ZAR1 000 000 (ONE MILLION RAND) PER ANNUM (Salary advice of applicant must be included in the application!);**
- valid air flight ticket or flight confirmation and proof of accommodation by means of hotel booking.

*The bank statements referred to must be submitted in terms of the Immigration Regulations relates to your personal bank statements for the last three months. NO credit card, online banking, or company bank statements.*

*The applications can be submitted Monday – Friday 08:30 – 12:00. Once the applications have been finalised (processing time approximately 5 – 15 working days) you will be notified via email to arrange for the collection thereof either by courier service or by third party or personally. (The applicants do not need to collect in person.)*

Important: Should the work be longer than 90 days you will be required to apply for a work permit – all information you will find under [www.southafrica-embassy.at](http://www.southafrica-embassy.at) see “visa & consular” and “longer stay”. A section 11(2) authorisation to work can only be issued twice a year for periods of 90 days – in total a period of 180 days in South Africa.