

APPLICATION FOR AUTHORISATION TO WORK ON VISITORS VISA ITO SEC 11/2

Applications for a Section 11(2) (authorization to work on a visitors visa for a period of less than 90 days) must be submitted in the form of a visitors visa. A visa will be endorsed in the passport to authorize the holder to work in South Africa on a visitors 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 has to **submit the application in person** including children. Please have the correct amount € 33.- when submitting the application during business hours Monday – Friday 08:30 – 12:00. (Residents staying **in** the Slovak Republic or **in** Slovenia may forward their applications via post, as no SA Representative is in the said countries – a person residing in a country with a SA Representative has to submit the application in person.)

The following documents need to be submitted:

- Duly completed application form
- Two recent EU passport photos
 - together with a valid passport containing at least 3 blank pages
- Bank statements for the last three months in respect of the applicant (not the company!)
- Fee of € 33,- in cash (please have the exact amount at hand)
- the letter from the South African (host) company or institution, referring 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
 - a. Identity and contact details of the prospective employer or relevant contact person from the host institution (COPY OF ID MUST BE INCLUDED);
 10. Port of Entry through which the applicant will enter the Republic of South Africa.
 11. Background / bona fides of the South African (host) company or institution.
 12. 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.
 13. The applicant's contact details and residential e.g. hotel address during his or her stay in the Republic of South Africa

14. 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.
- a signed and dated letter on letterhead of the applicant's company abroad (e.g. from 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;
 - a valid air flight ticket or flight confirmation.

*Furthermore take note that in terms of the Immigration Regulations you have to submit personal bank statements for the last three months (**no exceptions!**) and no credit card, online banking or company bank statements (see sample for bank confirmation).*

The applications can be submitted Monday – Friday 08:30 – 12:00. Once the applications have been finalised (processing time approximately 5 – 10 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)

You are welcome to contact this Section should you have any further enquiries under 01-3206493 20.