



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

Private Bag X84, PRETORIA, 0001, the dtic Campus, 77 Meintjies Street, Sunnyside, 0002, Tel: (012) 394 0000
the dtic Customer Contact Centre local: 0861 843 384 International: +27 12 394 9500, www.thedtic.gov.za

Reference No: 15/6/1/2/1/ Amended 3 September 2021

THE DTIC APPLICATION FORM FOR A RECOMMENDATION: BUSINESS VISA

Due to Covid-19 we will only be accepting emailed applications.

No hard copy applications will be accepted from 1 February 2021

The application form as well as the supporting documents must be emailed to:
vrecom@thedtic.gov.za

NOTE: emails must please not be larger than 4MB

Please complete by typing the response on the application form. A separate application to be completed in the case of more than one foreign member / partner applying for a Business Visa for the same business

Type of application indicate with an X:		
New application:	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:	Expiry date:	
Cell number:	E-mail address:	
Business Details:		
Name of business and/or trading name:		
If registered, CIPC registration number:		
Contact number, if available / applicable		
Physical business address / location of the company:		
.....		
.....		

Lefapha la Dikgwebisano, Diintaseteri le Tlholisano • Lefapha la Kgwebo Indasteri le Phadišhano • uMnyango wezoHwebo neZimboni kanye noMncintiswano • Muhasho wa zwa Mbambadzo, Makwevho na Muṭaṭisano • Die Departement van Handel, Nywerheid en Mededinging • Kgoro ya Kgwebo Indasteri le Kgaisano • Ndzawulo ya Vuxavisi, Mabindzu na Mphikizano • Litiko leTekuhweba tiMboni neKuncintiswano • ISebe lezoRhwebo noShishino kunye noKhuphiswano • UmNyango wezokuRhwebelana, amaBubulo nama Phaliswano



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Alternative contact person in South Africa:

Name and Surname: Relationship

Contact Detail: Tel: Email:

Signature of the applicant: Date.....

- ❖ **Disclaimer:** 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.
- ❖ **Kindly ensure that the application submitted is complete and that the contribution to national interest and feasibility is adequately addressed.**

Executive summary (five pages maximum) which should include the following: (please add lines if needed)

1. Description of the business

2. The expertise of the applicant (qualifications, work experience and applicable entrepreneurial expertise)

3. Services

4. Market

5. Competitive advantage

6. Management and employees (organizational chart optional)



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7. Financial projections

8. Contribution to national interest (reference applicable Immigration Regulations as well as priority economic sectors as promoted by the DTIC)

9. Feasibility of the business

10. Other (if applicable)

11. Value of the cash or capital contribution

12. Motivation if a waiver of the cash / capital contribution is required

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 (**thedtic**), 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 detail 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>



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Supporting documents:

1	Copies of the applicant's passport with personal details including valid temporary residence permit/visa endorsements (if applicable)
2	<p>A certificate or a factual finding report (<i>in relation to the investment of cash or capital to be or already invested - as per the Immigration Act 2002 Act No 13 of 2002 and Regulations</i>) issued by a chartered accountant registered with the South African Institute of Chartered Accountants, a professional accountant registered with the South African Institute of Professional Accountants or a business accountant registered with the South African Institute for Business Accountants.</p> <ul style="list-style-type: none"> ➤ The certification must be complying with the relevant professional bodies' requirements, and ➤ Proof of registration with the professional body, to be included. ➤ <u>Copies of the documents used to determine the investment</u>
3	<p>In the case of a first application, an undertaking to meet each of the specified requirements listed must be submitted.</p> <ul style="list-style-type: none"> ➤ Undertaking by the applicant 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 <p>An undertaking (or proof) to register with the-</p> <ul style="list-style-type: none"> ➤ South African Revenue Service; ➤ Unemployment Insurance Fund; ➤ Companies and Intellectual Properties Commission (CIPC); and ➤ Relevant professional body, board or council recognised by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act where applicable: (Provided that upon registration, all certificates shall be submitted to the Director-General) (If applicable) ➤ If the investment is into an existing business, financial statements (one set) of the preceding financial year is required <p>For renewal applications:</p> <ul style="list-style-type: none"> ➤ Tax clearance certificate issued by the South African Revenue Service from the date on which the business became operational; ➤ Proof of contributions made to the Unemployment Insurance Fund (UIF); <ul style="list-style-type: none"> ○ <u>should be in the format as per the declaration report on the Department of Labour and Employment / UIF website.</u> ○ <u>the declaration should prove that at least 60% of the staff complement employed in the business are citizens or permanent residence employed permanently in various positions in the business.</u> ➤ Letter of Good Standing from the Department of Labour and Employment ➤ Proof of registration with Companies and Intellectual Properties Commission (CIPC)



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	<ul style="list-style-type: none">➤ Proof of registration with the professional body, board or council recognised by South African Qualifications Authority (SAQA) in terms of section 13(1)(i) of the National Qualifications Framework Act. (If applicable)➤ Financial statement in respect of the preceding financial year
4	In case of a partnership, a <i>copy of such written partnership agreement(s)</i> containing full details of the partners/directors and their residential status in the Republic – where and if applicable – must be submitted
5	Proof of previous dtic recommendation letter/s or certificates issued – if applicable
6	Proof of incentives received from the Department and/or any other Department and/or organ of state, if applicable
7	Copy of rejection letter from the Department of Home Affairs – if applicable
8	Copy of waiver letter from the Department of Home Affairs – if applicable

Please note the following:

Should a recommendation for a waiver of the cash / capital contribution be requested from the **dtic** a motivation is to be submitted with this application as part of the executive summary.

Once such waiver request is recommended by the **dtic**, the applicant is still required to apply for a waiver from Regulations 14(1) (a) and 14(2) (a) (i) and (ii) of the Immigration Act. Upon receipt of the outcome (from the Department of Home Affairs) the actual application for a Business Visa can then be submitted as per normal processes.

Applicants will receive notification of the outcome applications. The recommendation from the **dtic** will also be forwarded to the Department of Home Affairs.

After receiving the recommendation from the **dtic**, the applicant should please proceed to the VFS Office (Visa Facilitation Services Global) / South African Embassy or High Commission for the submission for the Department of Home Affairs, Business Visa application. Kindly include a copy of the recommendation received from the **dtic** in the application pack.

The processing time of a **dtic** recommendation might vary due to the impact of the Covid-19 Regulations.

The submission of incomplete applications and or fraudulent documentation will have bearing on the recommendation.

Enquiries: vrecom@thedtic.gov.za