



## employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

ANNEXTURE – ICBLM 005/07/19

### ICBLM CHECKLIST FOR WORK VISA APPLICATION

APPLICANT: .....

DATE: .....

GUIDELINES	YES	NO	N/A
<b>A1. Documentation by Applicant employer</b>			
<b>1. General (Individual) Work Visa (GWV) Application</b>			
1.1. <b>Application form:</b> Dept. of Labour "Register an Organisation/Opportunity ESSA" form;			
1.2. Work Visa Application Form.			
1.3. <b>Labour Migrant's ID photo:</b> The applicant's portrait ID photo is affixed to the work visa application form if labour migrant already identified;			
1.4 <b>Job description</b> of the vacancy applied for.			
1.5. <b>'SAQA Certification of Evaluation':</b> If the applicant labour migrant has academic qualification certificates acquired abroad, a 'SAQA Certification of Evaluation' duly signed by a competent SAQA authority and indicating the South African equivalent(s) must be attached;			
1.6. <b>In Case of professional skill, proof of registration with the affiliated Professional Body, duly signed by a competent authoritative official of that Body; example Trade occupations etc.</b>			
1.7. <b>Contract of Employment:</b> A duly completed and signed contract of employment document should be attached to the application package (Employer);			
1.8. <b>Workplace Skills Plan (WSP) submitted-</b> for designated employer-(as defined in the Employment Equity Act (No. 55 of 1998);			
1.9. <b>Copy of a job advert (National Newspaper)-</b> not older than 4 months			
1.10. <b>Copies of CVs</b> of candidates interviewed for the post(s)			
1.11. <b>Interview notes:</b> Selection interview notes by the employer indicating the rationale for recruited local citizens not being suitable for the vacant post or reasons for the locals not being considered at all;			
1.12. <b>Copies of existing visa(s) valid or expired:</b> Copies of existing visas should be attached to the work visa application.			
<b>A2. RS&amp;R &amp; IES Reports by DoL PO &amp; LC</b>			
1.13. <b>ESSA dBase Labour Search Results:</b> Total matched, referred and outcome.			
1.14. <b>NGO's/CBO's Report: Written evidence of labour search</b> from sectoral organizations/Professional Bodies (see list for examples on next page)			
1.15. <b>CAPES (PEA's) Report: Written evidence of labour search.</b>			
1.16. <b>Sectoral Organizations/Professional Bodies Report:</b> Written evidence of labour search from sectoral organizations/Professional Bodies (see list for examples on next page);			
1.17. <b>IES Report:</b> Indicating the inspection findings and compliance status.			
1.18. <b>Salary benchmarking:</b> Check what each category of labour will be paid for as per contract of employment;			
<b>B1. Documentation by Applicant employer</b>			
<b>2. Corporate (Group) Visa (Cor.V) Application</b>			
2.1 <b>Application form:</b> Dept. of Labour "Register an Organisation/Opportunity ESSA" form;			
2.2 Work Visa Application Form.			
2.3 <b>Job description(s)</b> of the vacancies applied for and the total numbers required per job category, e.g. one tractor driver and fifty fruit pickers, one rock blaster and hundred mine workers or two land surveyors and twenty construction workers on the application form;			
2.4 <b>'SAQA Certification of Evaluation':</b> If the applicant labour migrant has academic qualification certificates acquired abroad, a 'SAQA Certification of Evaluation' duly signed by a competent SAQA authority and indicating the South African equivalent(s) must be attached;			
2.5. <b>In Case of professional skill, proof of registration with the affiliated Professional Body, duly signed by a competent authoritative official of that Body; example Trade occupations etc.</b>			
2.6 <b>Contract of Employment:</b> A duly completed and signed contract of employment document should be attached to the application package (Employer);			

<b>2.7 Workplace Skills Plan (WSP) submitted</b> -for designated employer;			
<b>2.9 Copy of a job advert (National Newspaper)</b> - not older than 4 months			
<b>2.9.1. Seasonal workers in Agricultural Sector (Local Newspaper)</b>			
<b>2.10. Copies of CVs</b> of candidates interviewed for the post(s)			
<b>2.11. Interview notes:</b> Selection interview notes by the employer indicating the rationale for recruited local citizens not being suitable for the vacant post or reasons for the locals not being considered at all.			
<b>2.12. Copies of existing visa(s) valid or expired:</b> Copies of existing visas should be attached to the work visa application.			
<b>2.13. Independent contractors</b> submitting applications for agriculture sector/Seasonal workers/Sheep Shearing must provide proof of the Notification of visit by Inspection & Enforcement, Department of Employment and Labour, Prior the Application.			
<b>B2. RS&amp;R &amp; IES Reports by DoL PO &amp; LC</b>			
<b>2.14. ESSA dBase Labour Search Results:</b> Total matched, referred and outcome.			
<b>2.15. CAPES (PEA's) Report:</b> Written evidence of labour search.			
<b>2.16. NGO's/CBO's Report: Written evidence of labour search</b> Written evidence from sectoral organizations/Professional Bodies (see list for examples)			
<b>2.17. Salary benchmarking:</b> Check what each category of labour will be paid for as per contract of employment;			
<b>2.18. IES Report: Indicating the inspection findings and compliance status on all Labour legislation administered by DEL.</b>			

#### EXAMPLES SECTORAL BODIES

No.	Professional Bodies	Contact Numbers.
1.	South African Council for Social Services Professions ( <b>SACCSP</b> )	012 356 8300
2.	South African Council for Educators ( <b>SACE</b> )	012 663 9517 / 086 1007 223
3.	South African Nursing Council ( <b>SANC</b> )	012 420 1000/ 012 426 9599
4.	National Youth Development Agencies ( <b>NYDA</b> )	011 651 7000/ 012 322 1375
5..	South African Council for Quantity Surveying Profession ( <b>SACQSP</b> )	011 312 2560/1
6..	South African Council for Professional and Technical Surveyors ( <b>PLATO</b> )	011626 1040
7.	<b>SETAs:</b> e.g. Manufacturing, Engineering and Related Services Sector Education and Training Authority ( <b>MERSETA</b> )	011 484 9310
8.	Law Society Of South Africa ( <b>LSSA</b> )	012 366 8800
9.	Southern African Tourism Services Association( <b>SATSA</b> )	011 886 9996
10.	Health Professional Council of South Africa ( <b>HPCSA</b> )	012 338 9300
11.	Engineering Council of South Africa ( <b>ECSA</b> )	011 607 9500
12.	South African Board For People Practices ( <b>SABPP</b> )	011 045 5400

**NB: The Department of Basic Education is exempted from advertising-Post level 1  
The farmers can only advertise on a local newspaper for the recruitment of farm workers.**

Comments: .....



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

ICBLM 007/09/15

## INTERNATIONAL/CROSS-BOARDER LABOUR MIGRATION (ICBLM) APPLICATION FOR GENERAL WORK VISA

<b>CATEGORY OF PERMIT BEING APPLIED FOR(tick/)</b>	
Work Visa: General (1738)	
Work Visa: Change of Status (1740)	
Work Visa: Renewal (1739)	
Work Visa: Permanent Residential permit (947)	

<b>FOR OFFICE USE ONLY</b>			
<b>BY PO</b>		<b>BY HO</b>	
DMS No		Date received: HO	
Date received: PO		Date Finalised	
Date received :LC			
Date submitted to HO			
DATE STAMP (PO)		DATE STAMP (HO)	

**1. EMPLOYER DETAILS**

Name of company	
Sector	
Telephone number	
Cell number	
Email	
Address(Physical)	
Address(Postal)	

**2. PERSONAL DETAILS OF FOREIGN NATIONAL**

Title:	M r	Ms	Prof	Dr	Other (specify)	
Surname						
Given Names:						
Maiden Name						
Previous/alternative name(s)						
Date of Birth	YYYY			MM		DD
Place of birth	Town/City				Country	
Marital Status	Never married	Divorced	Widowed	Customary Union	Married	

**3. CITIZENSHIP DETAILS**

Present Country of citizenship :	
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**4. PASSPORT DETAILS**

Passport number		Country issued		
Date issued		Date of expiry		
Current visa		Date of expiry		

**5. ADDRESSES**

Residential address:	Postal address
Telephone number	
Cell number	

**6. ANY ADDITIONAL INFORMATION YOU WISH TO BRING TO THE DEPARTMENTS ATTENTION**

**7. DECLARATION BY APPLICANT/EMPLOYER**

I acknowledge that I understand the contents and implications of this application and solemnly declare that the above particulars given by me as well as all the particulars in the attached supporting documentation are true and correct

Name .....Signature..... Date .....



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

ICBLM 008/09/15

**INTERNATIONAL/CROSS-BOARDER LABOUR  
MIGRATION (ICBLM) APPLICATION FOR  
CORPORATE VISA**

<b>FOR OFFICE USE ONLY</b>			
<b>BY PO</b>		<b>BY HO</b>	
DMS No		Date received: HO	
Date received: PO		Date Finalised	
Date received :LC			
Date submitted to HO			
DATE STAMP(PO)		DATE STAMP(HO)	

**8. EMPLOYER DETAILS**

Name of company/organisation			
Nature of business conducted			
UIF Number			
Contact person			
ID Number			
Telephone number			
Cell phone number			
Email			
Address(Physical)		Address(Postal)	
If a subsidiary, name of principal company and its location			
Total number of foreign national employed			
Total number of South African employed			
Total employees currently employed			
THE ABOVE MENTIONED COMPANY OR ORGANISATION HEREBY APPLIES FOR A CORPORATE PERMIT TO EMPLOY FOREIGNERS			
Type of position		No. workers required	
Type of position		No. workers required	
Type of position		No. workers required	

**9. Requirements**

		Comments	
Corroborated representation demonstrating the need to employ the requested number of foreigners in the job descriptions set out above, the number of citizens and permanent residents employed and their positions	Yes	No	
An undertaking to comply at all times with the provisions of the Act, the regulations and the conditions of the permit	Yes	No	
Pro Forma Type of employment contract	Yes	No	

**UNDERTAKING BY CORPORATE APPLICANT**

I .....(First Name(s)) and Surname).....(ID number) in my capacity as .....of the above mentioned company or organisation, undertake to abide by the terms and conditions of the permit should it be issued to me and to comply with the provisions and objectives of the Act.

I solemnly declare that I am authorised to make this application and to accept the obligations it involves on behalf of the aforesaid company or organisation

I certify that the information contained in this application is true and correct and undertake to

- ✓ Accept full responsibility for the foreigners to be employed, and
- ✓ Inform the Department if any such foreigner is no longer in compliance with the Act, no longer employed by me or employed in a different capacity

I understand that the corporate permit issued to me may be terminated in case of breach of this undertaking.

Signature of corporate applicant or employer: .....

Signed at..... on this ..... day of..... 20.....