

Permanent Residence Permit

Documents Required

- A duly completed BI-[BI-947](#) form online. Handwritten forms will not be accepted by Department of Home Affairs.
- Applicants are requested to get original documents for verification while submitting photocopies for any visa / permit category
- Original passport
- Copies of passport and previous visas
- Original Bank payment / Electronic Fund Transfer receipt for each applicant
- Original and Copy of Bank Receipt per applicant in case of Repatriation / Bank Guarantee paid in Department of Home Affairs Account
- Appointment Letter, A Passport photograph for all applicants one year of age and older. A recent, passport-type, full face photograph bearing the names of the applicants on the reverse side thereof. (Machine-type or instant photographs are not acceptable).
- A valid passport or Identity Document. Only original passport(s)/identity documents or certified copies are acceptable.
- Full birth certificate, or extract from birth record for applicants. Only original documents or certified copies thereof are acceptable.
- Change of name or gender document (i.e. Statutory Declaration, Deed Poll or legal Adoption Certificate).
- Radiological report. All applicants 12 years of age and older (excluding pregnant women). The report shall not be older than six months at time of submission.
- Medical Certificate as per format provided in Services section.
- Police clearance certificate(s). Certificates may not be older than six months at the time of submission of this application. All applicants 18 years of age and older. In respect of all countries of residence for one year or longer (only originals issued by the relevant security authority will be accepted).
- Marriage certificate, or extract from marriage record. Proof of registration of customary marriage in terms of Recognition of Customary Marriages Act No 120 of 1998 (Act No. 120 of 1998) where applicable / Spousal affidavit. Documentary proof of cohabitation and extent to which the related financial responsibilities are shared by the parties.) All married applicants or parties to spousal relationship.
- Divorce decree(s) or proof of legal separation and all relevant court orders (required irrespective of whether or not the person concerned has since re-married). regarding custody and maintenance of children and previous spouse(s). All applicants who are divorced or legally separated.
- Written consent of both parents in the case of minor children where only one of the parents is applying.
- Death certificate of late spouse, where applicable. All widowed persons.
- Highest educational, trade or professional certificates evaluated by the South African Qualifications Authority of all applicants who will be employed in the Republic. (a) Full details of both training and experience are essential to confirm an applicant's ability to perform the intended occupation in the Republic. (b) Documents submitted in support of this item shall indicate the actual dates of training or employment and the capacity or occupation in which the applicant has been trained or employed.
- Work references or certificates of service (covering at least the last five years). All applicants who will be employed in the Republic.

Section 26(a) of the Act

- Proof of five years continuous work permits status.
- Proof of registration with professional body, board or council in the Republic, if applicable.
- Offer of permanent employment.

Section 26(b) of the Act

- Proof that applicant has been spouse of citizen or permanent resident for five years.
- Declaration of support for the application by the spouse who is a citizen or permanent resident.
- Identity document of the spouse who is the citizen or permanent resident.
- If the spouse is a permanent resident, a copy of his or her permanent residence permit must be submitted.

Section 26(c) of the Act

- Consent of both parents or guardian together with an undertaking to provide financial support to the applicant.

Section 26(d) of the Act

- An undertaking by the South African citizen parent(s) to provide the required financial support (if required) to the applicant.

Section 27(a) of the Act

- Offer of permanent employment. (The work offer must clearly state the occupation to be followed and salary and benefits offered and may not be older than three months at the time of submission. The position is subject to confirmation by the Department that the permit is accommodated within the yearly limits of available permits.)
- Proof by the employer that the position exists and that the position and related job description was advertised as contemplated in regulation 23(1) and that no suitably qualified citizen or permanent resident was available to fill that position.
- A certificate from the Department of Labour or an extraction from the database of a salary benchmarking organisation detailing the average salary earned by a person occupying a similar position in the Republic and that the terms and conditions of the work offer are not inferior to those prevailing in the relevant market sector for citizens or permanent residents.

Section 27(b) of the Act

- Testimonials from previous employers, if applicable.
- Comprehensive curriculum vitae.
- A letter from a foreign or South African organ of state or from an established South African academic, cultural or business body confirming the applicant's extraordinary skills or qualifications.
- Other proof to substantiate extraordinary skills or qualifications, such as publications and testimonials.
- Proof that the extraordinary skill shall add value to the South African environment in which he or she intends to operate.

Section 27(c) of the Act

- In respect of an application by a foreigner who intends to establish a business or invest in a business that is not established in the Republic
A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that-
 - a. at least an amount in cash as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the Gazette, is available; or
 - b. at least an amount in cash and capital as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the Gazette, is available to be invested in the republic.
 - c. A business plan outlining the feasibility of the business, both in the short and long term; and
 - d. An undertaking that at least 60% of the total staff compliment employed in the operations of the business are or shall be citizens or permanent residents employed permanently in various positions.
- An undertaking to register with the South African Revenue Services.
Proof of registration with the relevant professional body, board or council recognised by SAQA in terms of section 13(2)(i) of the National Qualifications Framework Act, where applicable.
- IN RESPECT OF AN APPLICATION BY A FOREIGNER WHO HAS ESTABLISHED A BUSINESS OR INVESTED IN AN EXSISTING BUSINESS IN THE REPUBLIC.
- A certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that-
 - a. at least an amount in cash as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the Gazette, has been invested in the business; and
 - b. proof that at least 60% of the total staff compliment employed in the operations of the business are or shall be citizens or permanent residents employed permanently in various positions.
 - c. Proof of registration with the-
 - a. South African Revenue Services;
 - b. Unemployment Insurance Fund;
 - c. Compensation Fund for Occupational Injuries and Diseases;
 - d. Companies and Intellectual properties Commission(CPIC); and
 - e. The relevant professional body, board or council recognised by SAQA in terms of section 13(2)(i) of the National Qualifications Framework Act.
 - d. Financial statement in respect of the preceding financial year
 - e. A partnership agreement, if applicable.

Section 27(d) of the Act

- Proof of five years continuous refugee status in the Republic
- Certification from the Standing Committee for Refugee Affairs that applicant will remain a refugee indefinitely.
- An affidavit regarding aliases used for refugee status application(s) by principal applicant or family members, if applicable.

Section 27(e) of the Act

- Proof that applicant has the right to a pension or irrevocable retirement annuity or net worth contemplated in regulation 23(10).

Section 27(f) of the Act

- Proof that the applicant has the minimum net worth contemplated in regulation 23(11).
- Payment of R75 000 to the Director-General.

Section 27(g) of the Act

Requirements for Relative Applicants applying for Permanent Residence:

Overview

Please note an application for permanent residence in terms of section 27(g) of the Immigration Act 13 of 2011, as amended, read together with Regulation 23(7), requires the citizen or permanent residence holder to satisfy the Director-General that he or she is able and willing to support and maintain the applicant. A minor dependent is not in a position to assume financial, emotional, medical and physical responsibility for a parent. They are therefore unable to fulfil the abovementioned requirement and satisfy the Director-General accordingly. Parents of minor dependents therefore do not qualify for permanent residence in terms of section 27(g) of the Immigration Act.

- Proof of kinship or relationship
- Undertaking by citizen or permanent resident regarding financial, medical, physical and emotional responsibility for applicant

Requirements for Refugee Applicants applying for Permanent Residence:

Overview

Refugee Applicants who are applying for Permanent Residence permits should fulfill the below listed requirements. Kindly note in a case of whereby you do not have a certain requirement, you would have to attach an Affidavit endorsing the reason for lack of complete documentation per listed requirement

- Section 27(d) of the Act
- Proof of five years continuous refugee status in the Republic.
- Certification from the Standing Committee for Refugee Affairs that the applicant will remain a refugee indefinitely.
- An affidavit regarding aliases used for refugee status application(s) by principal applicant or family members, if applicable.
- The submission of the information and documentation contemplated in regulation 23(2)(b),(f),(g),(h) and (i): Provided that in the case of documents issued by the country from which he or she fled not being available, a sworn affidavit.

(source: VFS Global)