



DEPARTMENT OF HOME AFFAIRS  
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR CHANGE OF CONDITIONS ON EXISTING PERMIT OR CHANGE OF STATUS

[Section 10(6); Regulation 7(9)(c)]

For official use only	BLOK:
Office of origin:	
Date received:	Mission file no.:
Submission checked by ..... on .....	Regional file no.:
Passport seen/returned by ..... on .....	Date received at Permitting Office:
Fee (currency and amount):	Recommended by:
Fee received by ..... on .....:	Approved/rejected by: Rank:
Receipt no.:	Decision conveyed on .....
Reason(s) for decision: ..... ..... .....	

**IMPORTANT:**

- Foreigners are obliged, by law, to apply for the correct status prior to arrival in the Republic and good cause shall exist necessitating a change of status. Applicants will not be allowed to change status or sojourn in the Republic through misrepresentation.
- Applying for a change of status does not provide you with a status in terms of the Act.
- If the validity of your permit has already expired, you are in contravention of the Act and guilty of an offence and, on conviction, liable to a fine or to imprisonment. In terms of sections 32 and 43 of the Act, you are obliged to depart from the Republic. In the provided space on this Form you may give reasons why criminal charges should not be brought against you.
- All relevant documents specified in this Form shall accompany the application, unless they have already been submitted with the original application.
- The Department may request you to re-submit any of the documentation or certification on which the issuance of your original permit was based.
- An application for change of status shall comply with the requirements for the relevant permit.

Surname

Initials

Date of Birth

Passport number

PARTICULARS OF APPLICANT:

Surname/Family name: .....	First name(s): .....	Date of birth: .....
Residential address in the Republic:		
Home telephone no:	(code) .....	(number) .....

PASSPORT DETAILS:

Passport number:	Issuing country:
Date of issue:	Valid until:
If you have any other identity document issued by your government, provide details: Type of document: ..... Number: ..... Expiry date: .....	

DETAILS OF ORIGINAL PERMIT, AS ISSUED TO YOU PRIOR TO OR ON ARRIVAL IN SOUTH AFRICA:

Date of entry:	Permit No:
Place of entry:	Date of expiry:
Purpose of entry:	

DETAILS OF ANY SUBSEQUENT PERMIT ISSUED TO YOU OR THE MOST RECENT RENEWAL THEREOF:

Type of permit:	
Issued at: ..... (Permitting office)	Reference number:
Date of issue/renewal: .....	Date of expiry: .....

I HEREBY APPLY TO:

**\*Delete whichever is not applicable**

*Change the status of my existing permit: ..... .....
*Change the conditions on my existing permit as follows: ..... .....
Provide full details of your reason(s) for requesting the above-mentioned change of status or conditions: ..... ..... ..... .....

SECURITY AND HEALTH QUESTIONNAIRE

Have you or any of your dependants ever been convicted of any crime in any country?

Yes  No

Is there a criminal action pending against you or any of your dependants in any country?

Yes  No

Are you or any of your dependants suffering from tuberculosis, any other infectious or contagious disease? Yes  No

Have you ever been declared insolvent? Yes  No

If yes, have you been rehabilitated? Yes  No

Have you ever been judicially declared incompetent? Yes  No

Have you been a member of, or adherent to, an association or organisation utilising or advocating the practice of racial hatred or social violence, crime or terrorism to pursue its goals? Yes  No

Furnish full particulars if your reply to any of these questions is in the affirmative:

.....  
.....  
.....  
.....

ANY ADDITIONAL MATTERS YOU WISH TO BRING TO THE DEPARTMENT'S ATTENTION

.....  
.....  
.....

DECLARATION BY APPLICANT

I acknowledge that I understand the contents and implications of this application. I solemnly declare that the above particulars provided by me are true and correct.

.....

**Signature of applicant**

Signed at ..... (place) on this ..... day of ..... 20..

**Offer of employment for all work permits and exchange permit to conduct work:**

Name of company or organisation:						
Physical address:			Postal address:			
Telephone number: ..... (code) ..... (number)			Facsimile number: .....(code) ..... (number)			
Employer's business registration number: .....			Employer's tax reference number: .....			
If a subsidiary, give name of principal company, nature of business conducted and location.						
Number of employees:						
Category	Key personnel	Management	Professional	Clerical	Unskilled	Other specify
South African citizens						
Permanent residents						
Holders of temporary work permits						
The position offered has been vacant since:						
If a newly created position, provide details:						
The position was brought to the attention of the applicant in the following manner: .....						

**Recruitment and interviewing of citizens or permanent residents to fill the position:**

The Department of Labour was approached:		Yes	No	Branch:
Salary benchmarking organisation was approached		Yes	No	Organisation:
Employment agencies were approached:		Yes	No	Agencies:
Media advertisement in: ..... (name of publication) on ..... (date)				

Full details of the outcome of the above and reasons as to why a suitably qualified citizen or permanent resident has not been appointed:

.....  
.....  
.....

Does the applicant possess any special qualifications or skills distinguishing him or her as the most suitable candidate for that position:

Yes No

Details: .....  
.....  
.....

Additional motivation to support the selection of a foreign candidate:

.....  
.....  
.....

Details of offer made to applicant:

Description of occupation to be followed: .....
Nature of offer: ..... .....
Contract period of employment: ..... weeks/months/years
Salary offered: R.....per month
Additional benefits, if any: .....
Summary of duties: ..... ..... ..... ..... .....
Preferred date of commencement of employment: .....

Declaration by employer:

I, ..... (first name(s) and surname) ..... (ID number) in my capacity as ..... of the abovementioned company/ organisation, hereby undertake full responsibility for the abovenamed applicant, as well as his or her deportation costs should this become necessary. I declare that I am authorised to make this offer of employment on behalf of the aforementioned company/organisation, that this offer is made in good faith and will be honoured and that the above information provided by me is true and correct. I furthermore undertake to ensure that the applicant will comply with the Act and the Regulations made in terms thereof and to notify the Department if the applicant is no longer employed by the mentioned company/organization or if he or she is employed in another position.

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**Signature of employer**

Signed at ..... (place) on this ..... day of .....  
20..