

GUIDELINES FOR MEETINGS, EVENTS, EXHIBITIONS AND TOURISM SCHEME (MEETS)

The MEETS application form must be completed by South African Domestic Event Organizers with proven experience in the meetings, events, exhibitions, international conferences, conventions, trade shows, and symposiums sector.

The application form must be completed in full; signed by the authorized company representative, and submitted via email to meets@dha.gov.za

1. Application Form. ALL sections to be completed fully and signed by the authorized company representative (applications signed by a third party, Immigration Agent, or Mobility Service Provider will be disqualified).

2. Meetings, Events, Exhibitions and Tourism Scheme (MEETS) submission as follows:
 - a) A4 Format, preferably in landscape layout on a Company's Letterhead;
 - b) Brief Company Background (in case of a group of companies, details of shareholding and commercial relationship). Should not exceed 3 pages in total.
 - c) Company background should contain a **summary** of the following details:
 - I. Brief background of the company
 - II. **Regulatory Compliance:** Should confirm whether a letter of support from the Minister, Director-General of the relevant government department, business organization, or chamber of commerce is attached (to be read with Annexure I to L below).
 - III. **Event Capacity:** Confirmation that the applicant has previous experience of hosting an event with a minimum of 500 registered delegates in the last two years. Details of the event to be provided.
 - IV. **Website:** Confirmation that the company has a valid website with full details of the organization and the website address.
 - V. **Register of Delegates:** Must be willing to develop and submit an online register of all foreign delegates expected to attend, in a format

to be determined by Home Affairs, 60 days before the start of the event.

- VI. **Certificate of event compliance:** Confirmation that the company has a certificate of Section 25 of the Safety Sports and Recreational Events Act of 2010, as provided for in Government Gazette No. 40082 dated 20 June 2016, for events previously planned or future events.
- VII. **Visa Submission Team:** Written undertaking that the company will establish its own team, appoint a team or a representative who will submit digital visa applications on behalf of registered delegates on an online DHA platform, if the application is successful.
- VIII. **Memorandum of Agreement:** Written undertaking that on successful selection, the authorised company representative, chairperson of the organisation, or the Local Organising Committee is willing to enter into a Memorandum of Agreement with Home Affairs regarding the facilitation of visas for the event, including the terms and conditions.

The application form, which has two pages, must be accompanied by the following supporting documents in **pdf** format:

- 3. **Attach Annexure A:** Application Form. ALL sections to be completed fully and signed by the authorized company representative (applications signed by a third party, Immigration Agent, or Mobility Service Provider will be disqualified);
- 4. **Attach Annexure B:** Proof of Regulatory Compliance in the form of a letter of support signed by the Minister, Director-General of the relevant government department, business organization, or chamber of commerce.
- 5. **Attach Annexure C:** Proof that the applicant has previous experience of hosting an event with a minimum of 500 registered delegates in the last two years. Details of the event to be provided (date, year, location, attendance records, and duration of the event. Promotional material of the event will also be accepted.
- 6. **Attach Annexure D:** Proof of an active website of the company and the website address referencing a previously hosted or future event.
- 7. **Attach Annexure E:** Undertaking to submit a register of all foreign delegates expected to attend, in a format to be determined by Home Affairs, 60 days before the start of the event.

8. **Attach Annexure F:** Proof in the form of a copy of a certificate of Section 25 of the Safety Sports and Recreational Events Act of 2010 as provided for in Government Gazette No. 40082 dated 20 June 2016 for events previously planned or future events.
9. **Attach Annexure G:** Undertaking by the company to establish its own team, appoint a team or a representative who will submit digital visa applications on behalf of registered delegates on an online DHA platform, if the application is successful.
10. **Attach Annexure H:** Proof in the form of a written undertaking to enter into a Memorandum of Agreement with Home Affairs regarding the facilitation of visas for the event, including the terms and conditions
11. **Attach Annexure I:** "Tax Compliance Status" (TCS). The TCS is an electronic confirmation by SARS that an employer is up to date with its tax affairs.
12. **Attach Annexure J:** Proof of registration with the Unemployment Insurance Fund;
13. **Attach Annexure K:** Proof of registration with Compensation Fund for Occupational Injuries and Diseases;
14. **Attach Annexure L:** Proof of registration with the Companies and Intellectual Properties Commission (CIPC).