



SASOL

OTHER COUNTRY NATIONAL (OCN) COMPLIANCE

Guidelines for non-South African citizens
visiting Sasol in South Africa



Content overview	Page
Title and approval criteria	1
Content overview	1
1 Abbreviations and definitions.....	2
2 Scope.....	2
3 Introduction.....	2
4 Responsibilities and authorities.....	2
5 OCN compliance.....	2
5.1 General.....	2
5.2 Criteria and categories applicable.....	3
5.2.1 Business visits.....	3
5.2.2 Work Visa.....	4
5.3 Roles and Responsibilities of the Sasol IRM department.....	6
5.4 Roles and Responsibilities of OME/OBU/SBU/Functions.....	6
5.5 The purpose of the Sasol OCN Letter of Invitation.....	6
5.6 Contact details.....	7
6 Appendices.....	7

1 Abbreviations and definitions

1.1 Abbreviations

OCN	Other Country National
IRM	Integrated Resource Management
IR	Industrial Relations
VP	Vice President
OME	Operating Model Entity
OBU	Operating Business Unit
SA	South Africa
SBU	Strategic Business Unit
JHB	Johannesburg

1.2 Definition

None

2 Scope

This document explains the function and role of the Sasol IRM department and the governance of OCN's.

3 Introduction

The purpose of this document is to ensure OCN compliance in terms of the South African Immigration Act, no. 13 of 2002 (as amended in 2004).

4 Responsibilities and authorities

4.1 The Senior VP President Supply Chain is accountable for the governance of this document.

5 OCN Compliance in Terms of The South African Immigration Act, No. 13 Of 2002 (as amended in 2004)

5.1 General

5.1.1 The South African Immigration Act No.13 of 2002 (as amended in 2004) has strict access requirements for any OCN that intends to visit SA to perform work. The act stipulates that no person visiting SA on a visitor's visa (issued in terms of Section 11), may perform work, unless authorised by the Director General of the Republic of South Africa.

5.1.2 The Act and Sasol distinguishes between two different types of visits and visa endorsements namely "business" or "work". These differentiations directly derive from the underlining reason for the visit and the type of activities that the OCN will be involved in when on Sasol premises.

5.1.3 If a Sasol delegate intends to invite an OCN or Supplier to visit Sasol South Africa, they may pro- actively consult the Sasol IRM department; to ensure compliance, alignment and access to Sasol premises.

- a) This work instruction needs to be interpreted in line with the Sasol Supplier IR procedure that addresses preferential recruitment practices.

- b) The Sasol IRM department will provide an advisory and consultative service.
- c) The accountable Sasol VP, where the visit will take place, needs to confirm if the purpose of the visit is “work” or “business”, and thereafter issue an official letter of invitation.
- d) The OCN visitor needs to follow the appropriate application process to obtain the correct visa endorsement.
- e) Upon arrival at the relevant Sasol security / reception point, the OCN needs to provide all required documentation including a completed ‘Sasol OCN Letter of Invitation’ and their passport.
- f) Although the relevant Sasol security / reception point and the Sasol IRM department will peruse and provide advice regarding the Immigration Act requirements and visa conditions, the ultimate accountability to allow the OCN access to Sasol premises rests with the relevant hosting VP where the visit will take place.

5.2 Criteria and categories applicable in order to comply with the Immigration Act

The following are typical examples which will assist in determining the suitability of the appropriate visa linked to the activities.

5.2.1 Business visits

Sasol’s interpretation of business meetings: attending business meetings, workshops, conferences / events and similar activities but not for any activity that would constitute “work” as defined in the Immigration Act.

- a) Process and requirements for visa exempted countries:
 - The list of visa exempted countries as received from the South African Department of Home Affairs: <http://www.dha.gov.za/index.php/immigration-services/exempt-countries> **NB:** this list changes from time to time.
 - The Sasol entity OME/OBU/SBU/Function where the visit will take place, needs to issue a ‘Sasol OCN Letter of invitation’ to the OCN employer/individual.
 - The ‘Sasol OCN Letter of Invitation’ for business activities is available at the Sasol IRM department, who will also assist with advice.
 - The Sasol invitation should confirm the purpose of the visit and have a clear description of the duration of the visit; the activities that will be performed during the visit; the venue(s) where the activities will take place; as well as the Sasol host responsible for accompanying the visitor.
 - The Sasol OME/OBU/SBU/ Function needs to timeously submit a signed copy of the invitation letter to Sasol IRM: IRMOtherCountryNationalOffice.Secunda@sasol.com accompanied by the relevant security access points for the visitor as well as the employer / OCN.
 - To ensure that access is granted and the correct endorsement is obtained, the OCN should declare the purpose of his / her visit to SA and present the ‘Sasol OCN Letter of Invitation’ at the South African port of entry (i.e.: OR Tambo International Airport, JHB), in order to receive the correct endorsement in their passport.
 - Upon arrival at Sasol security / reception point the OCN will be requested to present

their passport, 'Sasol OCN Letter of Invitation' and complete the declaration on the bottom of the letter, confirming they have declared the correct purpose of their visit at the South African port of entry.

- **NB:** a work permit will still be required from delegates coming from visa exempted countries who will be performing work.

b) Process and requirements for none visa exempted countries

- The Sasol entity where the visit will take place, needs to issue a 'Sasol OCN Letter of Invitation' to the OCN employer / individual while they are still in their country of origin.
- The 'Sasol OCN Letter of Invitation' for business activities is available at the Sasol IRM department, who will also assist with advice.
- The Sasol invitation should confirm the purpose of the visit and have a clear description of the duration of the visit; the activities that will be performed during the visit; the venue(s) where the activities will take place; as well as the Sasol host responsible for accompanying the visitor.
- The Sasol OME/OBU/SBU/Function needs to timeously submit a signed copy of the invitation letter to Sasol IRM: IRMOtherCountryNationalOffice.Secunda@sasol.com accompanied by the relevant security access points for the visitor as well as the employer / OCN.
- The employer / OCN needs to submit the 'Sasol OCN Letter of Invitation' to the relevant South African Embassy in their country of origin, to obtain guidance on the correct type of visa for the activities to be conducted within Sasol SA.
- The delegate may travel to SA only after a valid visa has been issued to them. (OCN individuals cannot apply for work visas within South Africa).
- The OCN needs to state the purpose of his/her visit to SA and present the 'Sasol OCN Letter of Invitation' at the South African port of entry (i.e.: OR Tambo International Airport, JHB), in order to receive the correct endorsement in their passport.
- Upon arrival at Sasol security / reception point, the OCN will be requested to present their passport, 'Sasol OCN Letter of Invitation' and complete the declaration on the bottom of the letter, confirming they have declared the correct purpose of their visit at the South African port of entry.

5.2.2 Work visa

Definition of work (as defined in the Immigration Act): is worded very widely and includes, but are not limited to: conducting any activity normally associated with the running of a specific business; or being employed or conducting activities consistent with being employed or consistent with the profession of the person, with or without remuneration or reward, within the Republic.

If the purpose of the visit is work related, as defined in the Immigration Act, a valid work visa (as stipulated in the Immigration Act (sections 19 and 21)), is required irrespective of whether the OCN originates from visa exempted or non-exempted country.

- a) The following are examples of the different types of work visas:
- Section 11(2) authorisation by the Director General (visitor's visa endorsed in Section 11.2 that allows the individual to work for a short period (max 90 days)).
Note: Minimum waiting period for 11(2) visa is 4 to 8 weeks;
 - Intra-Transfer Work Visa;
 - Critical Skills Work Visa;
 - General Work Visa; and
 - Corporate Work Visa, etc.
- Note:** Minimum waiting period for longer duration visas is 1 to 6 months
- b) Process and Requirements for Work activities
- The Sasol Entity/Supplier needs to consult Sasol IRM department and provide specific information regarding the work related activities that the OCN intends to perform. (Application format available from Sasol IRM department).
 - The Sasol IRM department will evaluate and pre-approve the request for access to perform work related activities in terms of the Employment Services Act no. 4 of 2014 and the Sasol Suppliers Industrial Relations procedure that deals with the preferential treatment of Local/South African citizens, to ensure compliance. <http://www.sasol.com/suppliers/integrated-resource-management>
 - After the pre-approval from the Sasol IRM department has been obtained, the Sasol OME/OBU/SBU/Function needs to submit the 'Sasol OCN Letter of Invitation' for work activities to the employer / OCN, confirming the scope and background of the work required, timelines and where such work will be conducted.
 - The 'Sasol OCN Letter of Invitation' for work activities is available at the Sasol IRM department, who will also assist with advice.
 - The Sasol entity needs to, timeously, submit a copy of the invitation letter to Sasol IRM: IRMOtherCountryNationalOffice.Secunda@sasol.com, the relative security access point and the Employer/OCN.
 - The OCN needs to secure an appointment at relevant South African Embassy within the OCN's country of origin and submit the 'Sasol OCN Letter of Invitation' to obtain a work visa. The embassy will provide guidance on the appropriate type of work visa for the activities to be performed while within Sasol South Africa.
 - The delegate may travel to SA only after a valid visa has been issued to them. (OCN individuals cannot apply for work visas within South Africa).
 - The OCN needs to present the 'Sasol OCN Letter of Invitation' and South African Embassy approval to conduct work, at the South African port of entry (i.e.: OR Tambo International Airport, JHB).
 - Upon arrival at the Sasol security / reception point the OCN needs to present their passport, valid visa, the 'Sasol OCN Letter of Invitation' and complete the declaration on the bottom of the letter, confirming they have declared the correct purpose of their visit at the South African port of entry.

5.3 Roles and Responsibilities of the Sasol IRM department

- a) Advise on process to mobilise OCN visitors to Sasol premises.
- b) Consult when asked about compliance to the Immigration Act
- c) Assist with the balance between local recruitment and the deployment of OCN's.

5.4 Roles and Responsibilities of OME/OBU/SBU/Function

- a) As an OME/OBU/SBU/Function you have an important role to play in submitting the following documentation to the IRM department:
 - Sasol OCN Letter of Invitation,
 - Scope of Work,
 - Copies of passports,
 - Contact details of the Supplier/Employer,
 - Details of the foreign embassy:
 - i. Contact Number
 - ii. Contact person at embassy
 - iii. Email address of embassy

5.5 The purpose of the Sasol OCN Letter of Invitation is as follows:

- a) To ensure that the relevant Sasol VP at the OME/OBU/SBU/Function are aware and approve the visit / activities in his / her area of accountability.
- b) To clarify host's responsibility for the mobilisation process and the safety of the individual while on Sasol site.
- c) To assist the OCN individual and Employer with the application process in their country of origin at the relevant embassy.
 - Apply for visa in country of origin – if work will be performed or from a non-visa exempted country
 - Upon arrival at the South African Port of entry, the OCN individual:
 - i. Should verbally declare the purpose of the visit to the Immigration officer.
 - ii. Present the invitation letter to the Immigration Officer as proof for the purpose of the visit.
- d) To mitigate legal risk to Sasol.
- e) To proactively inform the Sasol IRM department and Sasol security / reception point of the intended visit and the OME/OBU/SBU/Function and accountable Sasol VP.

f) To establish the commencement of an audit trail.

5.6 All stakeholders are required to proactively consult the Sasol IRM department Contact

Details:

Sasol IRM department

Tel: +27 17 610-7705

Cell: +27 82 373 1985

E-mail: IRMOtherCountryNationalOffice.Secunda@sasol.com

All Sasol legal related inquiries should be directed to Sasol Legal Services.

Contact Details:

Sasol Legal Service Hannes le Roux Tel: +17 610 2179

E-mail: hannes.leroux@sasol.com

6 Appendices

Due to the varying nature of the inquiries we receive daily, all requests for additional information should be submitted directly to the IRM OCN office. The attending practitioner will provide guidance that is relevant to the nature of your request.

Kindly contact the Sasol IRM OCN office on the above-mentioned contact details.

