

INTRA-COMPANY TRANSFER WORK VISA

Requirements

- Duly completed application form DHA -1738 signed by the applicant.
- Passport valid for not be less than 30 days after the person's intended date of departure from the Republic.
- Payment of the prescribed fee
- 2 Photograph (35 mm x 45 mm)
- Proof of financial means, that is:
 - ❖ Update Certified three months bank statement
 - ❖ Cash available, or travellers' cheques to cover envisaged living expenses until the applicant receives a salary.
- The foreigner's contract of employment with the company abroad valid for a period of not less than six months; and.
- A letter from-
 - ❖ The company abroad confirming that the foreigner shall be transferred to a branch, subsidiary or an affiliate of that company in the republic ; and
 - ❖ The branch, subsidiary or an affiliate in the Republic confirming that transfer of the foreigner and specifying the occupation and capacity in which that foreigner shall be employed.
- In terms of section 19(5) of the Act, the relevant employer shall ensure that
 - ❖ A foreigner is only employed in the specific position for which the visa has been issued;
 - ❖ The foreign employee will at times comply with the provisions of the Act and conditions of his or her visa and undertakes to immediately notify the Director-General if the employee refuses to comply with the provisions of the Act or conditions of the visa; and
 - ❖ A plan is developed for the transfer of skills to a South African citizen or permanent resident.
- Medical and radiological report

- Police clearance certificate from all countries he/she lived in, for a period of 12 months since the age of 18.
- All prescribed requirements if spouse and dependent children will accompany applicant.
- Processing period: 10 working days.