Last amended: 25.04.2023

APPLICATION FOR AN INTRA-COMPANY TRANSFER WORK VISA

An intra-company transfer work visa may be issued to a foreigner, who complies with the prescribed requirements.

PLEASE PRINT OUT THIS CHECKLIST AND SUBMIT IT WITH THE COMPLETE VISA APPLICATION!

The complete visa application must be submitted **in person** to the office of application (see http://www.suedafrika.org/downloads/Business_hours.doc).

	The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below.	**Mission**
1	**Original machine readable passport** • Validity of no less than thirty (30) days after the foreigner's intended departure from the Republic of South Africa. • Passports must have at least two (2) blank pages for endorsements. • Non-machine readable / handwritten passports are not accepted / recognised. • **Original** second passport, if the applicant holds one, shall also be presented. • In the case of visa applicants who are not German citizens, proof of long term residence (*Aufenthaltstitel*) in Germany must be provided in the form of: a) the residence permit or **original** *Chipkarte* (and a photocopy); or b) in the case of EU citizens, the **original** '*Anmeldebescheinigung'* (and a photocopy).	☐ ☐ ☐
2	**Passport photocopies** • Of the passport page with the applicant's personal data / photograph. • Of all previous visas for the Republic of South Africa in the passport. • Of second passport, if the applicant holds another passport.	☐
3	**One fully completed application form DHA-1738** • Must be downloaded and printed: http://www.suedafrika.org/downloads/DHA-1738.pdf. • All questions must be answered in English – questions that don't apply may be completed with 'n/a'. • A 'fingerprint form' is not required to be completed by applicants. • Applicants must provide an email address under Part 4 (may be written below telephone number). • 'Contact person' under Part 4 refers to someone in Germany. • 'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from Germany. • Full details of the intended duration of stay in, and intended date of departure from the Republic of South Africa must be completed under Part 5. • The question, 'Have you ever been refused entry into or deported from the Republic' under Part 7 must be completed with either 'yes' or 'no', and details provided, if the answer is 'yes'.	☐
4	**One (1) biometric photograph** • Should be a recent photograph, not older than 6 months. • Photographs must be taken and printed professionally – photographs printed at home would be rejected.	☐
5	**A letter from the branch, subsidiary or an affiliate in the Republic of South Africa confirming the transfer of the foreigner and specifying the occupation and capacity in which that foreigner shall be employed** • The type of the business relationship (branch, subsidiary or affiliate) between the South African company and the company / applicant's employer abroad should also be clarified in the letter. • If deemed necessary, the applicant shall be requested to submit documentary proof of the business relationship (branch, subsidiary or affiliate).	☐

6	**A written undertaking by the company in the Republic of South Africa –** a) to ensure that the foreigner shall only employed in the specific position for which the visa has been issued; b) to ensure that the foreign employee will at all 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 Immigration Act, as amended, or conditions of the visa; and c) to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment; d) accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; and e) to reimburse the Department of Home Affairs any costs incurred in relation to the deportation of the holder of an intra-company transfer work visa and any of his or her dependent family members.	☐ ☐ ☐ ☐ ☐
7	**A plan, which has been developed by the company in the Republic of South Africa, for the transfer of skills from the applicant to a South African citizen or permanent resident** • The skills transfer plan shall include the particulars of such citizen(s) / permanent resident(s) and certified copies of their South African identity documents attached.	☐
8	**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 of South Africa** • Confirmation of the duration of the transfer should also be included in the letter – this period must correspond with the details completed on the application form.	☐
9	**The foreigner's contract of employment with the company abroad valid for a period of not less than six months** • The contract shall be **original or copies authenticated by the issuing authority of the country of origin and translated into English** and certified as a correct translation by a sworn translator (*beeidigter Übersetzer*) at the expense of the applicant. • If the original document is submitted, it must be accompanied by a photocopy, which will be certified; the original document will then be given back to the applicant.	☐
10	**An <u>original</u> police clearance certificate** • Must be issued by the police or security authority in each country where the applicant, after attaining the age of 18 years, resided for 12 months or longer during the 5 years immediately preceding the date of the visa application, in respect of criminal records or the character of that applicant. • Shall not be older than six months at the time of its submission. • In respect of the police clearance certificate for Germany, the 'normal' certificate regarding the entries over the last 5 years, which is sent to the applicant's private address, may be submitted. If there are no entries (*Keine Eintragung*) on a police clearance certificate for Germany, it does not have to be translated into English.	☐
11	**A medical report** • The prescribed form BI-811 (see http://www.suedafrika.org/downloads/BI-811_Medical_Certificate.pdf) must be used (downloaded and printed). • The prescribed form BI-811 must be completed, signed, stamped and dated by a registered medical practitioner (e.g. *Hausarzt*, *Internist*) with regard to the applicant's general state of health, detailing any medical condition he or she suffers from. • Shall not be older than six months at the time of its submission.	☐

12	**In respect of dependent children accompanying the applicant or joining the applicant in the Republic of South Africa**, proof of parental responsibilities and rights or written consent in the form of an affidavit from the other parent or legal guardian, as the case may be (see http://www.suedafrika.org/downloads/Parental_consent_letter.doc); **certified copies** of the parents' / legal guardians' passports or identity documents (*Ausweis*) must also be attached.	☐
13	**In respect of a spouse accompanying the applicant or joining the applicant in the Republic of South Africa, a copy of a marriage certificate or proof of a permanent homosexual or heterosexual relationship (see http://www.suedafrika.org/downloads/Permanent_spousal_relationship.doc)** • If a marriage certificate is not in English, it must be translated and certified as a correct translation by a sworn translator; alternatively, applicants who got married in Germany may submit an 'international marriage certificate'.	☐
14	**A yellow fever vaccination certificate** • Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa. • The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area. (See also http://www.suedafrika.org/downloads/Yellow_fever.doc)	☐
15	**Proof of payment of the applicable fee** • Payment of the application fee must be made through an electronic bank transfer (see http://www.suedafrika.org/downloads/Application_fee.doc). • A copy of the transfer / deposit slip must be submitted as proof of payment. • Payment must be made at least five working (5) days before submitting the application. • Payment of the application fee may not be made in cash at the Embassy in Berlin and Consulate-General in Munich!	☐
16	**An A4-size envelope franked with the ExpressEasy DHL-online label (National – 0,5kg)** • The franked envelope is required to return the applicant's passport – applicants may not collect passports in person after the application has been adjudicated. • The **ExpressEasy** DHL-online label may be purchased and completed online (see https://www.dhl.de/de/privatkunden/pakete-versenden/deutschlandweit-versenden/express-easy.html). Click the '**Expressversand**' tab to access the **ExpressEasy** DHL-online label • Applicants shall print their **ExpressEasy** franked DHL-online label, affix / glue it securely to an A4-size envelope and are advised to keep a record of the tracking number. • Only one (1) franked envelope may be submitted in the case of a couple or a family.	☐

FOR OFFICIAL USE (Not to be completed by the applicant)

Applicant's name: ……..……..

Application taken in to be processed ☐

Application not taken in due to incompleteness ☐

(**Please send this checklist, if the application shall be re-submitted**)

Date: Ref.:

Please note:

- *An intra-company transfer work visa shall be issued for a period not exceeding four (4) years* ***and is not renewable****.*

- *The holder of an intra-company work visa may conduct work only for the South African branch, subsidiary or affiliate of the company, which employs him abroad, and in accordance with the requirements set out in his or her visa.*

- *Should it become evident that the prospective employee i.e. applicant would not be able to meet one or more of the requirements, the South African employer should request the Director: Visas at the Department of Home Affairs to waive the requirements in terms of section 31(2)(c) of the Immigration Act, as amended. The employer must motivate each request with full particulars and background, and should the waiver be granted, confirmation thereof must be submitted with the application (see http://www.suedafrika.org/downloads/waiver_application.doc).*

- *The spouse and dependent children accompanying the main applicant may be issued with a visitor's visa (see http://www.suedafrika.org/downloads/Visitors_Permit.doc); however, dependent children of school-going age accompanying the main applicant must be issued with study visas (see http://www.suedafrika.org/downloads/Study_Permit.doc).*

- ***Status / progress reports are not provided during the above-mentioned processing period****. Furthermore, no 'express service' for processing visa applications is available – complete applications are adjudicated on a First-In-First-Out basis.*

- ***Visa applications which are not complete shall not be taken in to be processed.*** *It is therefore the responsibility of the applicant to ensure that his or her visa application is complete as per the checklist.*

- *In the case of inconsistencies and / or incomplete information, our office reserves the right to request the applicant to submit additional documentation to substantiate the visa application.*

- *Documentation that accompanies the visa application shall be original or copies authenticated by the issuing authority of the country of origin and where necessary, translated into English and certified as a correct translation by a sworn translator (beeidigter Übersetzer) at the expense of the applicant.*

- *A visa issued at a foreign mission of the Republic of South Africa shall be affixed to the passport of the applicant and shall only be valid if an entry stamp has been affixed thereto at the port of entry and the date of such entry stamp shall be the effective date.*