

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).

[illegible]

6	A written undertaking by the company in the Republic of South Africa – <ul style="list-style-type: none"> 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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 <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
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 <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
9	The foreigner's contract of employment with the company abroad valid for a period of not less than six months <ul style="list-style-type: none"> • 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 (<i>beeidigter Übersetzer</i>) 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. 	<input type="checkbox"/>
10	An <u>original</u> police clearance certificate <ul style="list-style-type: none"> • 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 (<i>Keine Eintragung</i>) on a police clearance certificate for Germany, it does not have to be translated into English. 	<input type="checkbox"/>
11	A medical report <ul style="list-style-type: none"> • 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. <i>Hausarzt, Internist</i>) 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. 	<input type="checkbox"/>

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 (<i>Ausweis</i>) must also be attached.	<input type="checkbox"/>
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) <ul style="list-style-type: none"> 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'. 	<input type="checkbox"/>
14	A yellow fever vaccination certificate <ul style="list-style-type: none"> 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)	<input type="checkbox"/>
15	Proof of payment of the applicable fee <ul style="list-style-type: none"> 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! 	<input type="checkbox"/>
16	An A4-size envelope franked with the ExpressEasy DHL-online label (National – 0,5kg) <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>

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 Permits.doc](http://www.suedafrika.org/downloads/Visitors_Permits.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 Permits.doc](http://www.suedafrika.org/downloads/Study_Permits.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.*



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA



VFS.GLOBAL
EST. 2001

Intra-Company Work Visa applications have a minimum processing time of 5 – 20 working days. Kindly consider this processing time in line with your intended residence and your travel plans. Applications are assessed individually and time frames may vary, therefore you are kindly informed that VFS Global does not have any control over applications submitted to Home Affairs. VFS does not have any influence on the processing times in any manner whatsoever.

Immigration Regulation 9(1) prescribes that an application for any visa referred to in section 11 up to and including sections 20 and 22 of the Act shall be made together with ALL supporting documents. The onus is on the applicant to ensure that they have met the requirements for the application in which they have chosen to apply for and to ensure that all documents as per the checklist have been submitted.

You will not be able to submit further documents once your application has been submitted at the Visa Facilitation Centre. The documents that you submitted at the time you lodged your application will be the only documents that will be considered. **Submission of fake or fraudulent documents is a criminal offence in terms of section 49 of the Immigration Act.**

TRUSTED EMPLOYER SCHEME: INTRA COMPANY TRANSFER WORK VISA

SECTION 19(5) OF THE ACT

Documents Required	Yes	No
<ul style="list-style-type: none">Proof that the employer is admitted to the Trusted Employer Scheme (Letter signed by DG of Home Affairs)		
<ul style="list-style-type: none">Duly completed online form. Handwritten forms will not be accepted by Department of Home Affairs.		
<ul style="list-style-type: none">Passport valid for no less than 30 calendar days after expiry of the intended visit.		
<ul style="list-style-type: none">A medical report not older than 6 months at the time of submission		
<ul style="list-style-type: none">Police clearance certificate issued by the police or security authority of a country where the applicant resided for more than 12 months in the 5 years preceding this application, which certificate <u>shall not be older than six months</u> at the time of its submission:		
<ul style="list-style-type: none">The foreigner's contract of employment with the company abroad valid for a period of not less than six months		
<ul style="list-style-type: none">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		
<ul style="list-style-type: none">a letter from the branch, subsidiary or an affiliate in the Republic confirming the transfer of the foreigner and specifying the occupation and capacity in which that foreigner shall be employed.		

<ul style="list-style-type: none"> An undertaking by the relevant employer that: <ul style="list-style-type: none"> a) a foreigner is only employed in the specific position for which the visa has been issued; b) 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 Act or conditions of the visa. 		
<ul style="list-style-type: none"> Regulation 18(9)(c): A plan is developed for the transfer of skills to a South African citizen or permanent resident (Not required – Ministerial Waiver). 		
<ul style="list-style-type: none"> An undertaking by the Trusted Employer confirming that the applicant is skilled and has the requisite experience and qualifications to occupy the position being offered to the employee 		
<ul style="list-style-type: none"> An undertaking by the relevant employer to reimburse the Department 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. 		
<ul style="list-style-type: none"> Proof of payment of the applicable fee 		

Notes:

- An Intra-Company Transfer work visa shall be issued for a period not exceeding four years and is not renewable within South Africa.
- Fraudulent Documents: Whenever it appears to the Director-General that a visa or permanent residence permit was acquired through misrepresentation or fraud, he or she shall withdraw the visa or permanent residence permit and, where applicable, cause criminal charges to be laid against all parties implicated in the misrepresentation or fraud.
- The applicant is personally responsible for all supporting documents submitted with this application.

I have read and understood the above and wish to continue with my application.

Applicant Name:

Applicant Signature:

VFS Staff Name:

VFS Staff Signature:

Date of Submission: