

INTRA COMPANY TRANSFER VISA CHECKLIST



VISA TYPE: INTRA-COMPANY TRANSFER VISA
LOCATION: SUBMITTED ABROAD

WEBSITE ADDRESS: [HTTPS://IMMIGRATIONCONSULTANTS.COM](https://immigrationconsultantsa.com)
EMAIL ADDRESS: CONSULTANT@MIGRATEWITHQ.COM

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MAKE USE OF OUR FREE ASSESSMENT

We offer a free assessment

Ask questions about the intra company transfer visa

Choose a reputable immigration consultant

2

DOCUMENT PREPARATION

Gather required documents

Organize documents

Double-check all documents for accuracy

3

VISA APPLICATION SUBMISSION

Ensure accurate information

Timely submission

Track application status

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- Application form fully completed in detail and signed.
- An original Passport and a copy authenticated by the issuing authority of the country of origin with a valid visa as proof of current status in the Republic.
- The Passport is valid and expires in no less than 30 days after expiry of the intended date of departure from the Republic in terms of regulation 9(1)(a)
- A medical report, signed by a Medical Practitioner, reflecting the Practice No. of the Practitioner and their address and contact details, which report shall not be older than six months at the time of its submission.
- Police clearance certificate issued by the police or security authority of a country where the applicant resided for longer than 12 months in the last 5 years prior to submitting the current application , which certificate shall not be older than six months at the time of its submission.
- a yellow fever vaccination certificate if that person travelled or intends travelling from or transiting through a yellow fever endemic area: (Provided that the certificate shall not be required where that person travelled or intends travelling in direct transit through such area)
- Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country of the applicant (where applicable).
- The affidavit where a spousal relationship to a South African citizen or resident is applicable as well as documentation proving cohabitation and the extent to which the related financial responsibilities are shared by the parties and setting out the particulars of children in the spousal relationship.
- Proof of a union recognised in terms of the Recognition of Customary Marriages Act, 1998 (Act No. 120 of 1998), where applicable.
- Divorce decree, where applicable.
- Proof of court order awarding custody, where applicable.
- Death certificate, in respect of late spouse, where applicable.
- Written consent from both parents and/or sole custody parent, where applicable, with proof of sole custody.
- Proof of legal adoption where applicable.
- Legal separation order, where applicable.
- The foreigner's contract of employment with the company abroad valid for a period of not less than six months
- 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
- 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.

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An undertaking by the relevant employer that:

1. a foreigner is only employed in the specific position for which the visa has been issued;
 2. 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; and
 3. a plan is developed for the transfer of skills to a South African citizen or permanent resident.
- 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.
 - Proof of payment of the applicable fee

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