**INTRA-COMPANY TRANSFER WORK VISA**

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| **DOCUMENTATION TO BE SUBMITTED** | **ATTACHED** | |
| **YES** | **NO** |
| DHA-1738 Form *(use black ink)* |  |  |
| Passport *(original)* |  |  |
| One recent 3X4 photo |  |  |
| Copy of a valid long term of residence in Brazil for non-Brazilian passport holders *(e.g. RNE / RNM)* |  |  |
| The foreigner's contract of employment with the company abroad, sworn translated into English (when not in English), valid for a period of not less than six months |  |  |
| Letter from the company **abroad** confirming that the applicant shall be transferred to a branch, subsidiary or an affiliate of that company in South Africa |  |  |
| A letter from the branch, subsidiary or an affiliate **in South Africa** confirming the transfer of the foreigner and specifying the occupation and capacity in which the foreigner shall be employed |  |  |
| CIPC / CIPRO registration papers from the company in South Africa |  |  |
| ***Undertakings***   1. The foreigner shall only be employed in the specific position for which the visa has been issued; 2. The foreigner 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; 3. A plan is developed for the transfer of skills to a South African citizen or permanent resident. 4. A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and dependent family members, should it become necessary 5. A written undertaking by the employer to ensure that the employee’s passport is valid at all times for the duration of employment 6. An undertaking from the branch, subsidiary or an affiliate in South Africa 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 family members |  |  |
| Copy of an international certificate of vaccination against Yellow Fever |  |  |
| Police clearance certificates sworn translated into English *(when not in English)* in respect of applicants 18 years and older, in respect of all countries where person resided one year or longer since having attained the age of 18 |  |  |
| Medical report *(BI-811 Form)* |  |  |
| Radiological report *(BI-806 Form) (not required in respect of children under the age of 12 years or pregnant women)* |  |  |
| Bank statements, stamped and signed at the bank, for the last three months |  |  |
| Copy of an air ticket reservation / quotation *(there is no need to purchase the ticket in advance)* |  |  |
| Prescribed application fee of **R$675,00 Reais** *(payable in cash (the exact amount) at the Consulate)* |  |  |

Processing time: **up to eight weeks**

**NB 1: APPLICATION MUST BE LODGED IN PERSON UPON APPOINTMENT.**

**NB 2: MORE DOCUMENTS MAY BE REQUESTED DURING THE PROCESS.**

Should you have any queries (and for appointment arrangement) please contact us in writing at [guedesf@dirco.gov.za](mailto:guedesf@dirco.gov.za) or phone us on our numbers below.