

Checklist for INTRA-COMPANY TRANSFER WORK VISA Beijing Jurisdiction

申请公司内部调动工作签证所需材料清单(北京领区)

Submission Date/申请日期: _____

Name of Applicant/申请人姓名: _____

Passport Number/护照号码: _____

***Your visa application will be processed and decided by South African Embassy / Consulate General.**

VAC staffs do not play any part in or influence the outcome of your visa application.

南非大使馆/总领事馆对您的签证申请作出决定。签证申请中心员工不参与或影响您的签证申请结果。

Documents required 所需材料				Yes/No 有/没有
Note: If there are notarized or certified documents provided, please be sure to provide one copy of the notarized or certified documents. 注意: 如果申请材料中包括公证件或认证件, 请同时提供公证件或认证件的复印件。				
Valid Passport or Travel Document 有效护照或旅行证件 *Passport should be valid for no less than 30 days after the expiry of your intended visit 护照需在预计访问南非后至少 30 天有效 *Passport includes at least two blank visa pages (one to endorse visa and one for entry stamps) 护照上至少有两页空白页(一页贴签证, 一页盖入境章) One copy of the first page of the passport (on A4 paper) 护照首页复印件一份 (A4 尺寸)				
Completed Form (DHA-1738): Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-1738 表格 , 请用黑色墨水笔用英文完整填写				
Health Certificate for International Traveler and original Medical Certificate (DHA layout) which are not older than six months at the time of submission. The DHA layout medical certificate should include the applicant's passport number with their name. 国际旅行健康检查证明书以及南非内政事务部格式的体检证明原件 (须包括申请人的姓名及护照号), 文件出具日期应在递交申请之日的 6 个月内。				
One color passport size photograph with white background 一张彩色白底护照照片				
Police clearance certificates shall be required from the police or security authorities in each country where the applicant, after having attained the age of 18 years, has resided for 12months or longer during the five years immediately preceding the date of application. Please provide the original and a copy. 年满18岁的申请人须提供18岁以后, 距递交申请之日起5年内在所有居住满12个月及以上的国家(包括南非)的由警局或安全机构开具的 无犯罪证明原件 及复印件。 Formal English translation is required if the original Police clearance certificate is non-English language. 如果无犯罪证明原件非英文, 须提供 正式英文翻译件 。 Police Certificates may not be older than six months at the time of submission of the application. 无犯罪证明的出具日期应在递交申请之日的 6 个月内。				
Documents required / 所需材料	Original 原件	Copy 复印件	Remarks 备注	For official use ONLY 官方使用
Please ensure that all documents should be properly translated in English if there are any documents provided only in Chinese. 请确保所有的中文材料都翻译成英文。				
1	The company referred to in sub regulation (8)(b)(ii) shall undertake to reimburse the Department any costs incurred in relation to the deportation of the holder 公司保证偿还内务部可能的 遣返申请人的费用			

2	<p>An applicant for an Intra-Company Work visa shall submit a written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; 申请公司内部调动工作签证申请人需提交雇主对申请人及依亲家属遣返费用负责的书面保证函。</p>				
3	<p>The employer shall ensure that the passport of his or her employee is valid at all times for the duration of his or her employment. 雇主保证雇员在受雇期间持有有效护照。</p>				
4	<p>An application for an intra-company transfer work visa shall be accompanied by- 申请内部调动工作签证还需提供：</p> <p>(a) the foreigner's contract of employment with the company abroad valid for a period of not less than six months 申请人和南非境外公司至少在6个月前签订的聘用合同</p> <p>(b) Letters from 确认函：</p> <p>(i) the company abroad, confirming that the foreigner shall be transferred to a branch, subsidiary or an affiliate of that company in the Republic; 南非境外的公司确认申请人将被调至南非分公司、子公司或附属公司（派遣函）</p> <p>(ii) 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. 南非分公司、子公司或附属公司确认申请人的调入，并详细说明其工作和职位。（南非调入函）</p> <p><u>**Note: both letters shall be issued by using the company title paper (including company name, address, phone number), Contact Person, Phone Number and Email must show in the letter body and make sure the contacts are reachable. 注意： 南非境外公司派遣函及南非公司调入函需以公司抬头纸出具（抬头需包括公司名称，地址和电话），正文须写明联系人、电话及邮箱，并确保联系信息有效</u></p>				
5	<p>In terms of section 19(5) of the Act, the relevant employer shall ensure that- 依据移民法第19（5）条，雇主保证：</p> <p>(a) a foreigner is only employed in the specific position for which the visa has been issued 申请人只就任签证中指定的具体职位</p> <p>(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 申请人在职期间遵从南非法律及签证中的要求，并保证一旦申请人拒绝遵从，将立即告知内务部总长</p> <p>(c) a detailed skills transfer plan developed for the transfer of skills to a South African citizen/s or permanent resident holder and submitted in duplicated. The skills</p>				

	<p>transfer plan should be measurable. 提交把技术转让给南非公民或永久居留者的详细的可量化的计划书（一式两份）</p> <p>(d) submit in duplicate a detailed list of staff complement, including names, SA ID or passport number and position of all staff members. 南非公司的所有雇员清单，包括雇员姓名、南非ID号或护照号、职位（一式两份）</p>				
6	<p>In addition to the above requirement, applicants should provide the following information about TRAINEE REFERRED TO IN THE SKILLS TRANSFER PLAN 除以上材料外，还需提供以下关于技能转移计划中提到的受训人及申请人相关信息：</p> <p>1) Name of trainee 受训人姓名 2) Identification Document No. 受训人身份证件号码 3) Current position held in the company 受训人职位 4) a copy of the trainee's CV 受训人简历 5) a copy of applicant's CV & level of qualifications 申请人简历及技能水平</p>				
7	<p>Business license of the employer, printed from CIPC* website after the year 2010, reflecting the directors or members of the company 从CIPC*网站打印出来的能显示注册法人名字的南非公司营业执照（打印日期为2010年之后） *CIPC: Companies and Intellectual Property Commission 南非公司及知识产权委员会：http://www.cipc.co.za</p>				
8	<p>Latest Tax Clearance Certificate of the company in the Republic. 南非公司最新完税证明</p>				
9	<p>Certified copy of SA inviter's identity (SA Identity Card/SA Passport /SA Permanent Residence Permit /Passport Bio-page and Long-term Visa) within 3 months (only copy is required for inviter whose visa was issued in China or who is within the territory of China at the date of submission), except the situation where the applicant is invited by the South African Government department or Institution 邀请人三个月内认证的南非身份证/南非护照/南非永居/护照+长期签证的复印件（邀请人的签证在中国境内签发或申请当日入境中国的只需提交复印件）；若申请人的邀请单位是南非政府部门或机构，无需提供邀请身份证件</p>				
10	<p>Share certificate of the employer 雇主股份证书</p>				
11	<p>Notarized business license of the company abroad with English translation, which is not older than one year at the time of submission 南非境外公司营业执照涉外公证件（出具日期应在提交申请之日的一年之内）</p>				
12	<p>An intra-company transfer work visa shall be issued for a period not exceeding four years. 公司内部调动工作签证有效期不超过4年。</p>				

**Please Note: In addition to the above requirements, supplementary documentation might be requested
by the South Africa Embassy / Consulate**

请注意：除以上基本材料外，南非大使馆/领事馆有权要求申请人补交其他相关材料

Courier Fee (If applicable) 快递费用（如需要）：_____

The applicant has confirmed that s/he has read the guidance above and no other documents to submit and wishes to go ahead with the application. Applicant ensures that the information provided by him/her is true and correct. 申请者确认已经阅读以上申请指南，确定不再递交其它材料。申请者确认以上提供的信息真实无误。

Name of Applicants: _____

申请人姓名：

Signature: _____

签名：

Name of VAC Staff: _____

签证中心员工姓名：

Signature: _____

签名：

***Representatives/Travel Agency (If applicable)** 代理/旅行社（如需要）

Name of Representatives 代理人签名：_____

Contact Number 联系电话：_____

Email Address 邮箱地址：_____