



CHECKLIST for SEC 19 (5): INTRA - COMPANY TRANSFER WORK VISA

REQUIRED DOCUMENTS		YES	NO
1.	<p>Application Form</p> <ul style="list-style-type: none"> Completed Visa application Form (DHA-1738) Form 8 in BLACK ink only. All questions MUST be answered in English. Do NOT leave empty/blank information - questions that don't apply may be completed with 'n/a' or "not applicable". Applicant's full contact details must be provided. 'Proposed date and place of departure for the Republic' under Part 5 means the date and place of departure from UAE. 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 must be provided if the answer is 'yes'. 		
2.	<p>Photos</p> <ul style="list-style-type: none"> Must be a clear copy, high-resolution, white background and recent photo (not older than 6 months). Passport size: 4.5cm×3.5cm in width. The photo must capture at least 80% of the face. Photographs must be taken and printed professionally – photo shopped will be rejected. 		
3.	<p>UAE Company Letter</p> <ul style="list-style-type: none"> The letter must be originally signed, stamped and in company's letter head. It must be dated not older than a month from the date of submission. Copy of valid Trade License copy of UAE Company. The letter must confirm/indicate the following relevant details:- <ul style="list-style-type: none"> ❖ The applicant shall be transferred to a branch/subsidiary/affiliate in the Republic of South Africa (RSA). ❖ Confirmation of the duration of the transfer (maximum 4 years) as well as the exact job assignment/position– this information must correspond with the details on SA letter and on the application form. ❖ It must confirm/explain the type of the business relationship/link between the South African company and the UAE Company. 		
4.	<p>Employment Contract in UAE and Offer Letter from South Africa Company</p> <ul style="list-style-type: none"> Copy of applicant's UAE employment contract. Applicant must be continuously employed with the UAE Company of at least 6 months or more to be eligible to apply for this category. Original and copy of the UAE contract must be presented at that time of application for verification. Copy of applicant's SA Offer Letter. Both documents must be written in "English". If NOT, a legal translation by a sworn translator is compulsory. 		
5.	<p>South African Company Letter (a letter from the branch, subsidiary or an affiliate office in SA)</p> <ul style="list-style-type: none"> The letter must be signed, stamped and in company's letter head. It must be dated not older than a month from the date of submission. Copy of valid Business/Company Registration with CIPC (Commission on Intellectual Property and Companies) The letter must confirm/indicate the following relevant details:- <ul style="list-style-type: none"> ❖ The applicant shall be transferred to a branch/subsidiary/affiliate in the Republic of South Africa (RSA). ❖ Confirmation of the duration of the transfer (maximum 4 years) as well as the exact job assignment/position– this information must correspond with the details on SA letter and on the application form. ❖ It must confirm/explain the type of the business relationship/link between the South African company and the UAE Company. 		

6.	<p>A written Undertaking by the employer / company in the Republic of South Africa</p> <ul style="list-style-type: none"> • The letter must be originally signed, stamped and in company’s letter head. • It must be dated not older than a month from the date of submission. <p>➤ The undertaking letter must indicate the following;</p> <ul style="list-style-type: none"> ❖ To ensure that the foreigner shall only employed in the specific position for which the visa has been issued; ❖ 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 ❖ To ensure that a plan is developed for the “transfer of skills” to a South African citizen or permanent resident; ❖ To ensure that the passport of his or her employee is valid at all times for the duration of his or her employment; ❖ Accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; and ❖ 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.	<p>Detailed Transfer of Skills Plan</p> <ul style="list-style-type: none"> • The “detailed” transfer of skills plan must indicate how, when and whom the skills will be transferred. • It must indicate the name of the South African permanent employees that will benefit the training or will be imparted of the skills. • Additional requirements from the South African permanent employees:- <ul style="list-style-type: none"> ❖ Copy of South African ID Book ❖ Copy of employment contract 		
8.	<p>CURRICULUM VITAE (CV) / EDUCATIONAL OR SKILLS QUALIFICATIONS/ JOB DESCRIPTION</p> <ul style="list-style-type: none"> • Applicant must provide a copy of their CV. • Copy of the educational or skills qualification certificate/s must be attached. • Full Job Description. 		
9.	<p>Medical Report</p> <ul style="list-style-type: none"> • The prescribed form BI-811 must be completed, signed, stamped and dated by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition he or she suffers from. • Medical result must be submitted along with the prescribed form (if available). • Shall not be older than six months at the time of its submission. 		
10.	<p>Air Ticket</p> <ul style="list-style-type: none"> • Proof of Air tickets (provisional or confirmed). One way ticket is acceptable. • Proof of Domestic flight is also required, if the applicant is travelling from one city to another. 		
11.	<p>Police Clearance Certificate</p> <ul style="list-style-type: none"> • Must be issued by the police or security authority in each country where the applicant resided for 12 months or longer in the last 5 years after attaining the age of 18 years old, including country of citizenship, in respect of criminal records or the character of that applicant. • The ORIGINAL Police Certificate is compulsory except the UAE Police Clearance. • Shall not be older than six months at the time of its submission or as per validity indicated in the 		
12.	<p>In respect of a SPOUSE accompanying the applicant or joining the applicant in the Republic of South Africa later;</p> <ul style="list-style-type: none"> • An attested copy of your Marriage certificate or completed affidavit in the case of life partners is required. • Original and copy of the document must be presented at the time of submission for verification purpose. • It must be written in “English”. If not, a legal translation by a sworn translator is compulsory. • An affidavit from the main applicant confirming relationship and undertaking ALL responsibility during the entire stay in SA. 		

13.	<p>In respect of <u>DEPENDENT CHILDREN</u> accompanying the applicant or joining the applicant in the Republic of South Africa later;</p> <ul style="list-style-type: none"> • An attested unabridged birth certificate of minor children is required. • Original and copy of the document must be presented at the time of submission for verification purpose. • An affidavit from the main applicant confirming relationship and undertaking ALL responsibility during the entire stay in SA. • It must be written in “English”. If not, a legal translation by a sworn translator is compulsory. • Consent from parent(s) (if applicable); Divorce decree (if applicable); Proof of legal separation (if applicable); Proof of sole custody where children are involved (if applicable); Death certificate in the case of late spouse (if applicable). 		
14.	<p>Proof of Accommodation</p> <ul style="list-style-type: none"> • Letter from SA company confirming or undertaking responsibility for the accommodation of the applicant and family (if applicable). Details of accommodation must be indicated in the letter (e.g. address, term/duration, etc) • Alternatively, a copy of Property Ownership, Lease of contract or hotel bookings, etc. • If staying with a family/relative/friend/colleague, a copy of the following from the SA host are required: <ul style="list-style-type: none"> a) Invitation letter (typed and signed). The letter must be dated not more than a month from the date of application. The physical address and contact details of the host must be indicated in the letter. <ul style="list-style-type: none"> ❖ If the host is a South African, a copy of South African passport or ID book is required. ❖ If the host is NOT a South African, a copy of passport and permanent residence (PR) certificate or visa/permit are required. b) Up to date three (3) months bank statement of the South African host stamped by the Bank with a minimum balance of not less than ZAR 3,000. c) Proof of address of the South African host (e.g. Utility bills, Lease of Contract, Tax invoice, etc. - showing the same address as indicated in the invitation letter) 		
15.	<p>Proof of Financial Means</p> <ul style="list-style-type: none"> • Applicant’s personal three (3) months recent bank statement. It has to be originally stamped by the bank. • Multiple personal bank accounts and other relevant financial documents may be submitted (if available) to support the application. 		
16.	<p>Yellow Fever Certificate</p> <ul style="list-style-type: none"> • A yellow fever certificate is required if the applicant has been in a yellow fever zone in the past one year, and if the applicant is transiting for more than 12 hours through a yellow fever endemic zone. • Applicants who does not have a Yellow Fever vaccination certificate and had recent travels or traveled (as above) to yellow fever zones MUST administer the vaccine at least 10 days before traveling to South Africa. • Applicants who are traveling straight/directly to South Africa from Dubai and has NOT been in a Yellow fever zone in the past one year are NO longer required to fulfill/submit a yellow fever certificate for visa purpose and when traveling to SA. • Applicants who are citizens of the countries which fall under yellow fever zone MUST submit a copy of yellow fever certificate “irrespective” if they have travelled or not to the yellow fever zone areas in the past one year or so. 		
17.	<p>Passport / UAE Residence Visa / Previous South African Visa / Entry & Exit Stamps in SA</p> <ul style="list-style-type: none"> • The ORIGINAL and COPY of PASSPORT with the UAE residence visa must be submitted at the time of application. • Passport MUST be valid at least a year (1) or so at the time of application. Issuance of visa could NOT exceed passport expiration. Therefore, it is ideal that your passport is valid for the full duration you intend to stay in SA. • Non-machine readable and manually extended passports are NOT acceptable. • The passport must be valid for not less than 30 days from the date of departure from South Africa. • It is COMPULSORY to have at least 2 blank visa pages (one to endorse/stamp the visa and the other one for entry/exit stamps). • Damaged/torn out passports will strictly NOT be accepted. <p><u>UAE residence visa</u></p> <ul style="list-style-type: none"> • Copy of valid UAE Residence visa and Emirates ID. <p><u>South African Visa and Entry/Exit stamps</u></p> <ul style="list-style-type: none"> • Photocopies of previous South African Visa/s (if any) MUST be submitted. • Copies of passport pages wherein there is an entry and exit stamp of South Africa. 		

Please **NOTE** that submitting **INCOMPLETE/INCORRECT** documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to **IMMEDIATE REJECTION** of the application by the Consulate.

- The application **MUST** be submitted at least **3 MONTHS** prior to the date of intended travel to South Africa.
 - Processing time takes **8 to 12 WEEKS** to finalize the application.
 - **The Consulate reserves the right to request additional documents to substantiate the application.**
 - The spouse and dependent children accompanying the main applicant may be issued with a **visitor’s visa** exceeding **three (3) months**; however, dependent children **of school-going age (5 years or more)** accompanying the main applicant must apply for a **study visa**.
 - **Status / progress reports are not provided during the above-mentioned processing period.**
 - **NO URGENT visa request will be considered. NO “express service” for processing visa applications is available – complete applications are adjudicated on a “First-In-First-Out” basis.**
 - As of **23 November 2015** “**ONLY**” machine readable passports will be accepted. Manually extended passports are no longer acceptable.
 - Permit applications must be applied “**In-person**” by the applicant **ONLY** (except for minors under 18 years old and elders above 65 years old).
 - VFS South Africa Visa Application Centre will only accept / process complete visa applications – it is the responsibility of the applicant to ensure that he or she submits a complete application.
 - Applicant may submit or request to keep their passport with them until the application is finalized. And if so, you may then collect your passport the **following/next working day** at VFS after verification process at the Consulate is done.
- **All documents must be submitted in English Language Only**

For collection of passports:

Original receipt if being collected directly by the applicant	Between 15:00 to 17:00
Emirates ID card, Original receipt and authorization letter if being collected by a representative	

Remarks:

I hereby declare that the above statement is true and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

Applicant’s Signature: _____

VFS Officer Signature : _____

Date: _____