

Intra-company transfer work visa in terms of section 19(5)

An intra-company transfer work visa shall be issued for a period not exceeding four years and is not renewable.

IMPORTANT

It is the applicant's responsibility to take copies of ALL documents for their own record, PRIOR TO SUBMISSION OF THE APPLICATION, as no submitted documents will be returned/copied/or scanned. All documents must be original or copies authenticated by the issuing authority of the country of origin and if applicable, translated into English by a sworn translator - faxes and/or e-mails are not accepted. It is strongly advice to obtain medical insurance, covering the period of your intended stay in South Africa.

REQUIREMENTS: TO BE SUBMITTED IN PERSON

- (a) A duly completed application form DHA-1738 signed by the applicant (completed in black ink).
- (b) One passport size photograph.
- (c) A valid passport. The passport must be valid for no less than 30 days after expiry of the intended stay and must contain two blank pages for endorsements. The mission needs the original passport to endorse the permit in the passport.
- (d) A vaccination certificate **only** if a person intends travelling from or through a yellow fever endemic area to the Republic of South Africa. www.capegateway.gov.za
- a) **Proof of financial means** (to cover envisaged living expenses until the applicant receives a salary)
 - **Copies** of latest bank statements from the past **3 months**
- (e) **BI-811** Medical Certificate.
- (f) **Police clearance** in respect of each country in which the applicant resided since the age of 18 years and lived in for 12 months or longer. + **sworn translation if not in English**
- (g) **Residential address of the intended place** of stay within the Republic and the business, residential or physical address of his or her host in the Republic, **OR an undertaking from company will assist with accommodation**
- (h) **Original or certified copies** (no faxes, PDF or e-mails are accepted) of the current employment contract from the Belgian employer/company valid for a period of not less than six months.
- (i) **An original undertaking by the employer (SA Company)** stating the following:
 - Accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary
 - To ensure that the passport of his or her employee is valid at all times for the duration of his or her employment
 - A foreigner is only employed in the specific position for which the visa has been issued
 - 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
 - **A plan is developed for the transfer of skills to a South African citizen or permanent resident.**
- (l) **Original letter** from the Belgian company confirming that the applicant shall be transferred to a branch, subsidiary or an affiliate of that company in the Republic.

- (m) **Original letter from the South African branch, subsidiary or affiliate** in the Republic confirming the transfer of the foreigner and specifying the occupation and capacity in which the foreigner shall be employed.
- (n) **Original undertaking from the South African branch, subsidiary or affiliate** in the Republic 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
- (n) Copy of flight **reservations – Please do not confirm your flight before your visa has been approved**

PLEASE TAKE NOTE THAT AN INTRA COMPANY TRANSFER WORK VISA IS NOT RENEWABLE.

FEES

To be paid ONLY into the account of the South African Embassy – at least 4 days before your appointment

Payment of the prescribed fee of **€ 118-00** and proof thereof **at least 4 days before you introduce your application**: submit a copy of your bank statement and the bankcard you have used to do the payment (if not exempted thereof, please get confirmation prior to your appointment) to be paid into the following bank account: South African Embassy - Acc. no: BE20 7350 2551 7856 BIC KREDBEBB **Reference: surname and name of applicant**

IMPORTANT: It is strongly advice to obtain medical insurance, covering the period of your intended stay in South Africa, unless inclusive in the company contract.

Please make sure you have all copies required for the application, No copies will be made for applicants and incomplete applications will not be accepted

APPLICATIONS CAN ONLY BE ACCEPTED WHEN ALL REQUIREMENTS ARE SUBMITTED AT ONCE DURING THE APPOINTMENT. (IT IS NOT ALLOWED TO E-MAIL MISSING DOCUMENTS).

PLEASE BOOK APPOINTMENT ON OUR WEBSITE: WWW.SOUTHAFRICA.BE - CONSULAR

South African Embassy and Mission to the European Union

Consular Section

Rue Montoyer 19 - 1000 Brussels

Tel.: 02/285 44 64 (13h30 – 16h00)

E-mail: brussels.consular@dirco.gov.za

lesedip@dirco.gov.za

With the compliments of the Consular Section at the South African Embassy in Brussels, Belgium