

EMBASSY OF THE REPUBLIC OF SOUTH AFRICA – COTONOU - BENIN

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REQUIREMENTS FOR AN INTER-COMPANY TRANSFER VISA AS DETERMINED BY THE DEPARTMENT OF HOME AFFAIRS IN SOUTH AFRICA AND ADDITIONAL INFORMATION AS REQUESTED BY THE EMBASSY

DOCUMENTS REQUIRED		DOCUMENT ATTACHED
1	Proof of payment of the prescribed processing fee.	
2	A duly completed application form signed by the applicant: BI-947 and BI-1738	
3	Two recently taken identical passport photographs with white background (35 mm width and 45 mm length)	
4	Valid biometric or machine readable passport. <ul style="list-style-type: none"> • Original passport to be submitted with the application. • Passport valid for no less than 30 days after the expiry of the intended visit, with at least two blank pages. • Copies of the first 03 pages. • Copies of old South African visas. • Foreign nationals residing in Benin/Togo should be in possession of a valid, up to date, Residence Permit and should further note that their applications are referred to their country of nationality for approval, therefore, the 10 working days turnaround time is not applicable to them. 	
5	Up to date Yellow fever vaccination certificate. The Embassy considers a yellow vaccination to be valid for 10 years. (Copy and original to be included in the application).	
6	A letter from the applicant stating the purpose and duration of the intended visit. Any additional information that will assist with the adjudication process can also be included.	
7	Provisional flight/airline booking – Return ticket. (It is advised not to buy an airline ticket until the visa application has been approved and the visa has been issued.)	
8	Proof of accommodation details in the form of one of the following: <ul style="list-style-type: none"> • A residential address of the intended place of stay in South Africa • The Business, residential or physical address of the host in South Africa • Hotel/guest house booking. <p style="text-align: right;">OR OR</p>	
9	If the application is for longer than 90 days, a full medical report by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition they suffer from, must be attached. The report shall not be older than 6 months at the time of its submission.	
10	If the application is for longer than 90 days, a police clearance certificate (if the applicant is 18 years or older), issued by the police or security authority in each country where the applicant resided for 12 months or longer after attaining the age of 18 years, in respect of criminal records or the character of the applicant, which certificate shall not be older than 6 months at the time of submission.	
11	A marriage certificate (if applicable).	
12	Proof of financial means to cover envisaged living expenses until the applicant receives a salary in the form of a 3 months bank statement bearing bank stamp. The financial means must proof that the applicant can maintain themselves in term of travel, food, transport and day-to-day living expenses.	
13	An employment contract with the company abroad (i.e. Benin) clearly stipulating the position, duration and conditions of employment.	
14	Letter from the employer / company abroad confirming that the foreigner shall be transferred to a branch / affiliated company in South Africa.	
15	A letter from the South African company confirming the transfer of applicant from the parent / affiliated company abroad as well as specifying the occupation and capacity in which the applicant will be employed and that the maximum duration will not exceed two years.	

DOCUMENTS REQUIRED		DOCUMENT ATTACHED
16	A contract of employment with the company abroad (I.e Benin) valid for a period of not less than six months. An employee has to have gainful employment for 6 months or longer before a permit can be	

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	issued for intercompany transfers.	
17	<p>A letter from the employer, undertaking that:</p> <ul style="list-style-type: none"> • The applicant shall leave South Africa at the end of the contract. • Ensure that the applicant's passport remains valid. • The applicant shall be employed in the position for which the permit was issued. • The employee will at all times comply with the provisions of the Act and conditions of their visa. • Accepting responsibility for the costs related to deportation of the applicant and their family members, should it become necessary. 	

IMPORTANT INFORMATION:

- During the adjudication process, this document is used as a checklist to ensure that the application meets all the requirements. None of these requirements are negotiable. The application will be declined if the following conditions are not met:
 - All the relevant documents as indicated in these requirements are not submitted with a fully completed application form.
 - No application will be considered without proof of payment of the prescribed visa processing fee. This fee is non-refundable.
 - All documents are not translated into English. No French documents will be accepted.
 - All copies of documents submitted, are not ***certified as true copies*** of the original documents.
 - Documents are not completed in black ink or electronically. If any other colour ink is used, the application will be declined.
- Visa applications have a turnaround time of a **minimum** of 10 working days. No visa will be issued until confirmation is received from the Department of Home Affairs that the applicant does not appear on the visa stop list.
- A complete set of application forms, together with supporting documents should be presented for each application individually, including minor children.
- Letters written in private capacity should not be written on employer's letter heads except for self-employed applicants.
- Due to small office space, clients are not allowed to complete the forms in the reception area.
- Kindly include your e-mail address so that the Embassy may contact you.
- Office hours are strictly Monday to Friday, 08:30 until 12:00. No visa applications will be received after 12:00. No visa collections will be allowed after 12:00.
- It is the responsibility of the applicant to ensure that the visa application is complete and submitted well in advance before the date of travel. The Embassy will not take any responsibility for flights missed due to the visa application not submitted in time to allow for due processes to be followed.
- The Mission reserves the right to request an interview with the applicant or to request any additional information in support of the visa application.
- For any further information kindly please visit the Department of Home Affairs website at <http://www.dha.gov.za>. The application forms can be downloaded.
- If the application is declined, a new application can be submitted after 10 working days.
- A permit can be issued for a maximum of 4 years and is non-renewable.

BANKING DETAILS FOR PROCESSING FEE:			
AMBASSADE D'AFRIQUE DU SUD: VISA-ACCOUNT		ECO BANK	
CODE BANQUE	BJ062	CODE GUICHET	1001
N DE COMPTE	110037732003	RIB	92
MONTANT: 77 400 CFA			