



**SOUTH AFRICAN EMBASSY
DEN SYDAFRIKANSKE AMBASSADE
COPENHAGEN – DENMARK**

Gammel Vartov Vej 8, DK-2900 Hellerup, Telephone: +45 39 18 01 85, e-mail: copenhagen.consular@dirco.gov.za

APPLICATION FOR AN INTRA-COMPANY TRANSFER WORK VISA

An intra-company transfer work visa may be issued to a foreigner, who complies with the prescribed requirements.

| The following documentation must be submitted by each applicant. Please keep / submit the documentation in the order as listed below. | Mission |
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| <p>Original machine readable passport</p> <ul style="list-style-type: none"> a) Validity of no less than thirty (30) days after the foreigner’s intended departure from the Republic of South Africa. b) Passports must have at least two (2) blank pages for endorsements. c) Non-machine readable / handwritten passports are not accepted / recognised. d) Original second passport, if the applicant holds one, shall also be presented. e) In the case of visa applicants who are not Danish citizens, proof of long term residence in Denmark must be provided | |
| <p>Passport photocopies</p> <ul style="list-style-type: none"> • Of the passport page with the applicant’s personal data / photograph. • Of all previous visas for the Republic of South Africa in the passport. • Of second passport, if the applicant holds another passport. | |
| <p>One fully completed application form DHA-1738</p> <ul style="list-style-type: none"> • All questions must be answered in English – questions that don’t apply may be completed with ‘n/a’. • A ‘fingerprint form’ is not required to be completed by applicants. • Applicants must provide an email address under Part 4 (may be written below telephone number). • ‘Contact person’ under Part 4 refers to someone in Denmark. • ‘Proposed date and place of departure for the Republic’ under Part 5 means the date and place of departure from Denmark. • 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. • Part 6 refers to available funds; details of the applicant’s valid return air flight ticket or proof of reservation thereof must be completed. • 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 provided, if the answer is ‘yes’. | |
| <p>Two (2) biometric photographs</p> <ul style="list-style-type: none"> • Should be a recent photograph, not older than 6 months. • Photographs must be taken and printed professionally – photographs printed at home will be rejected. | |



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| | <p>A letter from the branch, subsidiary or an affiliate in the Republic of South Africa confirming the transfer of the foreigner and specifying the occupation and capacity in which that foreigner shall be employed</p> <ul style="list-style-type: none"> • The type of the business relationship (branch, subsidiary or affiliate) between the South African company and the company / applicant’s employer abroad should also be clarified in the letter. • If deemed necessary, the applicant shall be requested to submit documentary proof of the business relationship (branch, subsidiary or affiliate). | |
| | <p>A written undertaking by the company in the Republic of South Africa –</p> <ol style="list-style-type: none"> a) to ensure that the foreigner shall only employed in the specific position for which the visa has been issued; b) 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 c) to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment; d) accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; and e) 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. | |
| | <p>A plan, which has been developed by the company in the Republic of South Africa, for the transfer of skills from the applicant to a South African citizen or permanent resident</p> <ul style="list-style-type: none"> • The skills transfer plan shall include the particulars of such citizen(s) / permanent resident(s) and certified copies of their South African identity documents attached. | |
| | <p>A letter from the company abroad confirming that the foreigner shall be transferred to a branch, subsidiary or an affiliate of that company in the Republic of South Africa</p> <ul style="list-style-type: none"> • Confirmation of the duration of the transfer should also be included in the letter – this period must correspond with the details completed on the application form. • The foreigner must have been employed for at least 6 months at the company | |
| | <p>The foreigner's contract of employment with the company abroad valid for a period of not less than six months</p> <ul style="list-style-type: none"> • The contract shall be original or copies authenticated by the issuing authority of the country of origin and translated into English and certified as a correct translation by a sworn | |



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| | <p>translator at the expense of the applicant.</p> <ul style="list-style-type: none"> If the original document is submitted, it must be accompanied by a photocopy, which will be certified; the original document will then be given back to the applicant. | |
| | <p>An <u>original</u> 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 after attaining the age of 18 years, in respect of criminal records or the character of that applicant | |
| | <p>A medical report</p> <ul style="list-style-type: none"> The prescribed form BI-811 must be used 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. | |

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| | <p>A radiological report</p> <ul style="list-style-type: none"> The prescribed form BI-806 must be used The prescribed form BI-806 must be completed, signed, stamped and dated by a registered radiologist certifying that the applicant has been examined and that no signs of active pulmonary tuberculosis could be detected. Not required in respect of children under the age of 12 years or pregnant women. | |
| | <p>In respect of dependent children accompanying the applicant or joining the applicant in the Republic of South Africa, proof of parental responsibilities and rights or written consent in the form of an affidavit from the other parent or legal guardian, as the case may be.</p> | |
| | <p>In respect of a spouse accompanying the applicant or joining the applicant in the Republic of South Africa, a copy of a marriage certificate or proof of a permanent homosexual or heterosexual relationship</p> <ul style="list-style-type: none"> If a marriage certificate is not in English, it must be translated and certified as a correct translation by a sworn translator | |
| | <p>A yellow fever vaccination certificate</p> <ul style="list-style-type: none"> Only required, if the foreigner travelled or intends travelling from or transiting through a yellow fever endemic area to the Republic of South Africa. The certificate shall not be required where that person travelled or intends travelling in direct transit through such an area. | |



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| | <p>Proof of payment of the applicable fee DKK 882</p> <ul style="list-style-type: none">• Payment of the application fee must be made through an electronic bank transfer to DANSKE BANK Reg. No. 4001 Account No. 10647320• A copy of the transfer / deposit slip must be submitted as proof of payment. | |



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Please note:

- ***An intra-company transfer work visa shall be issued for a period not exceeding four (4) years and is not renewable.***
- *The holder of an intra-company work visa may conduct work only for the South African branch, subsidiary or affiliate of the company, which employs him abroad, and in accordance with the requirements set out in his or her visa.*
- ***Status / progress reports are not provided during the above-mentioned processing period. Furthermore, no 'express service' for processing visa applications is available – complete applications are adjudicated on a First-In-First-Out basis.***
- ***Visa applications which are not complete shall not be taken in to be processed. It is therefore the responsibility of the applicant to ensure that his or her visa application is complete as per the checklist.***
- *In the case of inconsistencies and / or incomplete information, our office reserves the right to request the applicant to submit additional documentation to substantiate the visa application.*
- *Documentation that accompanies the visa application shall be original or copies authenticated by the issuing authority of the country of origin and where necessary, translated into English and certified as a correct translation by a sworn translator at the expense of the applicant.*
- *A visa issued at a foreign mission of the Republic of South Africa shall be affixed to the passport of the applicant and shall only be valid if an entry stamp has been affixed thereto at the port of entry and the date of such entry stamp shall be the effective date.*