

APPLICATION FOR INTRA-COMPANY TRANSFER WORK VISA

An intra-company transfer work visa is issued to foreigners being transferred by their own company to an affiliate company in South Africa.

REQUIREMENTS	
1	Original machine readable passport valid for no less than thirty (30) days after the foreigner's intended departure from the Republic of South Africa, and having at least two (2) blank pages for endorsements, and a photocopy of the passport page with the applicant's biometric data / photograph
2	Application form – DHA -1738 completed in full, signed by the applicant
3	Radiological Report (BI-806)
4	Medical Report (BI-811)
5	Prescribed fee : US\$ 169 US dollars (if applying abroad, non-refundable) MXN \$ 2,040 Mexican pesos (if applying within Mexico, non-refundable)
6	Two (2) passport photographs
7	A yellow-fever international vaccination certificate if travelled from/through a yellow-fever endemic area.
8	An original police clearance certificate, 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, which certificate shall not be older than six months at the time of its submission.
9	IF ACCOMPANIED BY DEPENDENT CHILDREN
	Unabridged Birth / Full Birth Certificate, or
	Proof of guardianship or custody, or
	Proof of adoption
10	MARITAL STATUS OF APPLICANT
	Marriage Certificate, or
	Decree of Divorce, or
	Proof of legal separation
11	Letter from the company abroad confirming that applicant shall be transferred to a sister company/branch/affiliate company in RSA and undertake that applicant will leave at the end of his/her duty.
12	Letter from the South African Company confirming transfer of such applicant from the parent Company/affiliate Company specifying the occupation and capacity in which the applicant will be employed and that the maximum duration will not exceed four (4) years.
13	A written undertaking by the employer/company in South Africa:
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 a plan is developed for the transfer of skills to a South African citizen or permanent resident;
d)	to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment;
e)	accepting responsibility for the costs related to the deportation of the applicant and

		his or her dependent family members, should it become necessary;
	f)	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.
14		Proof of an employment contract with the company abroad

Please note:

1. An intra-company transfer work visa shall be issued for a period not exceeding four (4) years and is not renewable.
2. 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.
3. If necessary, further documentation proving the business relationship (branch, subsidiary or affiliate) between the company / applicant's employer abroad and the South African company may be requested;
4. Documentation that accompanies the visa application shall be original or copies authenticated by the issuing authority of the country of origin and translated into English, where applicable, and certified as a correct translation by a sworn translator (*Perito Traductor*) at the expense of the applicant.
5. A spouse and dependent children of a holder of an intra-company transfer work visa shall be issued with an appropriate visa valid for a period not exceeding the period of validity of the applicant's intra-company transfer work visa.
6. Applicants are allowed to make use of courier services to deliver their applications to and from the Embassy. It is the responsibility of applicants to arrange and pay for courier services. Applicants must enclose a self-addressed, pre-paid courier service airway bill and envelope, at the time of application, for documents to be returned
7. Processing time: 3-4 weeks
8. Visa applications need to be forwarded or submitter at the following address: Consular Section, South African Embassy, Andres Bello 10, 9th floor, Polanco, 11560, Mexico City. Telephone: 52(55) 1100-4970.
9. It is the responsibility of applicants to verify this information in advance. This information is subject to change without notice.