

INTRA-COMPANY TRANSFER VISA

1. Application to be submitted in person by the applicant
2. Original passport valid for no less than 30 days after the expiry of intended visit with at least 3 unused pages for endorsements
3. Photocopy of valid residential permit (if applicable)
4. Permit fee Euro 118.- (in cash or bank transfer)
5. 1 recent EU passport size photograph
6. Application form [DHA-1738](#) (duly completed)
7. Vaccination certificate (if traveling through yellow fever belt)
8. Applicants traveling by air must be in possession of a return ticket or submit a written undertaking by the prospective employer accepting full responsibility for the costs related to the deportation of the applicant and his family should it becomes necessary
9. Police clearance certificates in respect of all applicants 18 years and older from each country where person resided for period longer than 12 months
10. [Medical](#) and [Radiological](#) reports in respect of each applicant (provided a radiological report shall not be required in respect of children under the age of 12 years or pregnant women)
11. Birth certificate (to be unabridged where relevant to prove parenthood)
12. Proof of custody or adoption where applicable
13. Consent from parents where applicable
14. Marriage certificate where applicable
15. Proof of a spousal relationship by means of affidavit
16. Divorce decree or proof of legal separation where applicable
17. Death certificate in respect of a late spouse where applicable

Additional documentation to be submitted:

1. The applicant's contract of employment with the company abroad valid for period of not less than 6 months;
2. A letter
 - a. from the company abroad confirming that the applicant shall be transferred to a branch, subsidiary or an affiliate company situated in South Africa; and
 - b. the South African company confirming the transfer of the applicant contemplated in subparagraph 2(a) as well as specifying the occupation and capacity in which that foreigner shall be employed and that they will take full responsibility for the applicant (and family) during their stay in South Africa and undertake 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.
3. The relevant employer shall furthermore confirm and ensure that –
 - i) A foreigner is only employed in the specific position for which the visa has been issued
 - ii) 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; and

- iii) A plan is developed for the transfer of skills to a South African citizen or permanent resident.
- 4. Preliminary details of the plan to be developed for the transfer of skills from the applicant to South African citizen(s) / permanent resident(s) employed at the South African company, including full names; identity numbers; position held; SARS income tax numbers, and certified copies of the identity documents such South African citizen(s) / permanent resident(s).

**BANK CONNECTION: BANK AUSTRIA CREDITANSTALT ACC. NO: 0027-
21603/03 BLZ 12000
IBAN: AT51120000272160303 SWIFT CODE: BKAUATWW**

For further information please contact the Consular Section:

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Email: vienna.consular@dirco.gov.za

Website: www.southafrica-embassy.at

Consular hours: Monday – Friday 08:30 – 12:00 and telephone enquiries until 16:30
South African Embassy, Consular Section, Sandgasse 33, 1190 Vienna, Austria