

Documents Checklist for INTRA-COMPANY TRANSFER WORK VISA

申请公司内部调动工作签证所需材料清单

Submission Date/申请日期: _____

Name of Applicant/申请人姓名: _____

Passport Number/护照号码: _____

***Your visa application will be processed and decided by South African Embassy / Consulate General.**

VAC staffs do not play any part in or influence the outcome of your visa application.

南非大使馆/总领事馆对您的签证申请作出决定。签证申请中心员工不参与或影响您的签证申请结果。

*Please note the application will not be acceptable if there are any missing documents as per the checklist. 若申请资料不符合使馆规定，则中心不予受理。				Yes/No 有/没有	
*If you wish to submit the original documents without photocopies, the original documents will not be returned to you. 若只递交原件，未递交复印件，使馆不退还原件。					
Passport or Travel Document 护照或旅行证件 -passport valid for no less than 30 days after the expiry of your intended visit ,and 2 copies of the first pages of the passport (on A4 paper) 有效期超过访问后 30 天以上的护照及 2 份护照首页复印件 (A4) 纸 -at least two blank visa pages (one to endorse visa and one for entry stamps) 护照上至少有两页空白页(一页贴签证，一页盖入境章)					
Completed Form (DHA-1738) : Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-1738 表格：请用黑色墨水笔用英文完整填写					
A full medical certificate 体检证明（国际旅行健康检查证明书，出入境检验检疫局出具）					
Two color passport size photographs with white background (Please refer to the photo specifications on the website: www.southafricavac-cn.com) 两张彩色白底护照照片（请参考网站 www.southafricavac-cn.com 上关于护照照片的规格）					
Police clearance certificates in respect of applicants 18 years and older, in respect of all countries where person resided one year or longer since having attained the age of 18 年满 18 岁的申请人要提供 18 岁以后在所有居住满一年以上的国家的无犯罪证明					
The prescribed visa fee CNY 787/ Service fee CNY 260 签证费用人民币 787 元/服务费人民币 260 元					
Documents required/所需材料 Please ensure that all documents should be properly translated in English if there are any documents provided only in Chinese. 请确保所有的中文材料都翻译成英文。		Original 原件	Copy 复印件	Remarks 备注	For official use ONLY 官方使用
1	An applicant for an intra-company work visa shall submit- 申请公司内部调动工作签证申请人需提交： (a) a written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and his or her dependent family members, should it become necessary; 雇主对申请人及依亲家属遣返费用负责的书面保证函。 (b) a police clearance certificate. 无犯罪证明。				
2	The employer shall ensure that the passport of his or her employee is valid at all times for the duration of his or her employment. 雇主保证雇员在受雇期间持有有效护照。				

3	<p>An application for an intra-company transfer work visa shall be accompanied by- 申请内部调动工作签证还需提供:</p> <p>(a) the foreigner's contract of employment with the company abroad valid for a period of not less than six months; 申请人和南非境外公司至少在6个月前签订的聘用合同。</p> <p>(b) a letter from- 以下确认信函:</p> <p>(i) the company abroad confirming that the foreigner shall be transferred to a branch, subsidiary or an affiliate of that company in the Republic; 境外公司确认申请人将被调至南非分公司、子公司或附属公司。</p> <p>(ii) the branch, subsidiary or an affiliate in the Republic confirming the transfer of the foreigner and specifying the occupation and capacity in which that foreigner shall be employed. 分公司、子公司或附属公司确认申请人的调入, 并详细说明其工作和职位。</p>				
4	<p>In terms of section 19(5) of the Act, the relevant employer shall ensure that- 依据移民法第19(5)条, 雇主保证:</p> <p>(a) a foreigner is only employed in the specific position for which the visa has been issued; 申请人只就任签证中指定的具体职位。</p> <p>(b) 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; 申请人在职期间遵从南非法律及签证中的要求, 并保证一旦申请人拒绝遵从, 将立即告知内务部总长</p> <p>(c) a plan is developed for the transfer of skills to a South African citizen or permanent resident. 实施中的转让技术给南非公民或永久居民的计划。</p>				
5	<p>The company referred to in sub regulation (8)(b)(ii) shall undertake to reimburse the Department any costs incurred in relation to the deportation of the holder 公司保证偿还内务部可能的遣返申请人的费用。</p>				
6	<p>Proof of registration of the company in the Republic with Companies and Intellectual properties Commission (CIPC) 南非公司在公司和知识产权委员会的注册证明。</p>				
7	<p>Latest Tax Clearance Certificate of the company in the Republic. 南非公司最新完税证明。</p>				
8	<p>Proof of registration of the company abroad. 南非境外公司注册证明。</p>				
9	<p>An intra-company transfer work visa shall be issued for a period not exceeding four years and is not renewable. 公司内部调动工作签证有效期不超过4年且不能更新。</p>				

**Please Note: In addition to the above requirements, supplementary documentation might be requested
by the South Africa Embassy / Consulate**

请注意：除以上基本材料外，南非大使馆/领事馆有权要求申请人补交其他相关材料

☐ The applicant has confirmed that s/he has read the guidance above and no other documents to submit and wishes to go ahead with the application. Applicant ensures that the information provided by him/her is true and correct. 申请者确认已经阅读以上申请指南，确定不再递交其它材料。申请者确认以上提供的信息真实无误。

☐ This is to certify the applicant has been advised that failure to submit all necessary documents may result in the application taking more than normal cases or being refused. However, he/she has chosen to proceed with the application. 确认已经告知申请人，如果没有递交所有必需材料，可能会导致申请时间长于正常受理时间或被拒签。但是，他/她坚持选择继续签证申请。

Insufficient Documents List: 缺失资料：

Name of Applicants: _____

申请人姓名：

Signature: _____

签名：

Name of VAC Staff: _____

签证中心员工姓名：

Signature: _____

签名：

***Representatives/Travel Agency (If applicable) 代理/旅行社（如需要）**

Name of Representatives 代理人签名： _____

Contact Number 联系电话： _____ **Email Address 邮箱地址：** _____