



# **SOUTH AFRICAN HIGH COMMISSION**

## **Islamabad – Pakistan**

### CHECK-LIST FOR AN INTRA-COMPANY TRANSFER VISA

01	Duly completed and signed Visa Application Form (DHA-1738) Form 8	
02	A recent photograph	
03	Original passport valid for no less than 30 calendar days after expiry of the intended stay	
04	Visa Fee Rs 18,800.00 ( <i>non-refundable</i> )	
05	A yellow fever vaccination certificate ( <i>where applicable</i> )	
06	A medical report on form BI-811 ( <i>original and not older than six months at the time of application</i> )	
07	Police Clearance Certificate(s) in respect of applicant from each country where the applicant, after attaining the age of 18 years, has resided for 12 months or longer during the five years immediately preceding the date of application ( <i>original +copy and not older than six months at time of application</i> )	
08	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	
09	A written undertaking by the employer to ensure that the passport of his or her employee is valid at all times for the duration of his or her employment	
10	The foreigner's contract of employment with the company abroad valid for a period of not less than six months	
11	Letter from the company abroad confirming that the applicant shall be transferred to a branch, subsidiary or an affiliate of that company in the Republic.	
12	A letter from the branch, subsidiary or an affiliate in the Republic confirming the transfer of the foreigner and specifying the occupation and capacity in which the foreigner shall be employed.	
13	An undertaking from the employer that- (a) the foreigner shall only be employed in the specific position for which the visa has been issued; (b) the foreigner 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 (c) A plan is developed for the transfer of skills to a South African citizen or permanent resident	
14	An undertaking from the branch, subsidiary or an affiliate in the Republic to reimburse the Department any costs incurred in relation to the deportation of the holder of an intra-company transfer work visa and any of his or her family members	
15	Proof of affiliation of two companies (South African company and foreign company)	
<b>Additional Documents</b>		
		Yes No
16	Copy of applicant's CNIC and Bio-page of the passport	
17	Previous passports ( <i>10 years travel history where applicable</i> )	
18	Certified copy of Marriage Certificate issued by NADRA ( <i>where applicable</i> )	
19	Certified copy of Divorce Decree or Death Certificate ( <i>where applicable</i> )	
20	Detailed CV	
21	Certified copies of qualifications	

**Notes:**

- All documents in a foreign language must be translated into English by a sworn translator.
- Please submit only certified copies of original documents except Police Clearance Certificate(s).
- The Mission may further request additional documents / information where and when necessary.

I \_\_\_\_\_ fully understand the requirements and aware that failure to meet the said requirements as contemplated in terms of Immigration Policy my application may lead to refusal.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_