



**SOUTH AFRICAN EMBASSY: BRASÍLIA**  
**SOUTH AFRICAN CONSULATE-GENERAL: SÃO PAULO**  
**INTRA-COMPANY TRANSFER WORK VISA**

DOCUMENTATION TO BE SUBMITTED	ATTACHED	
	YES	NO
DHA-1738 Form (use black ink).		
Passport (original).		
One recent photo.		
Valid long term of residence in Brazil for non-Brazilian passport holders (i.e. RNE) (authenticated copy).		
A written undertaking by the employer accepting responsibility for the costs related to the deportation of the applicant and dependent family members, should it become necessary.		
A written undertaking by the employer to ensure that the employee's passport is valid at all times for the duration of employment.		
The foreigner's contract of employment with the company abroad, sworn translated into English (when not in English), valid for a period of not less than six months.		
Letter from the company abroad confirming that the applicant shall be transferred to a branch, subsidiary or an affiliate of that company in South Africa.		
A letter from the branch, subsidiary or an affiliate in South Africa confirming the transfer of the foreigner and specifying the occupation and capacity in which the foreigner shall be employed.		
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; (c) A plan is developed for the transfer of skills to a South African citizen or permanent resident.		
An undertaking from the branch, subsidiary or an affiliate in South Africa 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.		
In respect of a dependent child accompanying the applicant to South Africa: (a) Birth certificate sworn translated into English (when not in English); (b) Written undertaking of financial responsibility by the main applicant in respect of his or her child.		
In respect of a spouse accompanying the applicant to South Africa: (a) Marriage certificate sworn translated into English (when not in English); (b) Written undertaking of financial responsibility by the main applicant in respect of his or her accompanying spouse.		
International certificate of vaccination against Yellow Fever (authenticated copy)		
Police clearance certificates sworn translated into English (when not in English) 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.		
Medical report (BI-811 Form).		
Radiological report (BI-806 Form) (not required in respect of children under the age of 12 years or pregnant women).		
Air flight ticket or proof of reservation thereof (copy).		
Prescribed application fee (not refundable) in the amount of <b>R\$675,00 Reais</b> .		

**NB: An intra-company transfer work visa shall be issued for a period not exceeding four years and is not renewable.**

**Processing period: up to eight weeks.**

***\* Applications and payment must be made in person at the Embassy or Consulate***