



**SOUTH AFRICAN HIGH COMMISSION
NIGERIA**

VISA REQUIREMENTS CHECKLIST – INTRA-COMPANY TRANSFER WORK VISA

(Indicate by ticking YES/NO in the space provided.)

<u>GENERAL REQUIREMENTS</u>	YES	NO
1. Application Form (DHA - 1738) fully completed in <u>black ink only</u>		
2. Two identical passport size (35mm width x45mm height) photographs on white background showing the complete face.		
3. A valid passport (validity of at least 30 days after the intended stay)		
4. 2 Copies of New & 1 copy of old passport data page as well as copies of existing visa and previously issued visas.		
5. Self-introduction letter with physical address and phone number.		
6. Introduction/Recommendation letter from an Employer, where applicable, signed with contact details, (full names of the Employer's, approved signatories, physical address and phone numbers).		
7. Verifiable hotel reservation/bookings which must be done directly with the hotels and not through third parties, (e.g. booking .com; hotel .com, HRS, etc).		
8. Copy of international travelling certificate (yellow fever card) duly and fully completed by a health practitioner. <u>A fully completed card should bear the following information; i. full names of the applicant; ii. Passport number; iii. Date of birth; iv. Gender/sex; v. signature of the applicant; vi. Date on which vaccine was taken; vii. Health practitioner's signature and the name of the centre where the vaccine was taken/administered; viii. Manufacturer and batch number of the vaccine; ix. Official stamp of the vaccinating centre; x. The period of validity of the vaccine. Children who are 10 years and below should submit their Clinic/Health Immunisation Cards. Any NEW Yellow Fever Card issued should be in line with the International Health Regulations of 2005. THE ONLY YELLOW FEVER CARDS (INTERNATIONAL TRAVELLING CERTIFICATE) ACCEPTABLE WILL BE THOSE ISSUED BY PORT HEALTH.</u>		
9. Proof of financial status (three months recent bank statement) or financial support letter from employer with three months bank statement) in a case where the Employer is sponsoring the trip. In the event the applicant is travelling on a private capacity, the bank statement submitted should reflect the salary deposited into the applicant's bank statement. Sponsored trips should always have a sponsorship letter with full details of the sponsor and contact details; as well as a copy of National ID/passport data page. Certain Corporate Entities are exempted from this requirement. In the case of a company account, the bank reference letter should state the sole signatory to the account. <u>(Original, Stamped & Signed by the bank authority)</u>		
10. Copy of Birth Certificate must be legalize/certify by the Country's Ministry of Foreign Affairs for Minors/Children travelling with parents. Where applicable, a consent letter/s with copy/ies of parent/s national identification card/passport data page of parent(s) who is not travelling with the minor should be attached to the application.		
11. Copy of Marriage or Death Certificate (where applicable) must be legalize/certify by the Country Ministry of Foreign Affairs to ascertain authenticity, if the intended stay will be for more than 90 days.		
12. Non Refundable Visa Fee of ₦37,000.00 excluding service fee		
13. Booking Verifiable Flight		
14. Police Clearance - <u>An original police clearance certificate</u> - Must be issued by the police 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. - Shall not be older than six months at the time of its submission.		
15. An Original filled, stamped & signed Medical & Radiological Report form.		

7. 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.		
8. An intra-company transfer work visa shall be issued for a period not exceeding four (4) years and is not renewable		

ADDITIONAL SUPPORTING DOCUMENTS FOR INTRA-COMPANY WORK VISA .(over and above, where applicable, the above mentioned requirements)	YES	NO
1. 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.		
2. 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.		
3. The foreigner's contract of employment with the company abroad valid for a period of not less than six months.		
4. 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.		
5. 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		
6. 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 the conditions of the visa; and (c) A plan is developed for the transfer of skills to a South African citizen or permanent resident.		