

# 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。

<b>*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。</b>				<b>Yes/No 有/没有</b>	
<b>*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。</b>					
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 1 copy of the first page of the passport (on A4 paper) 有效期超过访问后 30 天以上的护照及 1 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, which is not older than six months at the time of submission 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，报告的出具日期应在提交申请之日的 6 个月内) Radiological report for all applicants 12 year and older, excluding pregnant women 年满 12 的申请人须提供放射线检查报告，不包括孕妇					
Two color passport size photographs with white background 两张彩色白底护照照片					
Police clearance certificates (all applicants 18 years and older) for all countries in which you resided for a period of one year or longer since your 18th birthday including South Africa. Certificates may not be older than six months at the time of submission of the application. 年满 18 岁的申请人须提供 18 岁以后在所有居住满一年以上的国家 (包括南非) 的无犯罪证明。无犯罪证明的出具日期应在提交申请之日的 6 个月内。					
The prescribed visa fee CNY 787/ Service fee CNY 335 签证费用人民币 787 元/服务费人民币 335 元					
<b>Documents required/所需材料</b> <b>Please ensure that all documents should be properly translated in English if there are any documents provided only in Chinese.</b> 请确保所有的中文材料都翻译成英文。		<b>Original 原件</b>	<b>Copy 复印件</b>	<b>Remarks 备注</b>	<b>For official use ONLY 官方使用</b>
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	<p>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。</p>				
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 detailed plan is developed for the transfer of skills to a South African citizen/s or permanent resident holder/s, and submitted in duplicated. 提交把技术转让给南非公民或永久居留者的详细计划书(一式两份)。</p> <p>(d) submit in duplicate a detailed list of staff complement, including names, SA ID or passport number and position of all staff member/s. 提交南非公司的所有雇员清单, 包括雇员姓名、南非ID号或护照号、职位(一式两份)。</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>Business license of the employer: Reflecting the directors or members of the company and printed from CIPC website (<a href="http://www.cipc.co.za">http://www.cipc.co.za</a>) after year 2010从CIPC网站</p>				

	( <a href="http://www.cipc.co.za">http://www.cipc.co.za</a> ) 打印出来的能显示注册法人名字的南非公司营业执照（打印日期为2010年之后）				
7	Latest Tax Clearance Certificate of the company in the Republic. 南非公司最新完税证明。				
8	Share certificate of the employer 雇主股份证书				
9	<p>Certified copy of SA inviter's identity (SA Identity Card/SA Passport /SA Permanent Residence Permit /Passport Biopage +Long-term Visa) within 3 months (only copy is required for inviter whose visa was issued in China or who is within the territory of China at the date of submission), except the situation where the applicant is invited by the South African Government department or Institution</p> <p>邀请人三个月内认证的南非身份证/南非护照/南非永居/护照+长期签证的复印件（邀请人的签证在中国境内签发或申请当日入境中国的只需提交复印件），若申请人的邀请单位是南非政府部门或机构，无需提供邀请身份证件</p>				
10	Notarized business license of the company abroad with English translation, which is not older than one year at the time of submission 南非境外公司营业执照涉外公证件（出具日期应在提交申请之日的一年之内）				
11	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。				
12	<p>Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents:</p> <p>如果申请人要在其长期工作、居住地所属的领区递交申请，而护照签发地不属于该领区，那么申请人需要提供以下材料：</p> <p>1) Recent 3 months' salary bank account statement. 银行最近三个月工资对帐单</p> <p>2) The applicant must submit a verifiable proof that he/she has been employed by the company (includes Company Physical address and Telephone Number) in that particular jurisdiction/That particular area for a period of six (6) to twelve (12) months. 申请人须向递交申请的领区提交在该区域工作至少 6 到 12 个月的单位担保函（包括单位详细地址及有效电话）</p> <p>3) Notarized Business license with English translation, which is not older than one year at the time of submission. 中方派遣单位营业执照涉外公证件（出具日期应在提交申请之日的一年之内）</p> <p>4) Copy and translation of Temporary Residence Permit from six (6) to twelve (12) months.至少 6 到 12 个月的暂住证明复印件及翻译件</p> <p>5) The Applicant must submit a verifiable proof of contribution to Social Security Insurance for a period of six (6) to (12) twelve months. 申请人须提交至少 6 到 12 个月的社保缴纳证明</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**

**Courier Fee (If applicable) 快递费用（如需要）：** \_\_\_\_\_

**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。

**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：** \_\_\_\_\_