

LIST OF DOCUMENTS REQUIRED FOR A INTRA COMPANY TRANSFER WORK VISA

- Contract Employment with the foreign company for a period of not less than six months
- Proof of Portuguese Social Security contributions from the employee or from the local company in respect of the employee for the past 6 months.
- Letter from the company abroad confirming that the foreigner shall be transferred to a branch/subsidiary/affiliate of that company in the Republic
- Letter from the branch/subsidiary/affiliate in the Republic confirming the transfer of the foreigner and specifying the occupation and capacity in which that the foreigner shall be employed
- CIPRO/CIPC registration of the South African Company
- A plan for the transfer of skills to a South Africa citizen or permanent resident
- Undertaking by the employer ensuring that:
 - A foreigner is only employed in the specific position for which the visa has been issued
 - The foreign employee will at all times comply with the provisions of the Act and conditions of his/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
- Form DHA 1738

DURATION AND PERIOD OF ISSUANCE

An intra-company transfer work visa shall be issued for a period not exceeding four years.

A spouse and minor dependent children of a holder of a work visa shall be issued with an appropriate port of entry visa valid for a period not exceeding the period of validity of the spouse's work visa.

Important notes:

Incomplete applications are not accepted.

All application forms must be fully filled in with a black ink pen, and legible handwriting.

All details provided by the applicant should be in accordance with the documents produced (e.g. name and surname in accordance with passport details).

Applicants must apply for the visas in person at the South African Embassy in Lisbon, and sign the application forms in the presence of an Embassy Official.

All documents in a foreign language must be translated to English.

**A Photo booth is available at the Embassy for international standard photographs.
(4xphotos=5 euros)**

All documents and letters or work contracts must be signed and stamped