



TRP 8

DEPARTMENT: HOME AFFAIRS  
REPUBLIC OF SOUTH AFRICA

CHECKLIST: REQUIREMENTS FOR AN INTRA-COMPANY TRANSFER WORK PERMIT

Please note:

- 1) The Department of Home Affairs will not accept incomplete applications
- 2) The applicant must please confirm in the indicated column (\*) with a YES (✓) or NO (X) that the relevant original supporting documentation is attached to the application
- 3) The receiving Home Affairs official must confirm in the indicated column (#) with a YES (✓) that the relevant original supporting documentation is attached to the application

Intra-Company Transfer Work Permit requirements additional to the general requirements for a Temporary Residence Permit:

Requirements	* Confirmation by Applicant	# Confirmation by Home Affairs Official
Foreigner's contract of employment with company abroad.		
Letter from the company abroad that the applicant shall be transferred to a branch of that company or an affiliated company situated in South Africa.		
Letter from the South African company confirming the transfer from the parent or affiliated company abroad, as well as specifying the occupation and capacity in which the foreigner shall be employed, and that the maximum duration will not exceed two years.		

Name and Surname of applicant		Name and Surname of Home Affairs Official		Name and Surname of Permit Quality Inspector	
Signature of applicant		Signature of Home Affairs Official		Signature of Permit Quality Inspector	
Contact no. (Cell):		PERSAL Number:		PERSAL Number:	
Date:		Date:		Date:	

Checklist of requirements intended for quality purposes and not adjudication