

# EMPLOYEE COMPLIANCE CHECKLIST

## Section 1: Organisational Sponsor Readiness

Item	Notes/Examples
<input type="checkbox"/> Registered as a sponsor with the Department of Home Affairs (if required)	The Trusted Employer Scheme previously required this registration. (This has ended since)
<input type="checkbox"/> Company immigration records are centrally stored and accessible	Ideally secured and maintained by HR/legal
<input type="checkbox"/> Responsible person appointed for immigration compliance	Could be the Mobility Manager or HRBP
<input type="checkbox"/> Immigration policy in place for internal hires/transfers	Covers relocation benefits, family inclusion, renewals, etc.

## Section 2: Work Permit Documentation (Per Employee)

Item	Notes/Examples
<input type="checkbox"/> Copy of valid visa/permit (Critical Skills, General Work, ICT, etc.)	Check expiration dates, permit types and whether the new application is legally permissible in terms of prevailing laws.
<input type="checkbox"/> Copy of endorsed passport	Must show correct conditions for employment and have sufficient validity
<input type="checkbox"/> SAQA qualification evaluation (if applicable)	Required for Critical Skills Visa and General Work Visa Applicants only
<input type="checkbox"/> Professional body registration (if applicable)	E.g. Engineering Council of SA, SAICA – applies only to Critical Skills Visa holders in regulated professions.
<input type="checkbox"/> Medical Reports (filed if used for application)	Should be stored securely with the personnel file
<input type="checkbox"/> Employment contract matching visa terms	Ensure alignment with job title and duration a visa/permit is typically conditional on this

### Section 3: Right-to-Work & Ongoing Tracking

Item	Notes/Examples
<input type="checkbox"/> Right-to-work check completed and recorded before start date	Document date, method, and checker
<input type="checkbox"/> Visa/permit expiry tracker in place	Should notify HR at least 3–6 months in advance (8 Months advisable for Critical Skills Work Visa)
<input type="checkbox"/> System for tracking visa conditions (employer-bound permits, location restrictions)	Particularly for ICT Visas (Intra-Company Transfer), General Work Visas and Critical Skills Work Visas.
<input type="checkbox"/> Schedule for reviewing compliance quarterly	Can be integrated with broader HR or payroll audits

### Section 4: Changes, Exits, and Renewals

Item	Notes/Examples
<input type="checkbox"/> Clear policy for handling internal job changes or promotions for permit holders	These changes may require reapplication or amendment
<input type="checkbox"/> Formal process for reporting terminations to Home Affairs	Mandatory under Immigration Act
<input type="checkbox"/> Renewal workflow in place	Begin discussions at least 6 months in advance (8 months for Critical Skills Work Visas) Some visas are only issued for 3 – 6 months
<input type="checkbox"/> Deactivation of permit in Home Affairs systems post-exit	Protects future sponsorship credibility

### Bonus: Documentation to Retain Per Employee (For 5+ Years)

- Copy of application package
- Approval notice from Home Affairs
- Tracking sheet of all communications
- Copies of any amendments or renewals
- Exit documentation and cancellation confirmation.