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The Employer's Immigration Compliance Checklist

25 Questions to Ask Before Your Next Hire, Transfer or Renewal

For Employers in:
SOUTH AFRICA

Takes 10 minutes.

How to use this checklist

1 Answer Yes or No.
Tick one box per question. "I think so" counts as a No.

2 Be honest.
This is for your eyes only. The goal is to find gaps, not to look good.

3 Total each section,
then add them up on the score page to see where you stand.

SECTION 1	Visibility and records	YES	NO
1	Do you have one central, up-to-date list of every employee on a work visa?	☐	☐
2	Does that list show expiry dates, conditions and the employing entity named on each visa?	☐	☐
3	Is someone named as responsible for keeping it current?	☐	☐
4	Can you produce complete immigration files for any employee within 24 hours if asked?	☐	☐
5	Are records stored securely and retained for the legally required period?	☐	☐

SECTION 1 YES ANSWERS: _____ / 5

SECTION 2	Visa verification and compliance	YES	NO
6	Do you verify that every foreign national hire holds a valid visa for their specific role, using a consistent process?	☐	☐
7	Are those checks done before the first day of work, not after?	☐	☐
8	Do you re-check the validity and conditions of visas for employees whose permission to work is time-limited?	☐	☐
9	Are your managers trained to apply these checks consistently and fairly to every hire?	☐	☐
10	Have your processes been reviewed by a specialist in the last 12 months?	☐	☐

SECTION 2 YES ANSWERS: _____ / 5

SECTION 3	Renewals and deadlines	YES	NO
11	Do you get an automatic alert well ahead of any visa expiry?	☐	☐
12	Do you know the processing time for each renewal type you rely on?	☐	☐
13	Do employees know who to contact when their visa is nearing expiry?	☐	☐
14	Do you have a plan if a renewal is delayed or refused?	☐	☐
15	Do you track family members' visas (spouse and children) as well as the employee's?	☐	☐

SECTION 3 YES ANSWERS: _____ / 5

SECTION 4	Hiring and mobility planning	YES	NO
16	Do you check immigration feasibility before making an offer to an international candidate?	☐	☐
17	Do you know the cost and timeline of securing a visa for a role before you advertise it?	☐	☐
18	Is business travel assessed so employees aren't doing work they aren't permitted to do abroad?	☐	☐
19	Do you review visas when a role, salary, location or duties change?	☐	☐
20	Is there a defined process for intra-company transfers and remote work from abroad?	☐	☐

SECTION 4 YES ANSWERS: _____ / 5

SECTION 5	Governance and risk	YES	NO
21	Is there a single senior owner accountable for immigration compliance?	☐	☐
22	Do HR, Legal, Finance and hiring managers know their role in the process?	☐	☐
23	Have you run an internal or external immigration audit in the last 2 years?	☐	☐
24	Do your contracts with candidates and employees clearly state immigration conditions?	☐	☐
25	Do you know what penalties apply to your organisation and to the employee (fines, prosecution, visa revocation, deportation) if you get this wrong?	☐	☐

SECTION 5 YES ANSWERS: _____ / 5

Add up your score

Section 1: Visibility and records	____ / 5
Section 2: Visa verification and compliance	____ / 5
Section 3: Renewals and deadlines	____ / 5
Section 4: Hiring and mobility planning	____ / 5
Section 5: Governance and risk	____ / 5
TOTAL YES ANSWERS	**____ / 25**

Tip: Your lowest-scoring section is where to start. Most employers find their biggest gaps in **Section 3 (renewals) and Section 4 (planning)**, because those fall between teams.

What your score means

21 - 25 YES ANSWERS	**STRONG** Keep reviewing annually and watch for rule changes. You have the foundations in place.
14 - 20 YES ANSWERS	**GAPS PRESENT** You are likely covered day to day, but exposed in a few areas. Fix these before they are tested.
8 - 13 YES ANSWERS	**SIGNIFICANT RISK** An audit, a refusal or a missed renewal could cause real disruption to your business.
0 - 7 YES ANSWERS	**URGENT** Act now. Small errors compound quickly, and several core controls appear to be missing.

Answered NO to 5 or more?

Book a free **20-minute Workforce Mobility Review**. A senior immigration strategist will go through your answers, flag your top three exposure points, and give you a realistic timeline and cost range.
No obligation.

Book a Call with Us

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