

SOUTH AFRICA VISA FOR BUSINESS MEETING / TRAINING / CONFERENCES

Documents	Particulars
Passports	<ul style="list-style-type: none"> * Passport, (valid for at least 30 days after the intended stay/departure date from South Africa; at least Two unused/blank visa pages) * Copies of passport bio-data pages * Original old passport booklets if any
Photographs	<ul style="list-style-type: none"> *Two colour photographs 3.5 x 4.5 cm with light-coloured background * The photograph should be a recent one not more than 1 month old * The applicant should be directly facing the camera, without dark/ tinted glasses or any headgear (with the exception of persons who wear such headgear due to their ethnic/ religious background, and are seen wearing the same in their passport photo).
Bank Statements	<ul style="list-style-type: none"> * Proof of funds (Last 03 month's bank statement signed and stamped by the bank with a balance of South African Currency R 3000 or equivalent in INR for Delhi and Mumbai). * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
Covering Letter	<ul style="list-style-type: none"> * A covering letter per individual / family/ company addressed to The Visa Officer, Consulate General of South Africa. * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants
Itinerary / Air tickets	<ul style="list-style-type: none"> *Valid flight ticket OR proof of reservation * Day wise travel plan
Purpose of Travel / Accommodation	<ul style="list-style-type: none"> * Letter of invitation from the South African organizers/hosts/companies stating the name, passport number of applicant as well as purpose and duration of visit. Letter must have the physical address, as well as contact details of the host and host's/authorized signature's name, designation and signature (Host ID copy attested by commissioner of OATHS needs to be submitted if required by SAHC). For submissions at Mumbai, Ahmedabad, Goa, Pune and Bangalore the invitation letters must be on letterhead and attested with company seal/stamp. Also submissions at Mumbai, Ahmedabad, Goa, Pune and Bangalore must have host ID copy attested by Commissioner of Oaths/South African Police (latest 3 months). * Reference/introduction letter from Indian employer stating the name, passport number of applicant as well as purpose and duration of visit. Letter must have the physical address, as well as contact details of authorized signature's name, designation and signature. *Proof of hotel booking, (verifiable) stating the name, passport number of applicant(s) and duration of visit, physical address, as well as contact details of the hotel as well as authorized signature's name, designation and signature
Short - term work visitor's visa	<ul style="list-style-type: none"> * Letter from employer stating the below: <ul style="list-style-type: none"> -the purpose or necessity of the work -the nature of the work -qualification and skills required for the work; -the duration of the work -the place of work -duration of the visit -proof of remuneration or stipend that the foreigner will receive from the employer -identity and contact details of the prospective employer or relevant contact person from the host institution.
For Film Projects	<ul style="list-style-type: none"> *Recommendation from respective film commission in South Africa i.e. Cape Town Film Commission, Durban Film Office or Gauteng Film Commission stating the name, passport number of applicant(s) as well as purpose and duration of visit.
Supporting Credentials	<p>*Yellow Fever Vaccination certificate if applicant will travel through or stay in yellow fever belt.</p> <p>For minors:</p> <p>*Child accompanied by both parents : Unabridged Birth Certificate (UBS)</p> <p>*Child accompanied by one parent:</p> <ul style="list-style-type: none"> - Unabridged Birth Certificate (UBS) -Affidavit / Court order and Parental Consent Affidavit with ID copy from the other parent or death certificate (in case of death of one parent) <p>*Child accompanied by someone other than a parent:</p> <ul style="list-style-type: none"> - Unabridged Birth Certificate (UBS) -Affidavit / Court order and Parental Consent Affidavit with ID copy from the other parent or death certificate (in case of death of one parent) -Copies of ID documents / passport of the parents / Legal guardian -Contact details of the parents or legal guardian. <p>*Orphaned Child:</p> <ul style="list-style-type: none"> -Director - General of Department of Home Affairs may approve entry or departure of orphaned children travelling with a relative or a person related to his/her parents. <p>*Unaccompanied Child:</p> <ul style="list-style-type: none"> - Parental Consent Affidavit from one or both parents or legal guardian, as the case may be, in the form of an affidavit. -Where one parent provides an affidavit granting full parental responsibilities and rights in respect of the child. -A letter from the person who will receive the child in the Republic, his or her residential address and contact details in Republic where the child will be residing. -Copy of ID, valid passport and visa or permanent residence permit of the person receiving the child in the Republic; and

- Contact details of parents / Legal Gordian.	
Businessmen:	
* Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed	
* NOC from other partners or Directors incase of partnership	
Employees:	
* Leave sanction letter from the company (from the Government body incase of Government employees / public servants)	
* Last 3 months Salary Statements (only for Private firms)	
* Company ID card (optional)	
* Retirement Certificate or Letter / Copy of Pension Book (for retired employees)	
Students:	
Leave sanction letter from the educational institution (for travel during working days)	
Bona fide Certificate from the educational institution (for travel during vacations)	
* School/ College ID card (optional)	
Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):	
* Marriage Certificate (Original)	
* Wedding Invitation card / Photographs (incase the marriage certificate is not ready)	
Travellers unaccompanied by spouses/partners	
* A notary attested NOC on a stamp paper from the unaccompanied spouse	
* Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted.	
Additional supporting documents if available	
* FD Receipts from banks	
* Public shares / debentures certificate	
* Asset evaluation report from a CA	
Disclaimers	
* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification.	
* The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed	
* BPVS offers Visa Facilitation services to our customers against a Service Fee	
* BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission	

Information Updated on 05.06.2024