

EMBASSY OF THE REPUBLIC OF SOUTH AFRICA – COTONOU - BENIN

Rue IMP. 12. 050 Maison No 5, Les Cocotiers. 01 B.P. 7696, Cotonou, Republic of Benin

Tel: (229) 21 30 72 17 / 21 30 68 95 / 21 30 72 17 / 21 30 11 05 / 21 30 72 08 E-mail: Beshev@dirco.gov.za

REQUIREMENTS FOR VISITOR VISA'S (BUSINESS PURPOSES) AS DETERMINED BY THE DEPARTMENT OF HOME AFFAIRS IN SOUTH AFRICA AND ADDITIONAL INFORMATION AS REQUESTED BY THE EMBASSY

DOCUMENTS REQUIRED		DOCUMENT ATTACHED
1	Proof of payment of the prescribed processing fee.	
2	A duly completed application form signed by the applicant: BI-84.	
3	Two recently taken identical passport photographs with white background (35 mm width and 45 mm length)	
4	Valid biometric or machine readable passport. <ul style="list-style-type: none"> • Original passport to be submitted with the application. • Passport valid for no less than 30 days after the expiry of the intended visit, with at least two blank pages. • Copies of the first 03 pages. • Copies of old South African visas. • Foreign nationals residing in Benin/Togo should be in possession of valid Residence Permit and should further note that their applications are referred to their country of nationality for approval, therefore, the 5 working days turnaround time is not applicable to them. 	
5	Up to date Yellow fever vaccination certificate. The Embassy considers a yellow vaccination to be valid for 10 years. (Copy and original to be included in the application).	
6	A letter from the applicant stating the purpose and duration of the intended visit. Any additional information that will assist with the adjudication process can also be included.	
7	Provisional flight/airline booking – Return ticket. (It is advised not to buy an airline ticket until the visa application has been approved and the visa has been issued.)	
8	Proof of accommodation details in the form of one of the following: <ul style="list-style-type: none"> • A residential address of the intended place of stay in South Africa OR • The Business, residential or physical address of the host in South Africa OR • Hotel/guest house booking. 	
9	If the application is for longer than 90 days, a full medical report by a registered medical practitioner with regard to the applicant's general state of health, detailing any medical condition they suffer from, must be attached. The report shall not be older than 6 months at the time of its submission.	
10	If the application is for longer than 90 days, X-rays and a radiological report by a registered radiologist certifying that the applicant has been examined and that no signs of active pulmonary tuberculosis could be detected, must be attached. The report shall not be older than 6 months at the time of its submission. (Except for pregnant woman and children under the age of 12).	
11	If the application is for longer than 90 days, a police clearance certificate (if the applicant is 18 years or older), issued by the police or security authority in each country where the applicant resided for 12 months or longer after attaining the age of 18 years, in respect of criminal records or the character of the applicant, which certificate shall not be older than 6 months at the time of submission.	
12	A marriage certificate (if applicable).	
13	A formal invitation letter from the South African company indicating the purpose as well as the duration of the visit. The letter must be on the company letter head and duly signed.	
14	A formal letter from the local company authorising the official to travel, confirming the purpose and the duration of the visit. The letter must be on the company letter head and duly signed.	
15	An undertaking from either the South African company or the local company to take full responsibility of the financial upkeep of the applicant. It must be clearly indicated who will take responsibility for flights, accommodation and upkeep of the employee.	
16	Self-employed applicants must provide documentation to serve as proof of business registration and 3 months bank statement bearing bank stamp (applicable to all small businesses sending official(s) for business trips to South Africa)	

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DOCUMENTS REQUIRED		DOCUMENT ATTACHED
17	<p>Proof of financial means for the duration of the intended visit:</p> <ul style="list-style-type: none"> Letter of sponsorship indicating costs to be covered (letter of sponsorship should be accompanied by a copy of an identity document/ passport of the sponsor, as well as a valid permit in case of a sponsor residing in South Africa on a visa/ permit.) 3 months bank statements bearing the bank stamp. The financial means must proof that the sponsor can maintain themselves and the applicant. The applicant needs to provide proof that their food, transport and day-to-day living expenses can be provided for. The amount will depend on the time of stay in South Africa. In the case where the applicant will be responsible for their own upkeep, 3 months bank statement in the applicants name must be included bearing the bank stamp. The financial means must proof that the applicant can maintain themselves in term of travel, food, transport and day-to-day living expenses. The amount will depend on the time of stay in South Africa. Proof of host's address in the form of a utility bill or a lease agreement. 	

IMPORTANT INFORMATION:

- During the adjudication process, this document is used as a checklist to ensure that the application meets all the requirements. None of these requirements are negotiable. The application will be declined if the following conditions are not met:
 - All the relevant documents as indicated in these requirements are not submitted with a fully completed application form.
 - No application will be considered without proof of payment of the prescribed visa processing fee. This fee is non-refundable.
 - All documents are not translated into English. No French documents will be accepted.
 - All copies of documents submitted, are not ***certified as true copies*** of the original documents.
 - Documents are not completed in black ink or electronically. If any other colour ink is used, the application will be declined.
- Visa applications have a turnaround time of a **minimum** of 5 working days. No visa will be issued until confirmation is received from the Department of Home Affairs that the applicant does not appear on the visa stop list.
- A complete set of application forms, together with supporting documents should be presented for each application individually, including minor children.
- Letters written in private capacity should not be written on employer's letter heads except for self-employed applicants.
- Due to small office space, clients are not allowed to complete the forms in the reception area.
- Kindly include your e-mail address so that the Embassy may contact you.
- Office hours are strictly Monday to Friday, 08:30 until 12:00. No visa applications will be received after 12:00. No visa collections will be allowed after 12:00.
- It is the responsibility of the applicant to ensure that the visa application is complete and submitted well in advance before the date of travel. The Embassy will not take any responsibility for flights missed due to the visa application not submitted in time to allow for due processes to be followed.
- The Mission reserves the right to request an interview with the applicant or to request any additional information in support of the visa application.
- For any further information kindly please visit the Department of Home Affairs website at <http://www.dha.gov.za>. The application forms can be downloaded.
- If the application is declined, a new application can be submitted after 10 working days.

BANKING DETAILS FOR PROCESSING FEE:			
AMBASSADE D'AFRIQUE DU SUD: VISA-ACCOUNT		ECO BANK	
CODE BANQUE	BJ062	CODE GUICHET	1001
N DE COMPTE	110037732003	RIB	92
MONTANT: 21 700 CFA			

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