

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: buthelhezim@dirco.gov.za , Capo-ChiChiC@dirco.gov.za , MaswikanengM@dirco.gov.za

REQUIREMENTS FOR A RELATIVE PERMIT IN TERMS OF SECTION 18(1) READ WITH REGULATION 17(1) AND ADDITIONAL INFORMATION AS REQUESTED BY THE EMBASSY

DOCUMENTS REQUIRED		DOCUMENT ATTACHED
1	Proof of payment of the prescribed processing fee. (not applicable for spouse or dependent children of South African citizen / permanent residence holder)	
2	A duly completed application form signed by the applicant: BI-947 and BI-1738.	
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 a valid, up to date, 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 proof of the residential address of the intended place of stay in South Africa.	
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, 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.	
11	In the case of a minor (person under the age of 18) travelling alone or with one parent only, the following must be included: <ul style="list-style-type: none"> Consent letters from both parents giving consent for the minor to travel alone or with only one parent. Copies of both parents identification documents/passports. Full unabridged birth certificate of the minor where the names of the father and mother are indicated. Particulars of a person who will act as the minor's guardian and a confirmation letter from the intended guardian in the case where the minor will be travelling alone. Proof of the physical address and contact number of the intended guardian. A clear statement and proof of the relationship of the guardian with the child. A clear statement and proof of the relationship of the guardian with the parents. School going applicants should submit letters from their school when travelling during school seasons. 	
12	Proof of South African citizenship or permanent residence status, of the relative in South Africa, in the form of an identity document/ID Smart card.	
13	Proof of financial assurance contemplated in section 18(1) of the Act shall be an amount, per person and per month, as determined from time to time by the Minister by notice in the Gazette, (currently R8 500 per person) to be proven by means of a current salary advice or a certified 3 month bank statement: Provided that the financial assurance shall not be required <u>where the South African citizen or permanent resident is a dependent child</u> . Please read this carefully. It means that if the person in South Africa is a dependent child, financial assurance is not needed. If a mother/father wants a residence permit because their child is a South African, the financial assurance is not needed. A child in South Africa does not have an income so the child cannot provide proof thereof. However, if the dependent child of a South African/Permanent Resident wants a relatives permit the relative in South Africa must still provide proof of financial assurance of R8 500 per person per month in the form of 3 months bank statements bearing the bank stamp.	
	<ul style="list-style-type: none"> Letter of sponsorship indicating costs to be covered (letter of sponsorship from family members should be accompanied by an identity document or passport of the sponsor, as well as a valid permit in case of a sponsor residing in South Africa on a temporary residence permit. 	
	<ul style="list-style-type: none"> 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. 	
	<ul style="list-style-type: none"> The sponsor is to provide 3 months bank statement bearing the bank stamp. Proof of host's address in the form of a utility bill or a lease agreement. 	

	<ul style="list-style-type: none"> Self-employed sponsors must provide documentation to serve as proof of business registration, their identity document and bank statements 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. 	
14	<p>MARITAL AND FAMILY STATUS – Only attach the relevant documents that is applicable to the applicant’s situation:</p> <ul style="list-style-type: none"> Proof that the applicant is the immediate family member of a South African citizen / permanent resident. Full unabridged birth certificate for children, marriage certificate for a spouse, proof of kinship for others. Marriage certificate or in the case of a foreign spousal relationship, proof of official recognition thereof issued by the authorities of the foreign country of the applicant OR Proof of a union recognised in terms of the Recognition of Customary Marriages Act, 1998 (Act no 120 of 1998), where applicable. Divorce decree, where applicable. Death certificate in respect of late spouse, where applicable. Legal separation order, where applicable. Proof of court order awarding custody, where applicable. In case of a minor child, consent letters from both parents must be included, accompanied by copies of their IDs and the applicant’s full birth certificate Proof of legal adoption, where applicable. <p>ALL DOCUMENTS ISSUED BY HOME AFFAIRS E.G. BIRTH CERTIFICATES AND MARRIAGE CERTIFICATES, ARE TO BE LEGALISED BY THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION. PLEASE VISIT WWW.DIRCO.GOV.ZA – CONSULAR INFORMATION – CONSULAR NOTARIAL SERVICES (LEGALISATION OF OFFICIAL (PUBLIC) DOCUMENTS). DOCUMENTS ISSUED BY HOME AFFAIRS WILL NOT BE ACCEPTED UNLESS THEY ARE LEGALISED BY THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION.</p>	

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.
 - Documents issued by the Department of Home Affairs in South Africa are not legalised.
- 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.
- 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. Kindly please provide your e-mail address on the application in order for the Embassy to contact you to set up an appointment if deemed necessary. If no e-mail address is provided, the application will be set aside until the application enquires about the status of the 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			