



**SOUTH AFRICAN HIGH COMMISSION
NIGERIA**

VISA REQUIREMENTS CHECKLIST - BUSINESS

<u>GENERAL REQUIREMENTS</u>	YES	NO
1. Application Form (DHA - 1738) fully completed in black ink only		
2. Two identical passport size (35mm width x45mm height) photographs on white background showing the complete face.		
3. A valid passport (validity of at least 30 days after the intended stay)		
4. 2 Copies of New & 1 copy of old passport data page as well as copies of existing visa and previously issued visas.		
5. Self-introduction letter with physical address and phone number.		
6. Introduction/Recommendation letter from an Employer, where applicable, signed with contact details, (full names of the Employer's, approved signatories, physical address and phone numbers).		
7. Verifiable hotel reservation/bookings which must be done directly with the hotels and not through third parties, (e.g. booking .com; hotel .com, HRS, etc).		
8. Copy of international travelling certificate (yellow fever card) duly and fully completed by a health practitioner. <u>A fully completed card should bear the following information; i. full names of the applicant; ii. Passport number; iii. Date of birth; iv. Gender/sex; v. signature of the applicant; vi. Date on which vaccine was taken; vii. Health practitioner's signature and the name of the centre where the vaccine was taken/administered; viii. Manufacturer and batch number of the vaccine; ix. Official stamp of the vaccinating centre; x. The period of validity of the vaccine. Children who are 10 years and below should submit their Clinic/Health Immunisation Cards. Any NEW Yellow Fever Card issued should be in line with the International Health Regulations of 2005. THE ONLY YELLOW FEVER CARDS (INTERNATIONAL TRAVELLING CERTIFICATE) ACCEPTABLE WILL BE THOSE ISSUED BY PORT HEALTH.</u>		
9. Proof of financial status (three months recent bank statement) or financial support letter from employer with three months bank statement) in a case where the Employer is sponsoring the trip. In the event the applicant is travelling on a private capacity, the bank statement submitted should reflect the salary deposited into the applicant's bank statement. Sponsored trips should always have a sponsorship letter with full details of the sponsor and contact details; as well as a copy of National ID/passport data page. Certain Corporate Entities are exempted from this requirement. In the case of a company account, the bank reference letter should state the sole signatory to the account. <u>(Original, Stamped & Signed by the bank authority)</u>		
10. Copy of Birth Certificate must be legalized/certify by the Country's Ministry of Foreign Affairs for Minors/Children travelling with parents. Where applicable, a consent letter/s with copy/ies of parent/s national identification card/passport data page of parent(s) who is not applying with the minor(s) should be attached to the application.		
11. Copy of Marriage or Death Certificate where applicable must be legalized/certify by the Country's Ministry of Foreign Affairs to ascertain authenticity if the intended stay will be for more than 90 days.		
12. Non Refundable Visa Fee of ₦37, 000.00 excluding service fee		
13. Booking Verifiable Flight		

14. Police Clearance - An <u>original</u> police clearance certificate • Must be issued by the police 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 that applicant. • Shall not be older than six months at the time of its submission.		
15. An Original filled, stamped & signed Medical & Radiological Report form.		
IN CASE WHERE AN APPLICANT HAS ESTABLISHED A BUSINESS OR INVESTED IN AN EXISTING BUSINESS IN THE REPUBLIC. <u>(over and above, where applicable, the above mentioned requirements)</u>	YES	NO
1. A Certificate issued by a chartered accountant registered with the South African Institute of Chartered Accountants or a professional accountant registered with the South African Institute of Professional Accountants to the effect that: (a) At least an amount in cash to be invested in the Republic as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the Gazette, is available or already invested; or; (b) At least an amount in cash and a capital contribution as determined from time to time by the Minister, after consultation with the Minister of Trade and Industry, by notice in the Gazette, is available or already invested; (c) Proof that at least 60% of the total staff compliments employed in the operations of the business are South African citizens or permanent residents employed permanently in various positions.		
2. Proof of registration with the – (a) South African Revenue Service; (b) Unemployment Insurance Fund; (c) Compensation Fund for Occupational Injuries and Diseases; (d) Companies and Intellectual Properties Commission (CPIC), where legally required; and		
(e) Relevant professional body, board or council recognized by SAQA in terms of section 13(1)(i) of the National Qualifications Framework Act, where applicable		
3. A letter of recommendation from the Department of Trade and Industry regarding – (a) The feasibility of the business; and (b) Proof of investment		
4. A business visa may be issued for a period not exceeding three (3) years at a time		

(Indicate by ticking YES/NO in the space provided.)