

# Documents Checklist for Visitor's Visa (Individual Travel)

## 申请旅游访问签证所需材料清单

Submission Date/申请日期: \_\_\_\_\_

Name of Applicant/申请人姓名: \_\_\_\_\_

Passport Number/护照号码: \_\_\_\_\_

**\*Your visa application will be processed and decided by South African Embassy / Consulate General.**

**VAC staffs do not play any part in or influence the outcome of your visa application.**

南非大使馆/总领事馆对您的签证申请作出决定。签证申请中心员工不参与或影响您的签证申请结果。

<b>*Please note the application will not be acceptable if there are any missing documents as per the checklist. 若申请资料不符合使馆规定，则中心不予受理。</b>					<b>Yes/No 有/没有</b>	
<b>*If you wish to submit the original documents without photocopies, the original documents will not be returned to you. 若只递交原件，未递交复印件，使馆不退还原件。</b>						
Passport or Travel Document 护照或旅行证件 -passport valid for no less than 30 days after the expiry of your intended visit ,and 1 copy of the first page of the passport (on A4 paper) 有效期超过访问后 30 天以上的护照及 1 份护照首页复印件 (A4) 纸 -at least two blank visa pages (one to endorse visa and one for entry stamps) 护照上至少有两页空白页(一页贴签证，一页盖入境章)						
Completed Form (DHA-84) : Please note that the form has to be filled out ONLY in English with black ink pen 填写完整的 DHA-84 表格：请用黑色墨水笔用英文完整填写						
Two color passport size photographs with white background 两张彩色白底护照照片						
The prescribed visa fee CNY 220/ Service fee CNY 335 签证费用人民币 220 元/ 服务费人民币 335 元						
<b>Documents required/所需材料</b>		<b>Please</b>	<b>Original 原件</b>	<b>Copy 复印件</b>	<b>Remarks 备注</b>	<b>For official use ONLY 官方使用</b>
<b>ensure that all documents should be properly translated in English if there are any documents provided only in Chinese. 请确保所有的中文材料都翻译成英文。</b>						
1	Proof of return flight reservation on letter head paper 带抬头纸的往返机票预订单					
2	Proof of hotel reservation on letterhead 酒店预订证明 (需注明预定单位的地址和电话)					
3	Proof of financial means to cover envisaged living expenses during stay in RSA with balance not less than RMB 30,000 Yuan/person in form of: 提供以下形式的可支付在南非期间所需费用的财力证明，余额至少为三万元人民币/每人 1) Recent bank statements for 3 months (Salary/Pension account preferable) 最近三个月银行对账单 (如提供工资卡/养老金更好) 2) Bank book or Bank deposit receipt copy 存折或存单复印件					
4	Guarantee letter from employer of applicant (Not applicable to unemployed person) or copy and translation of certificate of retirement if applicable 申请人单位出具的保证函 (无业者无须提供) 或退休证复印件和翻译件					
5	Applicant under 18 years old should provide: 18 岁以下孩子需出具: 1) Notarized Birth Certificate 出生证明公证书 2) Consent note issued and signed by commissioner of oath/ local authorities should be submitted by parent/s who is/are not travelling with the child. If both are not accompanying the child, details of the accompanying person should also be provided 不同行的父母要提供公证处或权利相关部门签署的同意书;若孩子父母双方					

	都无法陪同，还需提供授权委托人员的详细信息 3) Undertaking letter of expenses 费用承担信 4) Copy and translation of ID card/ passport bio-page of parent/s who is/are not travelling with the child 不同行父母的身份证件复印件及翻译件				
6	Overseas travel and Medical insurance 境外旅行医疗保险				
7	A detailed schedule of what they will be doing in RSA 访问期间的详细行程安排				
8	A yellow fever certificate ( If that person traveled or intends travelling from or through a yellow fever area) 如申请人来自或将要前往黄热病地区需出具黄热病疫苗注射证明				
9	Applicants who reside or work in other jurisdiction besides the passport issuing authority, should apply under that jurisdiction and provide the following documents: 如果申请人要在其长期工作、居住地所属的领区递交申请，而护照签发地不属于该领区，那么申请人需要提供以下材料： 1) Recent 3 months' salary bank account statement. 银行最近三个月工资对帐单 2) The applicant must submit a verifiable proof that he/she has been employed by the company (includes Company Physical address and Telephone Number) in that particular jurisdiction/That particular area for a period of six (6) to twelve (12) months. 申请人须向递交申请的领区提交在该区域工作至少 6 到 12 个月的单位担保函（包括单位详细地址及有效电话） 3) Notarized Business license with English translation, which is not older than one year at the time of submission. 中方派遣单位营业执照涉外公证件（出具日期应在提交申请之日的一年之内） 4) Copy and translation of Temporary Residence Permit from six (6) to twelve (12) months.至少 6 到 12 个月的暂住证明复印件及翻译件 5) The Applicant must submit a verifiable proof of contribution to Social Security Insurance for a period of six (6) to (12) twelve months. 申请人须提交至少 6 到 12 个月的社保缴纳证明				

**Please Note: In addition to the above requirements, supplementary documentation might be requested by the South Africa Embassy / Consulate**

**请注意：除以上基本材料外，南非大使馆/领事馆有权要求申请人补交其他相关材料**

**Courier Fee (If applicable):** \_\_\_\_\_

快递费用（如需要）

**The applicant has confirmed that s/he has read the guidance above and no other documents to submit and wishes to go ahead with the application. Applicant ensures that the information provided by him/her is true and correct.** 申请者确认已经阅读以上申请指南，确定不再递交其它材料。申请者确认以上提供的信息真实无误。

**Name of Applicants:** \_\_\_\_\_

申请人姓名：

**Signature:** \_\_\_\_\_

签名：

**Name of VAC Staff:** \_\_\_\_\_

签证中心员工姓名：

**Signature:** \_\_\_\_\_

签名：

**\*Representatives/Travel Agency (If applicable) 代理/旅行社（如需要）**

**Name of Representatives:** \_\_\_\_\_

代理人签名:

Contact Number: \_\_\_\_\_

联系电话:

Email Address 邮箱地址: \_\_\_\_\_