

**Consular Section**  
**South African High Commission**  
15<sup>th</sup> Floor, Odeon Towers,  
331 North Bridge Road  
Singapore 188720

Tel : (65) 6339 3319 Fax : (65) 6339 6658

Email: [singapore.consular@dirco.gov.za](mailto:singapore.consular@dirco.gov.za)

Consular Hours:

Submission : 09h00 – 12h00 (Mon to Fri)

Collection : 15h30 – 16h30 (Mon to Fri)

No appointments, first come first serve basis. Applicants must apply in person, with the exception of business purpose, of which the applicant's secretary may apply/collect on the applicant's behalf with an authorization letter.

Visitor visa is only valid for three months, therefore applications are only accepted one month prior to travel date.

**REQUIREMENTS FOR VISITORS VISA FOR  
BUSINESS AND HOLIDAY PURPOSE**  
Applications without all the supporting documents  
strictly will not be accepted.

Processing Time: Five (5) full working days (with the exceptions for the citizens of People's of the Republic of China and Bangladesh who are not Singapore's Permanent Resident holders)

- Application form for Visa - **Form BI-84** (completed handwritten in **BLOCK LETTERS** and **black ink**)
- 2 recent identical passport-sized coloured photographs with white coloured background, 35mm x 45mm with full name written on the back of the photographs
- Payment of the prescribed fee of SGD 48 (paid in cash only), if applicable
- Passport valid for no less than 30 days after the expiry of intended visit with two (2) unused blank pages
- Proof of status in Singapore (original card and copy): Permanent Resident & Re-entry Permit / Employment Pass / Dependant's Pass/ Work permit, with a printed copy of the scanned version of QR Code which shows the expiry date of the pass, if applicable
- Proof of confirmed and issued onward/return transport tickets with the electronic ticket number, and domestic flight ticket if applicable
- A yellow fever vaccination certificate (original & copy), only required if travelling to or from a yellow fever zone as South Africa is not a yellow fever affected area

**In addition to the above, please find below other requirements for specific purposes, please provide the following:**

**Holiday Purpose** - Each family member should have a complete own set of documents with all requirements.

- Original signed letter on company's letterhead from your employer in Singapore, with original signature and company stamp, confirming your employment, designation, reflecting salary and leave granted for the period of visit
- Confirmation of your accommodation at a hotel/guest house for the entire period of visit in South Africa, or a letter from your South African host with SA ID number, indicating that he/she invited you, the address where you will stay and certified copy of his/her ID book/passport (to be certified by the nearest South African Police)
- Confirmation letter of your tour or booked holiday itinerary, if applicable
- Bank Statements for a period of the latest 3 months (Original - received by mail and copy, **e-statement to be certified by the bank**), a signed financial undertaking letter and marriage certificate (original and copy) for family member/spouse who does not have bank statements.
- For minors under 18 year-old: original and copy of birth certificate, under-taking letter from parents stating he/she will be responsible for all expenses with proof of financial means and copy of his/her passport, affidavit of parental consent if not accompanied by parents or travelling with only one parent
- Travel Insurance that covers **COVID-19** and the period of your visit in South Africa
- Domestic helper application needs to be accompanied by the employer in person, and to also submit the employer's passport and Singapore's Identification Card (original and copy), a signed letter from the employer explaining the reason for visit as well as the financial undertaking, and the employer's bank statements.

**Business purpose**

- Original signed letter on company's letterhead, with original signature and company stamp - not a printed digital copy, from your employer confirming your employment, your position and reason for travel, duration of visit and if they are financially responsible for you. To indicate other possible dates of the next visits within 3 months for multiply entry visa, if applicable
- Confirmation of your accommodation at a hotel/guest house for the entire period of visit in South Africa.
- A scanned copy of signed letter from the registered company in South Africa that you will visit, duration of visit and reason for visit