

France - Business general checklist

List of supporting documents

Dear applicant,

Thank you for your interest in applying for a Visa to France. The following information is provided to assist you in lodging your application. You are encouraged to read it carefully and take note of all the information provided. It is important for you to do so, as failure to provide any required documents may affect the processing of your application.

You should lodge your application when you have all the required documents as detailed below.

Applicant Name:

Application tracking number:

Please prepare your documents in the following order

- 1 Passport
- 2 Schengen Application Form
- 3 Color ID Photos (x2)
- 4 Travel Insurance (SS)
- 5 Proof of Accommodation (SS)
- 6 Proof of Transport (SS)
- 7 Proof of Payment
- 8 Proof of Funds
- 9 Professional invitation letter
- 10 Proof of employment

| Attached | |
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| Yes | No |
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IMPORTANT INFORMATION

Please be advised that we are not allowed to accept an application without the following basic requirements:

- Passport
- ID photo
- Schengen form
- Travel insurance

Please note that :

Capago provides photos which are 100% compliant with the Schengen Requirements and International Civil Aviation Organisation (ICAO) Standards, printed on quality gloss paper using Biometric technology at 90R per applicant

Capago can also link you with a selected Insurance Broker who provides Schengen Travel Insurance which is 100% compliant with the Schengen Requirements according to the regulations of the European Union (Decision 2004/17/CE of December 22nd 2003).

Note that the price of the Schengen Travel Insurance will depend on the chosen plan.

Detailed explanation.

Please find below the detailed explanation for each document

Passport

Must be valid for at least 3 months after the date of return from your trip and not older than 10 years. At least 2 valid blank pages (marked VISA).

South African Temporary passports will not be accepted For non S.A passport,

Original and Copy of valid S.A permit stapled with copy of the ID page of the passport (permit must be valid for at least 3 months after the date of return from your trip). Copy of previous Schengen visas in last 3 years if in previous passports.

Passport need to be in good shape.

Schengen Application Form

All fields required properly filled out. Form must be signed by applicant (3 signatures per form).

In case of minors form must be signed by the 2 parents.

If you are stating "No Occupation" at the point 19, please add to your file an explanatory letter of your current situation.

Color ID Photos

2 Color ID photos as required by Schengen Standards. Photos can be taken at all Capago offices .

Travel Insurance (SS)

1 page travel insurance policy certificate to be provided, which shows: name of insured person; policy number; amount of cover which should be for at least €

30,000; duration of cover which should be for the entire holiday period whilst traveller will be overseas; the insurance should cover the entire Schengen territory, therefore the term Schengen should appear on the policy certificate.

Also the term repatriation should appear.

All persons traveling in CTOM-DOM must provide insurance to be covered in these territories (this is therefore not a Schengen insurance. Coverage must mention Worldwide or the country of destination).

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List of supporting documents

Proof of Accommodation (SS)

All hotel/apartment rental/lodge/chalet/château confirmed bookings for the entire period that the person will be in the Schengen area must be provided.

The name of the applicant must appear on the accommodation bookings.

The hotel reservation may be omitted from your application if you are able to supply an official letter from your bank stating that you have a travel allowance that equals or exceeds 120 € per person per day.

If applicant will visit French citizen or temporary resident in France, the original attestation d'accueil and a copy must be provided. This official document will be obtained by your host from the town hall in France. Your host must courier the original document to you in South Africa, before you apply.

If applicant is invited by someone who owns home/property in France but is not resident in France, the title deeds of that property and a letter of invitation must be provided.

If applicant owns a home/property in France, the title deeds of the property must be provided.

Proof of Transport (SS)

Round Trip flight ticket from South Africa to France must be provided. All transfers (flight/ferry/train/bus/taxi) showing entry & exit from France and between other countries must be provided. Name of applicant must appear on all proof of transport. All confirmed car rental bookings must equally be provided.

If the applicant is being collected by EU resident abroad, a copy of the EU's driver's licence, car registration details and a short letter of confirmation of pick-up and drop-off details will be necessary.

Proof of Payment

Proof of payment of visa & service fees: EFT or receipt of cash deposit at FNB branch. See conditions on website. If paying by credit or debit card at our premises, proof of payment will be obtained in-home.

Please note that Capago does not accept cash anymore.

Proof of Funds

Please provide the latest 2 months personal bank statements or latest 2 months credit card statements showing the amount available in the account.

Please note that name of the applicant must appear on the bank statement.

Please note that bank statements need to be stamped by the bank

If the applicant is being sponsored, please provide the latest 2 months bank statements of the sponsor and a letter from sponsor attesting to the fact that they will sponsor the applicant on their trip abroad.

Please note that even if the applicant is being sponsored, applicant's personal bank statements need to be provided.

If the bank statements are in the name of a company or a trust, then the applicant must provide company registration documents or trust documents showing that they are a member of the company or the trust. Please note that all bank statements in Afrikaans must be accompanied by a signed and stamped visa letter from the bank on bank letterhead, in English, confirming the account holder has enough funds to travel.

Professional invitation letter

Signed professional invitation letter confirmation on inviting company's letterhead showing that the applicant is being invited to business meetings in France. Dates, locations of all meetings should be stated on the letter. If travelling for conference etc. proof of registration for the conference/exhibition should be provided featuring the name of the applicant.

Proof of employment

Original letter of employment, issued in the 2 last months, on company letterhead, signed by a manager, showing that the applicant is currently employed by the company and indicating the monthly salary. This letter MUST be an ORIGINAL. No scanned copy will be accepted.

If an applicant owns their own company then they must provide the company registration documents CC or CK documents on which applicant's name appears.

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If the applicant operates as a sole trader then they must provide a written affidavit declaration to this effect with any other official document related to the business.

If you are retired, please provide a copy of your retirement card (SASSA card) or a document related to your pension fund or a certificate (excluding affidavit) indicating your status as a pensioner.