

Travellers Checklist

Use the tick boxes provided to check that you have all necessary items.

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| <input type="checkbox"/> Passport and Validity | Your passport must be valid for at least 6 months after your intended return date to South Africa. Ensure that you have a minimum of one full clean page in your passport for immigration. |
| <input type="checkbox"/> Visa | Do you need a visa for the destination you are travelling to? If travelling on a South African passport you are likely to require a visa. |
| <input type="checkbox"/> Travel Insurance | It is recommended that you take out travel insurance. If you have paid by credit card, please check your insurance cover with your respective bank. Please request details of a comprehensive travel policy from your travel consultant. |
| <input type="checkbox"/> Foreign Exchange | Please ensure that you have obtained your foreign exchange and always ensure that it is kept in a safe place. |
| <input type="checkbox"/> Travel Documents | Ensure that you have the originals and copies of all travel documents i.e. Passport air ticket, land arrangement vouchers. It is recommended that you leave copies of your documents at home and at the office. |
| <input type="checkbox"/> Baggage Allowance | Check that you comply with the baggage allowance of the airline you are travelling on. |
| <input type="checkbox"/> Health Requirements | Check if the destination you are travelling to require inoculations and/or health certificates. African countries in particular, generally require Yellow Fever certificates, and Malaria prophylaxis is recommended. |
| <input type="checkbox"/> International Driver's Licence | Certain countries require this. You must carry your South African driver's license as well. Failure to produce this could result in not being able to hire or drive a car overseas. |

Check-In Times

Make sure of your flight's departure time and ensure that you check-in well in advance for your flight.

Domestic Flights: Check-in counters close 30min before departure. We recommend that you check-in at least 1 hour before departure.

International Flights: Check-in counters close 1 hour to departure. We recommend that you check-in 3 hours prior to departure.

Note: Passengers who have been pre-seated run the risk of losing their specified seat if they arrive late.

Travel Preferences

Ensure that you have advised your travel consultant if you have any special requirements for your trip e.g. special meal, seat request etc. World Travel will request this on your behalf; however, it is subject to confirmation from service provider.

Public Holidays

If you are travelling aboard check whether the countries you will be visiting are celebrating bank and/or public holidays during the period you will be there, which may affect your business plans and be inconvenient as far as banking hours etc. are concerned.

Re-Entry Requirements (South Africa)

What must be approved in advance, and what will be reported later?

Dual Citizenship

South African citizens who have dual citizenship are required by the Department of Home Affairs to leave and enter South Africa on their South African passport (foreign passport may be used outside South Africa). Failure to do so may lead to their being denied re-entry into the country.