



THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR TOUR AT UNION BUILDING

NAME OF THE SCHOOL/ORGANISATION	
ADDRESS	
PROVINCE	
CONTACT PERSON	
CONTACT NUMBERS	
E-MAIL	
PROPOSED VISIT DATE	
NUMBER OF LEARNERS/PARTICIPANTS	
DISABILITY ACCESS NEEDED	YES/NO
PURPOSE OF THE VISIT:	

TERMS & CONDITIONS

1. Requests must be made 30 days before the proposed date of visit.
2. Requests must be made by the school/organisation.
3. Request letters must be signed by the head of the school/organisation.
4. Names, surnames and ID numbers of visitors must be attached.
5. Guided tours are conducted Monday – Friday between 10h00 – 15h00.
6. Schools/organisations must adhere to the allocated time of their visit.
7. No bad behaviour will be tolerated from the school/organisation.
8. We reserve the right to cancel or cut short a tour if circumstances dictate such.

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