

## CHECKLIST VISA REQUIREMENT

Name:		Passport Number: Group no. If relevant:		
		Yes?	No?	If not, why not?
1.	Completed 14A application form with capital letter & signed			
2.	<b>Recent passport size photograph</b> - Image must be taken within the last 3 months - Photograph should be in color, must be taken against a white background with a matt or semi matt finish - Image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable) - Shoulders and hair must be fully visible - Photograph must be taken with even brightness, be clear, in sharp focus and not pixelated, and not altered using editing software			
3.	Original and copy of passport			
4.	Copy of flight reservation to Singapore with onward/return from Singapore to the next destination			
5.	Copy of hotel reservation			
6.	LOI (V39A form) issued by LC who must be a Singapore citizen or PR. For business visa, the LC must be acting on behalf of the Singapore-registered business entity. LOI can also be issued by applicant's embassy if applicant cannot obtain a LOI from a LC.  If applicant cannot provide any LOI, to submit other supporting documents in relation to their visit to Singapore, if any			
7.	Copy of KIMS/KITAP/VOA/Indonesia valid visa			
8.	Copy of PRC identity card (For PRC nationals only)			
9.	Entry facilities (such as visa) to next destination (if required)			
10.	Employment or sponsor letter			
11.	Letter of invitation from Singapore company for business visa applications			
12.	Copy of Singapore valid visa (if any)			
13.	Others (please specify)			

### VFS official to tick as appropriate:

1. ☐ The applicant has confirmed that s/he has no other documents to submit.
2. ☐ The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being delayed/refused, but s/he has chosen to proceed with the application.
3. ☐ Applicant in Person/ Representative/ Travel Agent \_\_\_\_\_

Name of VFS official:

Signature:

Date:

### Applicant to Tick:

1. ☐ I do understand that documentation in itself do not guarantee the outcome of my application.
2. ☐ I acknowledge that failure to submit all necessary documents may result in the application being delayed/refused.
3. ☐ I understand that the decision of my application may be taken based on the documents that I submit at the first time

Applicant's Name:

Signature:

Date: