



CHECKLIST FOR BUSINESS VISA

Documents Required for Business Visa Application		Yes	No
1	1 application form duly completed and signed Note: For children under 18 years old, parents must sign the application/declaration form/questionnaire. Passport copies of the father and mother have to be attached.		
2	Original Passport and 1 photocopy of passport Bio-data page (pages showing personal details and the validity as well as endorsement of valid visas to other countries, if any). Note: Passport must be valid for at least 6 (six) months from the date of your entry into Singapore with minimum 3 empty pages.		
3	2 recent photographs Note: The photographs should be 4.5 cm X 3.5 cm, plain white background, and must be recent (not older than 3 months)		
4	Letter of identification from the employer/sponsor, stating qualification, salary/annual income and start date of employment in KSA (chamber of commerce verification is required only for private companies). or if self-employed - copy of translated trade license. Letter must be in English Language or official translation in English.		
5	Flight reservation including return flight and Hotel reservations must be in English Language. (Applicants are advised to confirm hotel and flight reservation only after the visa has been approved)		
6	Family applying together: Marriage certificate for spouse, Birth Certificate for children under 21 years old.		
Additional documents required for <u>non-Saudi nationals</u> residing in Saudi Arabia			
7	Valid Iqama copy (Saudi Arabian residence permit) or Saudi Arabian visa copy.		
8	Signature in appropriate area in their original passport.		
9	Letter of Introduction (LOI) may be issued by a local contact in Singapore. For visa applicants attending business negotiation / discussion in Singapore, the local contact must be a Singapore registered business entity. The person acting on behalf of the business entity must be a Singapore Citizen/Singapore Permanent Resident who is at least 21 years old with signatory's name/NRIC number, designation & Company UEN number with company official form/standard form (V39A). If you are not able to furnish a LOI from a local contact, you may approach your Embassy to issue a LOI to support your visa application.		

Please note:

- The applicant and the local contact may be required to furnish additional documents and information whenever necessary.
- Incomplete/illegible form or documents submitted may result in the application being rejected or the processing delayed.
- Every application for a visa will be considered on its own merits.
- Possession of a visa does not guarantee entry into Singapore. Visitors must also meet entry requirements such as holding valid passport, sufficient funds for the period of stay in Singapore, complete travel itinerary,
- All documents must be submitted on A4 size paper only.
- Any amendments to the 14A Application form must be counter-signed by the applicant on the amended area.

Additional information:

- All applications for Singapore visa will be accepted only 29 days before the intended arrival in Singapore.

Remarks:

Declaration I have been informed that an application without a complete set of documentation according to the abovementioned checklist may result in a rejection of my visa application. The Embassy/Consulate of Singapore reserves the right to ask for additional supporting documents and does not guarantee the issue of a Visa.

Date: _____

Applicants Signature: _____

VFS Officer Signature: _____