



# Singapore Document Checklist

## Singapore Documents Tourist Visa

Name	Description	Format
Passport	<ul style="list-style-type: none"><li>Original passport (needs at least 6 month validity from travel date).</li><li>Old passport, if any (applicable for Chennai and Bangalore locations)</li></ul>	
3 Photograph	<ul style="list-style-type: none"><li>3 Latest fresh photo</li><li>Size 35mm x 45mm</li><li>Matt finish</li><li>Face coverage of around 80%</li><li>White background</li><li>Ears should be visible</li></ul>	
Application form	<ul style="list-style-type: none"><li>Sign on last page</li><li>Cross signature on the form across photograph. Applicable only for Chennai and Bangalore locations. Check sample form for details</li></ul>	<ul style="list-style-type: none"><li>Visa Application form</li><li>Sample Visa Application form</li></ul>
Bank statement	<ul style="list-style-type: none"><li>Latest bank statement. E-copy is accepted</li><li>Should not be older than 3 days from the day of application</li></ul>	
Cover letter	<ul style="list-style-type: none"><li>Mentioning details of the trip</li><li>Sign at the bottom</li><li>Has to be on company letterhead in case applicant is self employed</li></ul>	<ul style="list-style-type: none"><li>Cover Letter Template (Mumbai)</li><li>Cover Letter Template (Delhi/Chennai)</li></ul>
Flight tickets	Onward and return	
Proof of Accommodation	<ul style="list-style-type: none"><li>Confirmed hotel bookings, or</li><li>Invitation letter, if staying with a friend/family</li></ul>	
Proof of Marital status	<ul style="list-style-type: none"><li>If married: Marriage certificate/ Spouse name on passport</li><li>If Divorced: Divorce papers</li></ul>	
Occupation Proof	<p><b>If self-employed</b></p> <ul style="list-style-type: none"><li>Copy of Company Registration, GST Certificate, Memorandum of Association (MOA), or Partnership Deed. company registration copy or Gst</li></ul> <p><b>If employed:</b></p> <ul style="list-style-type: none"><li>Employment contract</li><li>3 months Salary slips</li></ul>	
Authorisation letter	<ul style="list-style-type: none"><li>Put a signature and leave other fields empty</li></ul>	Authorization Letter Template
Student ID	<ul style="list-style-type: none"><li>If the applicant is a student</li></ul>	
Birth Certificate	<ul style="list-style-type: none"><li>Applicable for minors only</li></ul>	
Residence proof	<ul style="list-style-type: none"><li>Rent agreement, electricity bill, water bill or phone bill.</li><li>Applicable only if passport issue city is different than current city of residence</li></ul>	

# Business Visa Checklist Singapore

Name	Description	Format
Passport	<ul style="list-style-type: none"><li>Original passport (needs at least 6 month validity from travel date).</li><li>Old passport, if any (applicable for Chennai and Bangalore locations)</li></ul>	
2 Photograph	<ul style="list-style-type: none"><li>3 Latest fresh photo</li><li>Size 35mm x 45mm</li><li>Matt finish</li><li>Face coverage of around 80%</li><li>White background)</li><li>Ears should be visible</li></ul>	
Application form	<ul style="list-style-type: none"><li>Sign on last page</li><li>Cross signature on the form across photograph. Applicable only for Chennai and Bangalore locations. Check sample form for details</li></ul>	<ul style="list-style-type: none"><li>Visa Application form</li><li>Sample Visa Application form</li></ul>
Bank statement	<ul style="list-style-type: none"><li>Latest bank statement. E-statement is accepted</li><li>Should not be older than 3 days from the day of application</li></ul>	
Cover letter	<ul style="list-style-type: none"><li>Mentioning details of the trip</li><li>Sign at the bottom</li><li>Has to be on company letterhead in case applicant is self employed</li></ul>	<ul style="list-style-type: none"><li>Cover Letter Template (Mumbai)</li><li>Cover Letter Template (Delhi/Chennai)</li></ul>
Flight tickets	Onward and return	
Proof of Accommodation	<ul style="list-style-type: none"><li>Confirmed hotel bookings, or</li><li>Invitation letter, if staying with a friend/family</li></ul>	
Proof of Marital status	<ul style="list-style-type: none"><li>If married: Marriage certificate/ Spouse name on passport</li><li>If Divorced: Divorce papers</li></ul>	
Occupation Proof	<p><b>If self-employed</b></p> <ul style="list-style-type: none"><li>Copy of Company Registration, GST Certificate, Memorandum of Association (MOA), or Partnership Deed.company registration copy or Gst</li></ul> <p><b>If employed:</b></p> <ul style="list-style-type: none"><li>Employment contract</li><li>3 months Salary slips</li></ul>	
Authorisation letter	<ul style="list-style-type: none"><li>Put a signature and leave other fields empty</li></ul>	Authorization Letter Template
Student ID	<ul style="list-style-type: none"><li>If the applicant is a student</li></ul>	
Birth Certificate	<ul style="list-style-type: none"><li>Applicable for minors only</li></ul>	
Residence proof	<ul style="list-style-type: none"><li>Rent agreement, electricity bill, water bill or phone bill.</li><li>Applicable only if passport issue city is different than current city of residence</li></ul>	
Form V39A	<ul style="list-style-type: none"><li>Should include company seal</li></ul>	Form V39A
Invitation Letter from Singapore Company	<ul style="list-style-type: none"><li>Kindly include an invitation letter from the inviting company.</li></ul>	Invitation Letter Template

Additional Information Required Singapore

Info	Details
What is your marital status?	<b>Pick one:</b> Single, Married, Divorced, Widowed, Unmarried Partner, Separated
What is your employment status?	<b>If Student</b> , mention: name of the Institution, Institute address, Institute address and Institute email  <b>If Employed</b> , mention: Name of the employer/Organization, Jo title, Employer/Organization address, Employer/Organization email  <b>If Unemployed</b> , mention last job role and last date of working  <b>If Self Employed</b> , mention: Job Title  <b>If Retired</b> , mention: Date of retirement  <b>If Other</b> , mention details on the other employment status
Will anyone be paying towards the cost of your visit?	<b>If yes</b> , mention if it will be paid by 1) Friend/family 2) Employer 3) Any other company  Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying
What is your race?	For e.g. Indian, Chinese, Caucasian etc
Highest Academic Qualification	
Annual Income	In SGD
Religion	
Did you reside in other countries/places, other than your country/place of origin, for one year or more during the last 5 years?	
Full Name of accompanying adult	Only for minors
Relationship with accompanying adult	Only for minors
Date of birth of accompanying adult	Only for minors
Nationality/citizenship of accompanying adult	Only for minors
Have you ever entered Singapore using a different passport or name?	Yes or No

