

SINGAPORE BUSINESS VISA

Note: Nationals of India may enter Singapore without a visa for 96 hours if they are in transit to or from any third country by air, when possessing a valid visa or long-term residence permit with validity of at least one month issued by Australia, Canada, Japan, New Zealand, United Kingdom, United States, Germany or Switzerland.

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 3 blank pages.
	* Photocopy of the Bio Data Page of the Current Passport (First and Last Page)
	* Original old passport booklets if any
Photographs	* Two photographs taken within the last 6 months. (The photograph should be of size 35mm wide by 45mm high, should cover 80% of the face, color with white background and printed on good quality paper) and MATT or SEMI-MATT finish
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa officer, Consulate General of Singapore
	* The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates. Covering letter should state the purpose of visit and day to day details
	* Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants
Bank Statements	* Original 6 months personal and company's online bank statements
	* Bank statements should be of relevant and active accounts which shows the proof of funds and income
	* Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
Itinerary / Air tickets	* Return airtickets with all internal flight / train tickets if any
Purpose of Travel / Accommodation	* Hotel Vouchers or other accommodation proof in Singapore
	* A invitation from the company in Singapore.
	* V39A form is required for business meetings only and Person signing V39A should have NRIC number starting with "S".
Supporting Credentials	Businessmen:
	* Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed / PAN Card
	* Company visiting card
	Employees:
	* Leave sanction letter from the company (from the Government body in case of Government employees / public servants) OR
	* Last 3 months Salary Statements (only for Private firms)
	* Company ID card
	Pensioners :
	* Retirement Certificate or Letter / Copy of Pension Book (for retired employees)
	* Pension statements for the last three months;
	Students:
	Bonafide Certificate from the educational institution (for travel during vacations)
	* School/ College ID card (optional)
	Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):
	* Marriage Certificate (Original)
	* Wedding Invitation card / Photographs (in case the marriage certificate is not ready)
	Children travelling and unaccompanied by both the parents / either parent
	* A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany
	* Passport copies / copy of both / either of the parents
	* In case parents don't have passports, birth certificate of the applicant and copies of the ID cards of the parents.
	Travellers unaccompanied by spouses/partners
	* A notary attested NOC on a stamp paper from the unaccompanied spouse
	* Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted.
Disclaimers	* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification.
	* BPVS offers Visa Facilitation services to our customers against a Service Fee
	* BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

Information Updated on 05.06.2024