

Document Requirements for visa

- Passport with at least 6 months validity from the date of travel to SGP
- Duly filled Form14A + 2 colored passport-sized photographs (taken within last 3 months)
- Original Letter from Employer with company letterhead (with company seal)
 - Indication of company granting leave of absence, Applicant's designation, duration of employment and salary
 - The letter should have company official seal
- LOI/V39A
- Cover Letter from Applicant
 - Indicate purpose of travel (business / social)
 - Travelling companions (to list name and passport number)
 - Travel Dates
- Supporting Documents - As declared on Form14A
 - Employment Status
 - Financial Documents
 - Proof of Residence (Passport not issued within South India and Non-Indian National)
- Letter of Authorization - NOT for walk-in applicants

Additional Requirements for Different Categories:

For applicant doing business: Need Business Registration Certificate / GST Registration Certificate and three months bank statement either personal or company / IT Returns either personal or company.

For employee in a Company: Need three months Pay Slip, ID Card/Service Certificate and three months personal Bank Statement.

For Retired people/Retired Pensioners: Need Retirement Certificate/Pension Certificate along with their three months bank statement. If the expenses are sponsored by their son/daughter, three months salary slip/Service Certificate along with their passport copies are required.

For Landlord: Need to provide Property Documents, Rent Receipt and three months Bank Statement.

For Agriculture people: Need to provide three months bank statement.

For Students: Need to provide Student ID / Bonafide Student Certificate.

If applicant is staying with their friends/relatives: They need to provide completed and signed Form V39A, letter of invitation with their passport and IC copies.

If applicant is invited by the Business Partner/Company or going for any events to be held in Singapore: Need to provide completed and signed Form V39A along with letter of invitation.

For tourism group: A letter from the travel agent in India mentioning names and passport numbers of all passengers travelling to Singapore, along with copy of tickets and hotel vouchers with names and passport numbers of all passengers, is required.

For incentive group tour: A letter from the sponsored company mentioning names and passport numbers of all passengers travelling to Singapore and guaranteeing their return to India within the stipulated time is required, along with travel details and hotel voucher with names and passport numbers of all passengers.

Visa Fee and Service Charge

Visa Fee – 2100/- (30 SGD) + S. Chg 1300 INR + GST 18% on S. Chg INR 234/-

Important Note:

Please note that Singapore Consulate General in Chennai accepts visa applications from South India, which includes Tamil Nadu, Puducherry, Kerala, Karnataka, Andhra Pradesh, Telangana, and Andaman & Nicobar Islands.

If the applicant has an address in the passport other than the above-mentioned regions and is actually staying/working/presently within these regions, they can apply for a visa in Chennai, provided they should have any Government ID / Rental Agreement / Bank Statement / Certificate from Employer.

Time taken for processing of visa in Chennai is 2 to 5 working days.

If the applicant has already visited Singapore in his/her previous passport with a different name, the same should be declared in Form 14A under Antecedent 4(d). Proof of name change has to be submitted with documented evidence of Paper Notification / Gazette Notification / Sworn Affidavit.

PROCESSING TIME

Your visa application will be processed in 3 to 5 working days after your application has been submitted to an Authorised Visa Agent. This excludes the day of submission, weekends, and public holidays. Some applications may take longer to process.