

# Visa Application Information into Singapore

## Eligibility

Foreigners holding travel documents issued by the following countries/ regions will require a visa to enter Singapore:

### Assessment Level I Countries / Regions

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|--|-------------------------------|
| a) India   | b) People's Republic of China |
| c) Holders of Hong Kong Document of Identity   | d) Georgia                    |
| e) Turkmenistan  | f) Ukraine                    |
| g) People's Republic of Korea  |                               |
| h) Commonwealth of Independent States (Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan and Uzbekistan) |                               |
| i) Macau Special Administrative Region (MSAR)  |                               |

### Assessment Level II Countries / Regions

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- |  |  |
|--|--|
| a) Afghanistan   | b) Algeria                                   |
| c) Bangladesh  | d) Egypt                                     |
| e) Iran  | f) Iraq                                      |
| g) Jordan  | h) Jordan                                    |
| i) Kosovo  | j) Lebanon                                   |
| k) Libya   | l) Mali                                      |
| m) Morocco   | n) Nigeria                                   |
| o) Pakistan  | p) Saudi Arabia                              |
| q) Somalia   | r) Sudan                                     |
| s) Syria   | t) Tunisia                                   |
| u) Yemen   | v) Holders of Palestinian Authority Passport |
| w) Temporary Passport issued by the United Arab Emirates   |  |
| x) Refugee Travel Document issued by Middle East Countries |  |

### Important Notes:

A Singapore Visa is not an immigration pass. It is a pre-entry permission for the holder of a valid Singapore visa to travel to, and seek entry, into Singapore. The grant of an immigration pass will be determined by the Immigration & Checkpoints Authority (ICA) officers at the point of entry. Possession of a valid visa alone does not guarantee entry into Singapore.

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### Burnaby Solutions Pte Ltd

66 Tannery Lane, #03-02 Sindo Building, Singapore 347805  
Tel: +65 6848 1345 Fax: +65 6684 8417  
Website: [www.burnaby-solutions.com](http://www.burnaby-solutions.com)  
Business Reg No.: 201023004M

A holder of a valid Singapore visa who is found suitable for entry into Singapore will be issued with an immigration pass to enter and remain in Singapore. You are advised to check your passport for the arrival visit pass endorsement when in Singapore and take note of the period of stay granted before leaving the checkpoint. The period of stay granted is shown on the visit pass endorsement given on your passport and it is not tied to the validity of your visa.

## Procedure

### a) For Application in Singapore

Submit your visa application online via appointed DMC, Burnaby Solutions in Singapore. For application in Singapore, these can only be applicable based on arrangement of **within 30 days prior to arrival in Singapore and Burnaby Solutions will be able to assist with the application online.**

<p><b>Processing Fee through Burnaby Solutions</b>  <b>S\$90.00 + 3% Processing Fee</b></p>	<p>A processing fee of S\$90 + 3% per visa application will be collected at the time of submission. The fee collected is non-refundable regardless of the outcome of the application or if you withdraw the application after submission. This fee includes the visa fee imposed by the authority and Burnaby Solutions administrative fee.</p> <p>For this arrangement, delegate must also complete the following requirements:-</p> <p>a) Complete Form 14A (original)</p> <p>b) One recent passport-sized colour photograph (to be pasted on the top right hand corner of Form 14A) which meets the following requirements:-</p> <ul style="list-style-type: none"> <li>• Image must be taken within the last 3 months</li> <li>• Photograph should be in colour and must be taken against a white background with a matt or semi-matt finish</li> <li>• Image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features).</li> </ul> <p>c) Photocopy of the applicant's passport biodata page. For mainland China, an additional requirement of a copy of their local identity card must be enclosed too.</p> <p>Details once filled up can be sent by email attachment to our office at the following email address: <a href="mailto:visaapplication@burnaby-solutions.com">visaapplication@burnaby-solutions.com</a></p> <p><b>Passport is valid for at least 6 months from the date of entry.</b></p> <p>d) Once required documents are sent via email, the original application must then be courier to Burnaby Solutions for our authority to verify the authentication of the application.</p> <p>Original visa application must be couriered to the following address:  <b>Burnaby Solutions Pte Ltd</b>  <b>66, Tannery Lane, Unit 03-02A</b>  <b>Sindo Building, Singapore 347805</b></p>
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### **Processing Time**

The processing time is 3 days to a maximum of 7 working days (excluding date of submission, Saturdays, Sundays and Public Holidays). However, some applications may take a longer time to process.

### **Collection of Visa**

If the application is approved, the original visa is collected from the local authority here and then arrangement for it to be either courier to your applicant's address or handed over on arrival into Singapore via Meeting Services at Singapore Changi Airport can be arranged. Please be informed both services would incur additional cost.

Cost of courier charges would depend on the city the visa is to be couriered to. Should you require original visa to be handed to you upon arrival at Singapore Changi Airport through Meeting Services, the fees are as follow:-

- a) Arrival time between 0700 – 2329 hours, cost is S\$60.00 + 7% GST = S\$64.20 nett
- b) Arrival time between 2330 – 0659 hours, cost is S\$105.00 + 7% GST = S\$112.35 nett

Visa application fee can only be processed and paid by major credit cards such as Amex, Visa or MasterCard only.

### **b) For Application at Singapore Overseas Mission**

Submit your visa application at the nearest Singapore Overseas Mission. The full list of Overseas Missions can be found [here](#). Please visit the respective Mission's website for the visa application procedure.

### **Documents Required**

#### **For Social Visit (Visiting families, friends, relatives and for tourism)**

- Completed Form 14A (Original)
- One recent passport-sized colour photograph (to be pasted on the top right hand corner of Form 14A) which meets the following requirements:-
  - Image must be taken within the last 3 months
  - Photograph should be in colour and 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 but must not hide the facial features).
- Photocopy of the applicant's passport biodata page. Please ensure that the passport is valid for at least 6 months from the date of entry.
- Completed Form V39A (Letter of Introduction for Visa Application)<sup>2</sup>

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- Letter of Introduction (LOI) for Visa Application can be issued by Burnaby Solutions Singapore, a local business entity in Singapore

**Processing Fee for Assistance to Issue <sup>2</sup> Letter of Introduction (LOI)**

<p><b>Processing Fee through Burnaby Solutions S\$60.00 + 3% Processing Fee</b></p>	<p>A processing fee of S\$60.00 + 3% will be levied for every Form 39A (Letter of Introduction for Visa Application) at the time of submission. The fee collected is non-refundable regardless of the outcome of the application or if you withdraw the application after submission.</p>
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Issuance of Letter of Introduction for Visa application fee can only be processed and paid by major credit cards such as Amex, Visa or MasterCard only.

**Important Notes:**

Each application for a visa will be considered on its own merits.

A Singapore Visa is not an immigration pass. It is a pre-entry permission for the holder of a valid Singapore visa to travel to, and seek entry, into Singapore. The grant of an immigration pass will be determined by the Immigration & Checkpoints Authority (ICA) officers at the point of entry. Possession of a valid visa alone does not guarantee entry into Singapore.

A holder of a valid Singapore visa who is found suitable for entry into Singapore will be issued with an immigration pass to enter and remain in Singapore. You are advised to check your passport for the arrival visit pass endorsement when in Singapore and take note of the period of stay granted before leaving the checkpoint. The period of stay granted is shown on the visit pass endorsement given on your passport and it is not tied to the validity of your visa.

ICA may share your personal information with other Government agencies to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.

Issued by: Burnaby Solutions Pte Ltd

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## Letter of Indemnity

I \_\_\_\_\_, would like Burnaby Solutions P/L to assist with the application of E Visa Through "A Local Contact" Option To Attend Asian Summit Robotic Surgery (ASRS) 2018 held in Singapore October 18 – 20, 2018.

I hereby agrees to unconditionally indemnify Burnaby Solutions the appointed official travel agent appointed by Asian Summit Robotic Surgery (ASRS) 2018 Secretariat office;11 Keppel Road #09-01 Singapore 089057, Telephone Number: +65 6389 7835 Email: secretariat@asrs.sg from any obligations that may arise from all forms of violations or penalties incurred attending the Asian Summit Robotic Surgery (ASRS) 2018 Conference. With my support from my local organization from the city/country that I worked for, they will agree to be responsible for my maintenance and repatriation for my stay in Singapore.

(All details To Be Filled Up in English Version)

Name of Delegate:
Passport Travel Document Number:
Date of Issue of Passport:
Date of Expiry of Passport:
Name of City Passport Issued:
Name of Company:
Company Official Address in Your City & Country:
Delegate Job Designation:
Office Telephone Number:
Office Fax Number:
Delegate Mobile Number:

Delegate Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

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**Letter of Authorisation**

I, \_\_\_\_\_, hereby authorise Burnaby Solutions Pte Ltd to debit my appended credit card, the amount of S\$ \_\_\_\_\_, being payment for \_\_\_\_\_.

My card details as follows (accepts only Amex, Visa and / or Master card):

**Card No:** \_\_\_\_\_

**CVV Code:** \_\_\_\_\_

(3 last digit number at the back of credit card)

**Expiry Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Cardholder's Name:** \_\_\_\_\_

(same as credit card)

**\*\* Please attach a legible copy of the front and back of the credit card \*\***

**3% admin fee applicable for all credit card transaction**

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