



### CHECKLIST FOR BUSINESS VISA

<b>Documents Required for Business Visa Application</b>		Yes	No
<b>For all applicants - Translation of all Arabic documents into English is mandatory</b>			
<b>1</b>	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.		
<b>2</b>	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.		
<b>3</b>	2 recent photograph Note: It should be 4.5 cm X 3.5 cm, plain white background, must be recent (not older than 3months)		
<b>4</b>	Original Letter of identification from the employer/sponsor, stating qualification, salary/annual income and start date of employment in Bahrain or if self-employed - copy of translated trade license. Stamped by Bahrain Chamber of Commerce.		
<b>5</b>	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.		
<b>6</b>	Flight reservation including return flight and Hotel reservations. (Applicants are advised to confirm hotel and flight reservation only after the visa has been approved)		
<b>7</b>	Family applying together: Marriage certificate for spouse, Birth Certificate for children under 21 years old.		
<b>Additional documents required for non-Bahraini nationals residing in Bahrain</b>			
<b>8</b>	Valid Bahrain Residence permit		
<b>9</b>	Non-Bahraini nationals: Signature in appropriate area in their original passport.		

**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, Approval Letters of Entry (ALEs). For ALEs please write to: [ICA\\_nCOV\\_Request@ica.gov.sg](mailto:ICA_nCOV_Request@ica.gov.sg).
- All documents must be submitted on A4 size paper only.
- Applications without a Letter of Introduction/Invitation ([V39A](#)) will not be accepted.
- 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: \_\_\_\_\_