

LETTER OF INDEMNITY

(Request Letter of Introduction Arrangements Only & Submitting Visa On Own Arrangement Through The Republic of Singapore Nearest Foreign Mission In Your City)

I _____ would like Burnaby Solutions P/L to assist with the application of E Visa Through "A Local Contact" Option To Attend Global Spine Conference held in Singapore May 2 – 5, 2018.

I hereby agrees to unconditionally indemnify Burnaby Solutions the appointed official travel agent appointed by Global Spine Secretariat office; O.I.C. SRL, Viale G Matteotti 7, 5-121, Florence, Italy, Telephone Number: +39 055 50351 Email: infoGSC2018@oic.it from any obligations that may arise from all forms of violations or penalties incurred attending the Global Spine 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 Delegate Represent	
Company Registration Number In Your City & Country:	
Company Official Address in Your City & Country:	
Delegate Job Designation:	
Office Telephone Number:	
Office Fax Number:	
Delegate Mobile Number:	

Delegate Signature: _____

Company Stamp : _____

Date : _____

Burnaby Solutions Pte Ltd

7030 Ang Mo Kio Avenue 5, #08-24 Northstar @ AMK, Singapore 569880

Tel: +65 6848 1345 Fax: +65 6684 8417

Website: www.burnaby-solutions.com

Business Reg No.: 201023004M

Procedure

1. Processing Fee For Assistance To Issue A Letter of Introduction

Processing Fee – S\$60.00 + 3% Administrative Fee

There will be a processing fee for every Form 39A (Letter of Introduction) to support visa application at the time of submission. This fee collected is non refundable regardless of the outcome of the application or if you withdraw the application after submission

Payment for issuance of Letter of Introduction (Form 39a) fee can only be processed and paid by major credit card: Amex/Visa & Mastercard

2. To obtain a of Letter of Introduction issued by Burnaby Solutions , delegate need to complete the following requirement together with agreeing to sign letter of authorization to pay processing fee and agreement to undertake to signed the letter of indemnity.

a) Completed [Form 14A](#) (original) .

b) 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, 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) .

c) Photocopy of the applicant's passport biodata page.

Note: For mainland China, an additional requirement of a copy of their local identity card must be enclosed too.

With the above information, the delegate need to scan all the above documents and email as attachment to Burnaby Solutions at email address: letterof_intro@burnaby-solutions.com
Only above items received and payment, Burnaby Solutions will issued Letter of Introduction.

Note:

Once the above information is in order, kindly submit all relevant the following relevant documents to Singapore's nearest Foreign Mission in your City/Country only.

- Form 14A
- Form 39A (Letter of Introduction)
- Photocopy of Your Passport

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