

**LETTER OF INDEMNITY**

**(Request For Assistance of E Visa Application Through A Local Contact in Singapore  
& Submitting E Visa **Within 30 Days Prior to Arrival** into Singapore only)**

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](mailto: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 :** \_\_\_\_\_

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**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](http://www.burnaby-solutions.com)

Business Reg No.: 201023004M

## Procedure

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

#### Processing Fee – S\$90.00 + 3% Administrative Fee

There will be a processing fee per visa application Based on arrangement of within 30 days prior to arrival into Singapore. This fee collected is non refundable regardless of the outcome of the application or if you withdraw the application after submission

Payment for assistance in Applying for E Visa can only be processed and paid by major credit card:  
Amex/Visa & Mastercard

2. E Visa Application must only be submitted within 30 days prior to arrival into Singapore
3. Visa application is subject to approval or rejection by the Singapore Immigration Checkpoint Authority Singapore (ICA)
4. The processing time varies from minimum 3 days to 7 days upon application
5. Once E Visa application is submitted to (Singapore, ICA) together with payment make including Burnaby Solution's administrative fee, this fee is non refundable.
6. E Visa fee and Burnaby Solution's Administrative Fee can only be paid by major credit card such as Amex/Visa or Mastercard only.
7. Documents Required To Support Application of E Visa
  - a) Delegate Bio Data And Company Information To Be Provided
  - b) Letter of Authorization To Pay Visa Application Fee by Major Credit Card
  - c) Form 14A - To be Filled Up
  - d) A Scan copy of the bio data page of the applicant's passport page details
  - e) A Scan copy of the Delegate's Local Identity Card (Front & Back) For Chinese Passport Holder
  - f) A recent passport image must be of the following specifications:
    - Image file must be JPEG Format
    - Image file must be less than 640Kbytes
    - Image dimension must be 400 X 514 pixels

Once documents are filled up, please scan all documents and send it by email attachment to the following email address: [visaapplication@burnaby-solutions.com](mailto:visaapplication@burnaby-solutions.com) with the Original Application Forms and items mentioned above to be courier by Express Mail to Burnaby Solutions office address:-

7030 Ang Mo Kio Avenue 5  
Unit 08-24 Northstar@AMK  
Singapore 569880  
Attention: Visa Application Department

#### Note:

If original application form is not received for further verification by our ICA authority visa applicants may be rejected. Please be guided.

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