

### Visa Application Procedure and Processing Fee Information

#### Eligibility

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

##### Assessment Level I Countries/Regions

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

##### Assessment Level II Countries/Regions

- |                |                 |
|----------------|-----------------|
| a) Afghanistan | I. Mali         |
| b) Algeria     | II. Morocco     |
| c) Bangladesh  | III. Nigeria    |
| d) Egypt       | IV. Pakistan    |
| e) Iran        | V. Saudi Arabia |
| f) Iraq        | VI. Somalia     |
| g) Jordan      | VII. Sudan      |
| h) Kosovo      | VIII. Syria     |
| i) Lebanon     | IX. Tunisia     |
| j) Libya       | X. Yemen        |

- 01) Holders of Palestinian Authority Passport, Temporary Passport issued by the United Arab Emirates and #Refugee Travel Document issued by Middle-East countries.
- 02) #These travel documents are subject to assessment of recognition for entry into Singapore.

#### 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

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

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 official 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**

#### Processing Fee Through Burnaby Solutions S\$90.00 +3% Processing Fee

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 include the visa fee imposed by the authority and Burnaby Solutions administrative fee.

For this arrangement, delegate must also complete the following requirements:-

- 1) Completed [Form 14A](#) (original) .
- 2) 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) .

3) 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.

Details once fill up can be send by email attachment to our office at the following email address: [visaapplication@burnaby-solutions.com](mailto:visaapplication@burnaby-solutions.com)

**Passport is valid for at least 6 months from the date of entry .**

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4) Once items send via email attachment is done, the original application must then be courier to Burnaby Solutions office for our Authority to verify the authentication of the application

Original Visa Application must be courier to the following address:-

**Burnaby Solutions Pte Ltd**  
**7030 Ang Mo Kio Avenue 5**  
**Unit 08-24 Northstar@AMK**  
**Singapore 569880**

### Processing Time

The processing time is 3 days to maximum 7 working day (excluding the date of submission, Saturdays, Sundays and Public Holidays) to process. 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. Both arrangement would incurred additional cost, please be guided.

Cost for courier charges would depend on the city the visa is to be courier too. Should you require original visa to be handed to you upon arrival at Singapore Changi Airport through Meeting Services, there will be Meeting Service Charges as follow:-

- a) Arrival time between 0700 to 2331 hours, cost is \$50.00+7%GST = S\$48.15nett
- b) Arrival time between 2332 to 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 card such as Amex, Master or Visa only

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## (b) For Application at our Overseas Mission

Submit your visa application at the nearest Singapore Overseas n 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

### (a) For Social Visit (visiting families, friends, relatives and for tourism)

- 1) Completed [Form 14A](#) (original) .
- 2) 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) .
- 3) 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 .
- 4) Completed [Form V39A \(Letter of Introduction for Visa Application\)](#)<sup>2</sup>.
- 5)<sup>2</sup> Letter of Introduction (LOI) 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)

<b>S\$60.00+3% Processing Fee</b>	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.
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Payment for Issuance of Letter of Introduction fee can only be processed and paid by major credit card such as Amex, Master or Visa only.

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**Important Notes :**

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

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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