

Singapore Visa Information

1 Documents you required

① Proxy Visa Application Form

Please read carefully the attached “Terms and Conditions for Undertaking Proxy Visa Application Service” before filling out this form and sign it. This form will be required for proceeding with visa application service we will undertake and will not be used for any other purposes.

② A4-size copy of passport (Original Passport for Level 2 Country Citizen)

http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165

We need your data page, resident card or re-entry permit if it is available, visa status of Japan.

③ A4-size both side copy of residence card or alien registration card.

④ Singapore visa application (form14A)

<http://www.mfa.gov.sg/content/dam/mfa/images/om/tokyo/Form14A.pdf>

Please follow the attached sample how to fill out the form.

⑤ 1 Photograph,(**4.5cmx3.5cm**)

Image must be taken within **at least 3 months**. Photograph should be in **color, 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) .

⑥ V39A(Letter of Introduction)

<http://www.mfa.gov.sg/content/dam/mfa/images/om/tokyo/FormV39A.pdf>

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. 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.

If you cannot prepare LOI, **letter of Self introduction** is available. Please see the attached **Sample** .

⑦ E-ticket copy

Reservation Certificate from airlines companies or travel agents is available, but just travel itinerary is not enough.

⑧ Power of Attorney : In case you do not come to our office

⑨PERSONAL INFORMATION AGREEMENT.

※Please read and sign it with date .You have to send it back to us.

2 Application procedure

①Please send your documents 1① through 1⑧ to our office.

Address:3-23-14,Higashi-Ikebukuro,Toshima-ku,Tokyo,173-0013 Japan

JTB Tokyo Visa Centre Singapore Desk.Tel03-3988-8024 Fax03-3988-8068

②We send your invoice by e-mail(PDF) from us.

③After confirming your payment, we start to apply for Singapore Visa

3 Fee

Singapore Visa support fee ¥8,640 (Per each)

Visa fee ¥2,600 (Per each)

Total ¥11,240

Cancellation fee :

●After acceptance ,it will be charge 50% of the visa application fees as cancellation fees (including 8% tax).

●After registration ,the visa application fees you had paid was not refundable.

4 Duration of visa procedure and how to return your Singapore visa

Usually it takes about 2 to 3 days for level 1 country citizen and 7 to 10 days for level 2 country citizen.

http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165 These are average of these days and we never guarantee.

Once we get reply from Singapore government, we transfer to you by e-mail(pdf file) or post mail. Of course you can pick up at our office

5 Our office hour and contact

JTB TOKYO VISA CENTER

3-23-14 Higashi-Ikebukuro,Toshima-ku,Tokyo,Japan

Tel 03-3988-8024 Fax03-3988-8068,URL <http://www.jtb.co.jp/jbn/visa/index.asp>

10:00-12:00,14:00-1600(We close on Saturdays Sundays and national holidays.)