Consular Service Fly
Visa and Consular Service
Bern - Geneva

Angaben zum Reisenden / Traveler date *(pro Auftrag ist nur ein Auftragsformular nötig/Per order only one visa request form is required)*

Reiseland/Country to Visit

Anzahl Einreisen/Numbre of Entries

Business - Tourist - Technical

Nachname/Last Name

Vorname/First Name

Nationalität/Nationality

Email

Telefon/Phone

Angaben AssitentIn/Assitant data *(falls zutreffend/if available)*

Nachname/Last Name

Vorname/First Name

Email

Telefon/Phone

Handy Nr./Cell phone

Rechnungsadresse / Billing address

Firmenname/Company Name

z.Hd./Attention to

falls zutreffend/if available

Genaue Adresse/Exact Address

Rücksendeadresse / Passport return address

Firmenname/Company Name

z.Hd./Attention to

Genaue Adresse/Exact Address

Auftragsnummer/Kostenstelle/PO-Number/Cost Center

Rücksendung Pass/Return address for passport
○ Gleiche Adresse wie Rechnungsadresse/Same address as billing address

Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.
For administrative reasons we require credit card payment for private persons.

Zahlung/Payment
○ Rechnung/Invoice
○ Kreditkarte/Credit Card

Kreditkarten-Nummer

Creditcard number

MM/JJ
/
Expiry Date

Datum des Auftrags/Date of Request

Pass zurück bis/Passport returend untill:

please avoid sunday as returning date

Wählen Sie die Rücksendung/Select Return Shipment *(gilt nicht für eVisas/not valid for eVisas)*

○ Swiss Post Registered A-Post next working day (Monday-Friday)

○ Swiss Post Registered EXPRESS next day (Monday-Saturday)

○ DHL Courier Standard next working day (Monday-Friday)

○ DHL Courier Rapid next working day (Monday-Friday)

○ Courier - price on request

○ Courier International - price on request

Consular Service Fly
Visa and Consular Service
Bern - Geneva

Checklist
Postfach 9008 • 3001 Bern
Tel. +41 (0)31 888 80 80
info@consular-service.ch
www.consular-service.ch

Required documents: Singapore - Business

Validity of Visa:
90 days

Max. Duration of stay:
30 days

Permitted entries:
1x

- Our Visa Request Form

- Application form PDF - please fill in the application form

- Original passport, valid at least 6 months beyond return date

- If non-Swiss - Copy Swiss residence permit B or C valid 6 months beyond return date

- 2 passport photos 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)

- Flight ticket

- Hotel reservation for the entire stay

- Additional documents: Letter of Introduction Form (page 7 in our travel pack). This form must be completed by a person residing in Singapore

- Additional documents 2: Scan of the passport of the person who completed the Letter of Introduction

- Additional documents 3: Printout of the detailed business profile of the Singapore-registered company retrieved from the Instant Information Service on the following website within the last three months: https://www.acra.gov.sg/home/

Submission procedure: The application/passport is submitted and collected by us. Personal appearance by the applicant is generally not necessary. Send us all necessary documents by swiss post registered letter to our P.O. Box address.

Processing time standard application	2 working weeks
Processing time express application	not available
Processing time urgent application	not available

FORM 14A
IMMIGRATION ACT 1959 [SECTION – 55(1)]

Notes:

* Check the box where appropriate

Affix a recent Passport-size photograph here

APPLICATION FOR ENTRY VISA

PART I – PARTICULARS OF APPLICANT

Name:
(Full name as shown in travel document)

Alias:

Date of Birth:
D D   M M   Y Y Y Y

Sex:* ☐ Male ☐ Female

Marital Status:* ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Cohabited ☐ Customary

Nationality/Citizenship of Spouse:*

☐ Singapore Citizen NRIC No.

☐ Singapore Permanent Resident NRIC No.

☐ Others (Please Specify):

Country/Place of Birth:

State/Province of Birth:

Race: (*e.g. Malay, Indian, Chinese, Caucasian, etc*)

Nationality/Citizenship:

Type of Travel Document Held:* ☐ International Passport ☐ Diplomatic Passport ☐ Official Passport
☐ Service Passport ☐ Document of Identity ☐ Certificate of Identity
☐ Others (please specify)

Travel Document No.:

Travel Document Issued Date:
D D   M M   Y Y Y Y

Expiry Date:
D D   M M   Y Y Y Y

Country/Place of Issue:

For Chinese Nationals Only
PRC ID Number

1

Address in Country/Place of Origin/Residence

Country/Place of Origin/Residence:

Division/State/Province of Origin/Residence:

Prefecture of Origin/Residence:

County/District of Origin/Residence:

Address:

PART II – OTHER DETAILS

Email Address:

Contact Number:

Occupation:

Highest Academic/Professional Qualifications Attained:* ☐ No Formal Education ☐ Primary ☐ Secondary ☐ Pre-University ☐ Diploma ☐ University ☐ Post-Graduate

Annual Income in Singapore dollars (SGD):

Religion:

Expected Date of Arrival in Singapore:

		–			–				

D D   M M   Y Y Y Y

Type of Visa:* ☐ Single Journey ☐ Double Journey ☐ Triple Journey ☐ Multiple Journey

Purpose of visit:* ☐ Social ☐ Business

Details of purpose:

How long do you intend to stay in Singapore:* ☐ Less than 30 days ☐ More than 30 days

If your intended stay in Singapore is more than 30 days, please state the reason for your intended length of stay and the duration

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Address in Singapore

Where will you be staying in Singapore?:*

☐Next of Kin's Place   ☐ Relative's Place   ☐ Friend's Place   ☐ Hotel   ☐ Others (Please specify): _____

Block/House No.:   **Floor No.:**   **Unit No.:**   **Postal Code:**

[ ][ ][ ][ ][ ]   [ ][ ]   [ ][ ][ ][ ]   [ ][ ][ ][ ][ ][ ]

Street Name: [ ]   **Contact No:** _____

Building Name: _____

Did you reside in other countries/places, other than your country/place of origin, for one year or more during the last 5 years ?*

☐Yes   ☐No

| *If yes, please furnish details* | | Period of Stay | |
Country/Place	Address	From	To

Details of Travelling Companion
(Only for applicant who is 12 years old or less at the point of application. Details are not required if applicant is accompanied by an airline representative.)

Relationship of Travelling Companion To Applicant: [ ]

Name: [ ]
[ ]

Date of Birth: [ ][ ]—[ ][ ]—[ ][ ][ ][ ]   **Sex:***   ☐Male   ☐Female
 D D   M M   Y Y Y Y

Nationality/Citizenship: [ ]

Travel Document Number: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

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PART III – PARTICULARS OF LOCAL CONTACT

Details of Local Contact or Company/Hotel in Singapore

Name of Local Contact /Company/Hotel:

Relationship of Local Contact/Company/ Hotel to Applicant:

Contact No.: _____   **Email Address:** _____

PART IV – ANTECEDENT OF APPLICANT*

(a) **Have you ever been refused entry into or deported from any country/place, including Singapore?** ☐ Yes ☐ No

(b) **Have you ever been convicted in a court of law in any country/place, including Singapore?** ☐ Yes ☐ No

(c) **Have you ever been prohibited from entering Singapore?** ☐ Yes ☐ No

(d) **Have you ever entered Singapore using a different passport or name?** ☐ Yes ☐No

If any of the answer is "YES", please furnish details below

_____

_____

_____

PART V - DECLARATION BY APPLICANT

I declare that all information submitted in this application is true, accurate and complete to the best of my knowledge and belief. I understand that, if I have concealed relevant information or provided false, inaccurate or misleading information, I may be prosecuted and any facilities, rights or privileges granted under this application may be withdrawn.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act 1959.

I undertake to comply with the provisions of the Immigration Act 1959 and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act 1990.

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

_____   _____
Date   **Signature of Applicant**

THIS FORM IS ISSUED FREE

Controller of Immigration   Date: _____
Singapore

Dear Sir

LETTER OF INTRODUCTION FOR VISA APPLICATION

The applicant for the visa, _____ (name of applicant) of
_____ (country/place), holder of passport/travel document no.
_____ is coming to Singapore from
_____ (country/place of embarkation) for the purpose of
_____ (e.g., holiday, transit, business, meeting, exhibition, visiting friends & relatives, employment, education; for others, please specify). The applicant is my _____ (e.g., father, mother, brother, sister, son, daughter, spouse, business partner; for others, please specify).

Yours faithfully

Only for application where Local Contact is an individual:

_____   _____
Signature of Local Contact   NRIC (Pink / Blue) No

_____   _____
Name of Local Contact   Contact Number

_____   _____
Address of Local Contact   Email Address

Only for application where Local Contact is a company:

_____   _____
Signature of person acting on behalf of the   Unique Entity Number (UEN) of
company/firm   the company/firm

_____   _____
Name, NRIC No. and Designation/Capacity   Contact Number

_____   _____
Company Name and Address   Email Address

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