

No	Documents Required
01	<b>Travellers Details</b> <ul style="list-style-type: none"> <li>Original passport &amp; should be valid for at least 6 months from the date of departure.</li> <li>2 coloured photograph (35mm x 45mm)</li> <li>Signed visa form</li> </ul>
02	<b>Travel Details</b> <ul style="list-style-type: none"> <li>Arrival &amp; Departure Tickets</li> <li>Copy of Hotel Bookings</li> </ul>
03	<b>If Employed</b> <ul style="list-style-type: none"> <li>Provide the following company letters on official letterhead, including the applicant's name, designation, and signature of the authorized signatory (Consulate general of Singapore, Mumbai / Embassy of Phillipines, New Delhi): <ul style="list-style-type: none"> <li>Leave Sanction letter (OR) No Objection Certificate.</li> <li>Payslips of last 3 months.</li> <li>Company Appointment Letter (if the applicant has recently switched the company).</li> <li>3 years' ITR or Form 16 (Part A &amp; Part B) is required.</li> <li>Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul> </li> </ul>
04	<b>If Self-employed</b> <ul style="list-style-type: none"> <li>Cover Letter on official business letterhead including the applicant's name, designation, and signature of the authorized signatory. (Consulate general of Singapore, Mumbai / Embassy of Phillipines, New Delhi)</li> <li>Valid proof of Business Registration Certificate, such as GST certificate, Certificate of Incorporation, Partnership Deed, MOA, etc.</li> <li>For Partners, LLPs, or Directors: Business ITR for the last 3 years is required along with personal ITR</li> <li>For Self-Employed Individuals: 3 years' Personal / Company ITR</li> <li>Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul>
05	<b>Specific Mandates</b> <ul style="list-style-type: none"> <li>All documents should be in English. If a document is in any other language, an official translation of the same should be submitted.</li> <li>Embassy or Consulate may request additional documents or personal interview with the applicant on a case-by-case basis.</li> <li>If married &amp; name is not stated in passport then required marraige certificate.</li> </ul>
06	<b>Sponsor documents</b> <ul style="list-style-type: none"> <li>Sponsorship letter from the sponsor stating the applicant's details and particulars for the trip.</li> <li>Employment proof of the sponsor.</li> <li>Bank statement of the sponsor.</li> <li>Government ID proof (Passport, Driving license, PAN card) of the sponsor if the sponsor is from India.</li> <li>If the sponsor is from Australia, then a passport/driving license copy of the sponsor.</li> </ul>
07	<b>Minor Travelling Alone</b> <ul style="list-style-type: none"> <li>With parents <ul style="list-style-type: none"> <li>School id / college id / Birth certificate</li> </ul> </li> <li>Without parents <ul style="list-style-type: none"> <li>School id / college id / Birth certificate</li> <li>Obtain written consent from both parents or legal guardians.</li> <li>Provide signed copies of the passports or photo IDs of the parents or legal guardians.</li> <li>No Objection Certificate (NOC) from the parents.</li> </ul> </li> </ul>
08	<b>If Visiting for Business Purpose</b> <ul style="list-style-type: none"> <li>Invitation letter for company on thier letter head with complete details of your trip.</li> <li>Bank statement of last 6 months with sign &amp; stamp, company registration certificate &amp; ITR of last 3 years of the company which will bare your travel expenses.</li> </ul>

**KINDLY CONSIDER THE FOLLOWING INFORMATION AS IMPORTANT BEFORE APPLYING FOR VISA:**

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.



**For more info contact:**  
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