

# SINGAPORE VISA APPLICATION CENTRE

## GLOBAL HOLIDAYS SDN BHD

**Address :** 112-1, Jalan Imbi, 55100 Kuala Lumpur, Malaysia (near to Pavilion & Berjaya Times Square)

**Contact number :** 03-2858 3633

**Email address :** [sg.visa@globalmy.com.my](mailto:sg.visa@globalmy.com.my)

**Submission Time** Mon - Fri : 10am - 1pm, 2.30pm – 5pm

Sat : 10am - 1pm, Closed on Sunday & Public Holidays

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Armenia, Azerbaijan, Belarus, Democratic People's Republic of Korea, Georgia, India, Kazakhstan, Kyrgyzstan, Moldova, Russia, People's Republic of China, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Holders of Hong Kong Document of Identity, Holders of Macao Special Administrative Region (MSAR) Travel Permit

1. COMPLETED **FORM 14A** AND **DISCLAIMER FORM** (FORM MUST SIGN BY APPLICANT)
2. **ORIGINAL PASSPORT, PASSPORT & VISA COPY** (PASSPORT VALIDITY MUST MORE THAN 6 MONTHS )
3. **1 NEW PASSPORT SIZE PHOTO** WITH WHITE COLOUR BACKGROUND ( RECENT 3 MONTHS PHOTO, 45mm x 35mm)
4. **RM 179** PER APPLICATION (NO REFUNDABLE)
5. HOTEL CONFIRMATION & RETURN TICKET
6. MINIMUM 3 - 5 WORKING DAYS TO PROCESS. (NO EXPRESS SERVICE )  
SOMETIMES PROCESSING MIGHT TAKE A FEW MORE DAYS / WEEKS THAN THE USUAL
7. APPROVE OR REJECT WILL BE DECIDED BY SINGAPORE IMMIGRATION

### MUST HAVE ITEMS

**Malaysia Employment / Residence Pass / Professional / Temp Employment :** Latest original company letter

**Malaysia Student Pass :** Latest original letter from school/college/university

**Married with Malaysian :** Spouse IC, marriage certificate, children birth certificate (required original & photocopy)  
Require to provide latest original company letter if permitted to work in Malaysia

**Malaysia Permanent Resident :** PR card (required original & photocopy)

**People's Republic of China :** China ID card (required original & photocopy)

**MM2H :** Latest 1 month bank statement with current balance

**For business purpose :** Provide Letter of Introduction (Form V39A) with NRIC copy from Singapore company

**Enter Malaysia with Single Entry visa :** Provide air ticket leaving Singapore

**Submit on behalf :** Provide Letter of Authorisation

**Temporary Employment :** Latest 3 month bank statement with current balance

## **Additional Services**

Photocopy	RM 1 per pcs
Print out	RM 3 per pcs
Photograph	RM 25 for 6 pcs
Form filling	RM 15 per application
Courier out passport by DHL	West Malaysia - RM 100 East Malaysia – RM 120
Collection from home/office	RM 50 – RM 200 Within Klang Valley, Cyberjaya, Putrajaya, Kajang, Nilai, Seremban