

# **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, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Document of Identity issued by Hong Kong SAR, Travel Permit issued by Macao SAR**

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 185** PER APPLICATION (NO REFUNDABLE)
5. MINIMUM 3 - 5 WORKING DAYS TO PROCESS. (NO EXPRESS SERVICE )  
SOMETIMES PROCESSING MIGHT TAKE A FEW MORE DAYS / WEEKS THAN THE USUAL
6. APPROVE OR REJECT WILL BE DECIDED BY SINGAPORE IMMIGRATION

### **MUST HAVE ITEMS**

**Malaysia Employment / Residence Pass / Professional / Temp Employment :** Latest 1 month employment verification letter

**Malaysia Student Pass :** Latest 1 month student verification letter

**Married with Malaysian :** Spouse IC, marriage certificate, children birth certificate (all photocopy)

Provide latest 1 month employment verification letter if permitted to work in Malaysia

**Malaysia Permanent Resident :** PR 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

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

**Malaysia Temporary Employment :** Latest 3 months 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 110 East Malaysia – RM 130
Collection from home/office	RM 50 – RM 200 Within Klang Valley, Cyberjaya, Putrajaya, Kajang, Nilai, Seremban