

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

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

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

Afghanistan, Algeria, Bangladesh, Egypt, Iran, Iraq, Jordan, Kosovo, Lebanon, Libya, Mali, Morocco, Nigeria, Pakistan, Somalia, South Sudan, Sudan, Syria, Tunisia, Yemen, Palestinian Authority Passport, Temporary Passport issued by the United Arab Emirates, Refugee Travel Document

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, 35mm x 45mm)
4. **RM 185** PER APPLICATION (NO REFUNDABLE)
5. MINIMUM 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
7. **LETTER OF INTRODUCTION** (Form V39A) FROM **SINGAPORE CITIZEN / PERMANENT RESIDENT**
WITH **COPY OF IDENTITY CARD**. (LOCAL CONTACT MUST BE AT LEAST 21 YEARS OLD)
OR
LETTER FROM YOUR EMBASSY (The embassy letters should state that it is being issued for support your Singapore visa application)
8. PROVIDE LATEST MALAYSIA BANK STATEMENT (last 1-3 months) AND CURRENT BANK BALANCE

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

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