

# 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 – 5.30pm

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

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### Jordan

1. COMPLETED **FORM 14A, DISCLAIMER FORM & PDPA 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 180** 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. APPROVAL OR REJECTION WILL BE DETERMINED BY SINGAPORE IMMIGRATION.
7. PROVIDE LATEST MALAYSIA BANK STATEMENT (last 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 3 months bank statement with current balance

**For business purpose:** Provide Letter of Introduction (Form V39A) Singapore company

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

**Tourist in Malaysia:** Provide a return air ticket to your country of residence

## **Additional Services**

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| 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<br>East Malaysia - RM 130   |
| Collection from home/office | City Centre: RM 50 – RM 80<br>Klang Valley: RM 100 – RM 150<br>Selangor: RM 180 – RM 250 |