

Singapore : Business Visa

Checklist of documents required (updated as on 01st September 2026)

(Please note, for Singapore Visa, we need to submit the passports and documents to the Consulate.)

DOCUMENTS FROM EMPLOYER:

Sr. No	Document	Checklist
1	Covering letter by company on letterhead addressed to 'The Consulate General of Singapore, Mumbai' giving all the details about the business trip. Letter to be stamped & signed by authorized signatory Please Note, from now onwards, we need to mention below clause in every covering letter – "I/we have acknowledged and will undertake full responsibility on SafeTravel's requirements stipulated for travelling to Singapore." Covering letter without the undertaking will not be accepted. This undertaking is mandatory for all visa applications. – Format Attached in mail.	
2	Invitation letter from Invitor Company on their letterhead addressed to 'The Consulate General of Singapore, Mumbai'. Letter to be stamped & signed by authorized signatory + V 39 A form duly filled and sign by Invitee Company.	
3	Hotel Confirmation with Hotel Name , address with zip code and contact number mentioning Applicant's name as per valid passport.	
4	Return Flight Tickets	

DOCUMENTS FROM APPLICANT:

Sr. No	Document	Checklist
1	Current valid with minimum 6 months validity from the day of arrival in Singapore and old passport (Issued in Maharashtra / Goa/ Gujarat / Madhya Pradesh /Chhattisgarh / Orissa) Incase passport is issued in any other state , would need to provide atleast 2 address proof - MSCEB bill / Valid Rent Agreement / Society letter or company letter stating your employment proof with them on letterhead in original with stamp and signature of authorized signatory along with his/her name and designation	
2	Duly filled VISA application form and signed by blue ball pen only. (require signature of applicant on all pages at bottom)	
3	Two latest passport size photographs as per these specifications: Size 35X45mm, white background, face should comprise 80% of the photo, wearing dark clothes, without eyewear and both ears should be clearly visible and no teeth to be shown	
4	Latest 6 months updated personal savings + salaried bank statement with closing balance above 50,000/-.	
5	If Employed: - Applicant last 3 month salary slip - Applicant Personal 3 Years ITR – single acknowledgement copy - Visiting Card – if have	

If Self Employed –

- GST certificate copy (all 3 pages) / Incorporation Certificate/ Shop Act / Udhyam
- Personal / Company last 3 years ITR – single acknowledgment copy

****Please be informed that after we submit the online visa application, the authorized agent will contact the applicant directly via their personal WhatsApp number for a video confirmation call. You need to be available for the same and after the video confirmation call is done then only the process is started for the finalization.**

Visa Pricing*:

Sr. No	Particular	Charges
1	VISA fees (Normal)	₹ 3,600
2	Visa Fees (Express)	₹ 8,000
3	Odyssey Service Charges (including 18% GST)	₹1,770
4	Courier charges	₹800
5	SG Arrival charges – if we do on behalf of applicant (including 18% GST)	₹590

*The visa fees for all countries is subject to change due to rate of exchange changes. Please check for the updated fee at the time of applying.

Processing Time:

Singapore Tourist visa takes 5- 6 working days on normal basis

Singapore Express visa takes 03 working days on urgent basis

Important Note:

- 1) Granting or refusing the visa is at sole discretion of respective Embassy/Consulate/High commissions. Odyssey Tours & Travels only assists in the visa application process & doesn't give any guarantees or assurances about the approval of the VISA or the time frame for processing the visa application
- 2) Documents may vary on case to case basis and Embassy/VFS may ask for some additional documents from the applicant as well as call the applicant for a personal interview
- 3) The duration of the visa and whether its for Single / Multiple entry is at the sole discretion of the consulate.

Other services offered by Odyssey Tours and Travels:

Odyssey has been in the Business for the past 35 years and we have an experienced team with collective experience of more than 200 years, excellent strategic relationship with the airlines and the best travel technology tools which helps us in crafting memorable experiences for our clients.

Apart from visas, we offer the entire gamut of travel services including flights, hotels, sightseeing tours, cruise vacations, customized conference and incentive programs, car rentals, travel insurance and passport assistance.