



## BENCHMARK VISA SERVICES

### Singapore E- Visa Checklist

1. **Visa Application Form**
  - Fully completed and signed electronic form.
2. **Passport Photos**
  - Digital passport-sized photo (35x45mm), adhering to ICA (Immigration & Checkpoints Authority) photo requirements.
3. **Passport**
  - Valid for at least six months beyond the date of entry into Singapore.
  - Scanned copy of the bio-data page.
  - At least one blank page for the visa endorsement.
4. **Cover Letter**
  - Explaining the purpose of the visit, travel itinerary, and details of the stay.
5. **Flight Itinerary**
  - Confirmed round trip reservation or flight itinerary with dates and flight numbers specifying entry and exit from Singapore.
6. **Proof of Accommodation**
  - Hotel bookings, rental agreement, or an invitation letter from a host in Singapore if staying with friends or relatives.
7. **Travel Health Insurance**
  - Coverage that includes medical expenses during the stay in Singapore (optional but recommended).
8. **Proof of Financial Means**
  - Recent bank statements (last three months) or other proof of sufficient funds to cover the stay.



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Additional Requirements (Based on Applicant's Status):

For Employed Applicants:

1. **Employment Verification**
  - o Employment contract, or employer's letter of no objection (NOC) confirming the applicant's leave.
2. **Income Tax Return (ITR) or Form 16**

For Self-Employed Applicants:

1. **Business Registration Certificate**
2. **Company's Bank Statements (last three months)**
3. **Income Tax Return (ITR)**

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**Benchmark Incentive and Leisure Travels Pvt. Ltd.**

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