

# Company Incentive Trip Visa to Korea Checklist

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- Arrange your documents in the order according to the checklist.
- All documents should be printed or photocopied on A4-sized paper.
- Separate all the application documents for different applicants into individual sets.
- NO staples/pins/paper clips should be used on documents.

	<b>DOCUMENTS</b>
<input type="checkbox"/>	<b>Visa application form</b> completed, printed out and signed by hand.
<input type="checkbox"/>	Original and copy of a <b>passport</b> with at least 6 months validity beyond the validity of the visa.
<input type="checkbox"/>	Passport-size colour <b>photograph</b> – can be arranged in our office.
<input type="checkbox"/>	Copy of <b>Identity card</b> issued by Singapore Government (front and back).
<input type="checkbox"/>	Printout of the <b>validity</b> and expiry status of a pass which can be obtained with a free SGWorkPass app (available on App Store and Google Play).
<input type="checkbox"/>	<b>Letter</b> issued by Singapore company and signed by the Director who is registered in the company's ACRA biz profile
<input type="checkbox"/>	Company's <b>ACRA biz profile</b> issued within the recent 1 month
<input type="checkbox"/>	Recent 3 months Singapore bank account <b>statements</b> / passbook (original and copy) / e-statements. * Credit/debit card statements will not be accepted.
<input type="checkbox"/>	Completed and signed <b>Global Singapore visa order form</b>