



YOU ARE STRONGLY ADVISED TO READ THE IMMIGRATION RULES AND THE RELEVANT GUIDANCE(INF2) APPLICABLE TO YOUR CATEGORY OF VISA APPLICATION BEFORE MAKING YOUR APPLICATION.

<http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/>

VFS official to tick where necessary	Yes	No
1. Applicant has read the relevant guidance carefully		
2. The applicant has confirmed that he/she has no other documents to submit		
3. VFS official has advised the applicant that failure to submit all necessary		
4. For all original documents submitted, copies have been provided		
5. For documents which are not in English, a certified copy with date of the translation has been provided.		

BUSINESS VISIT VISA: SUPPORTING DOCUMENTS CHECKLIST(to be submitted with an application made on VAF1C Please read the Important Information for Visa Applicants before making your visa application, which can be downloaded from www.vfs-uk-sg.com or you may collect from the UK visa application centre		Submitted	
		Yes	No
For all applications	Has the VAF been fully completed?		
	Detailed itemised list of supporting documents		
	One set of photocopies of all documents submitted		
	One recent passport size photograph according to the required specifications		
	Current passport		
	Photocopy of the biodata page of the current passport		
	Previous Passports		
Intentions	Letter setting out reasons for visit and listing companies to be visited.		
Sponsorship / Maintenance and Accommodation	Invitation or sponsorship letter from UK company. If expenses are borne by the company, this should be stated in the letter.		
	Sponsorship letter and evidence of employment from Singapore Company. If expenses are borne by the company, this should be stated in the letter.		
	Satisfactory documentary evidence to maintain and accommodate in the UK		
Self employed	Company accounts for the last 3 months and your Registry of Company (ROC) extract.		
If not a Singaporean passport holder	Singapore employment pass/dependant pass/ Singapore blue identity card/ Singapore work permit (original and 1 copy)		

Other Documents to support your application	This checklist is intended to provide essential documents required for the application. However, you may include any other additional documents which may support your application.		
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Please give details of your current Singapore Immigration status (Non-Singaporeans): -----

I confirm that I have read the guidance contained in the Important Information for Visa Applicants. I confirm that I have provided all supporting documents and I understand that a decision may be made on my application based on these documents only.

The British High Commission is able to conduct interviews in English, Malay, Cantonese and Tamil. If you do not speak one of these languages we may refuse to accept your application if there are a large amount of documents in a foreign language and where no official interpreter is available or where your circumstances in the country are unclear.

Applicant's signature:

Date:

VFS official only

Name:

Signature:

Date: