

				
<p>YOU ARE STRONGLY ADVISED TO READ THE IMMIGRATION RULES APPLICABLE TO YOUR CATEGORY OF VISA APPLICATION BEFORE MAKING YOUR APPLICATION  <a href="http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/">http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/</a>  <a href="http://www.ukvisas.gov.uk">www.ukvisas.gov.uk</a></p>				
<b>VFS official to tick where necessary</b>			<b>YES</b>	<b>NO</b>
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 documents may result in the application being refused, but he/she has chosen to proceed.				
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.				
<b>SOLE REPRESENTATIVE: SUPPORTING DOCUMENTS CHECKLIST</b>			Submitted	
Please read the Important Information for Visa Applicants before making your visa application, which can be downloaded from <a href="http://www.vfs-uk-sg.com">www.vfs-uk-sg.com</a> or can be collected from the UK Visa Application Centre.			Yes	No
<b>For all applicants</b>	Has the VAF been fully completed?			
	Detailed itemised list of supporting documents			
	One recent passport size photograph according to the required specifications			
	Current passport /Previous passports			
	Photocopy of the biodata page of the current passport			
<b>Personal finances</b>	Financial evidence for last 3 months, e.g. bank statements, fixed deposits in your own name. Please ensure that the information provided shows origin of funds. If submitting copies of the statement, it must be certified by the issuing bank.			
	Evidence of your income e.g. salary slips for the last 6 months (originals + photocopy).			
<b>Evidence from company</b>	A full description of the company's activities with details of the company's assets and accounts including full details of the company share distribution for the previous year.			
	Confirmation that the overseas company will establish a wholly-owned subsidiary or register a branch in the United Kingdom.			

	The applicant's job description, salary and contract of employment.		
	Confirmation that the applicant is fully familiar with the company's activities and that he/she has full powers to negotiate and take operational decisions without reference to the parent company.		
	A notarised statement from the company that the applicant will be their sole representative and that they have no other branch, subsidiary or representative in the United Kingdom.		
	A notarised statement confirming that the company's operations will remain centred overseas.		
	A notarised statement that the applicant will not engage in business of his or her own nor will he or she represent any other company's interest.		
<b>If not a Singaporean passport holder</b>	Singapore employment pass/dependant pass/ Singapore blue identity card/ Singapore work permit (original + Photocopy)		
<b>Accommodation</b>	Evidence of accommodation where you will be staying in the UK (originals + photocopy).		
<b>Spouse/ Civil Partner</b> (if applicable). (Please note that if you have a Spouse/ Civil Partner, they do need to apply at the same time.)	Evidence of relationship to dependant (Marriage Certificate/Certificate of Civil Partnership) (originals + photocopy).		
<b>Unmarried partner</b>	Evidence that partners have been living together for 2 years or more		
<b>Further Documents</b>	Divorce or Death Certificate of your or your partner's previous husband or wife (if you or your partner were married before). (Original + photocopy)		
<b>Children</b>	Children's birth certificates (originals + photocopy)		
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		
Please give details of your current Singapore Immigration Status (Non-Singaporeans) Eg. Singapore Permanent Resident Status/Work Permit/ Employment/Dependant Pass _____			
<b>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.</b>			
<b>I am fully aware that my passport and documents will be forwarded to the British High Commission, Kuala Lumpur, where my application will be processed</b>			

The British High Commission is able to conduct interviews in English, Malay, Mandarin 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.

<b>Applicant's Signature:</b>		<b>Date:</b>	
<b>VFS official only</b>			
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>	



