

Company's Name: _____

**APPENDIX A - CHECK LIST OF DOCUMENTS FOR AUTHORISED VISA AGENT
EXPRESSION OF INTEREST SUBMISSION**

When you submit your interest, the following supporting documents are to be provided in duplicate, i.e. one original copy and one duplicate copy. The envelopes should be sealed with your company's name on the cover.

S/N	Document Description (Please refer to Annex A)	Delete Yes or No
(a)	Expression of Interest Form	Yes / No
(b)	Appendix A - Checklist	Yes / No
(c)	Appendix B – Non-Disclosure Agreement	Yes / No
(d)	Valid Certificate by the International Air Transport Association (IATA) or Member of the Travel Agents association of India (TAAI) or Member of the Travel Agents Federation of India (TAFI)	Yes / No
(e)	Valid company registration certificate. Acceptable Certifications (not exhaustive): <ul style="list-style-type: none">Ministry of Corporate Affairs registrationUDYAM certificate	Yes / No
(f)	The service provider must be a registered business with at least 3 years of relevant experience operating a visa service centre.	Yes / No
(g)	To submit GST certificate	Yes / No
(h)	<u>Company's profile:</u> <ul style="list-style-type: none">a) Information on Company/ Directors/ Partnerb) Organisation Chart of Companyc) Point of Contactd) Organisation Chart of Singapore Visa handling teame) Manpower to be deployed for Singapore Visa team	Yes / No
(i)	CV of Visa Authorised User (The authorised user to have relevant experience in managing visa applications and shall have good competency in English.)	Yes / No

Company's Name: _____

(j)	List of Travel Awards received since 2015.	Yes / No
(k)	The service provider must submit photographic evidence of the following: a) Current office b) Storage facilities for visa-related documents. c) CCTV/Security System in place.	Yes / No

Note:

Service Providers to provide reason if you are not able to provide any of the documents above.

A) Declaration

1. I hereby declare that the statements and information submitted are true and correct. The High Commission is authorised to make enquiries and seek clarifications where necessary.
2. I acknowledge that I have submitted all necessary documents/information as specified in the Checklist for the High Commission. I am fully aware that the High Commission will not accord any scores for any incomplete and / or non-submission of the specified information by my company.

Name of Authorised Person

Signature

Designation of Authorised Person

Company Stamp