

Singapore Tourist List of Required Documents

1. **Original Passport** (Current passport + Old passports, if any). Passport must be valid for at least **6 months** from the date of travel and have **minimum two blank pages**.
2. **2 Recent Photographs** – Size **35mm x 45mm, white background, 80% face coverage**, matte or semi-matte finish.
3. **Personal Bank Statement** for the **last 6 months**, with **bank stamp and signature**, maintaining a **minimum balance of ₹80,000**.
4. **Confirmed Hotel Voucher** for the duration of stay.
5. **Confirmed Air Ticket** (round trip).
6. last 3 month salary slip
7. Leave sanction letter form the company

Visa Processing Time:

Approximately **8 to 10 working days** (subject to embassy approval).

Singapore Business List of Required Documents

1. **Original Passport** (Current passport + Old passports, if any). Passport must be valid for at least **6 months** from the date of travel and have **minimum two blank pages**.
2. **2 Recent Photographs** – Size **35mm x 45mm, white background, 80% face coverage**, matte or semi-matte finish.
3. **Personal Bank Statement** for the **last 6 months**, with **bank stamp and signature**, maintaining a **minimum balance of ₹80,000**.
4. **Confirmed Hotel Voucher** for the duration of stay.
5. **Confirmed Air Ticket** (round trip).
6. Last 3 month salary slip
7. V39 form Singapore company
8. Covering letter form India Company

Visa Processing Time:

Approximately **8 to 10 working days** (subject to embassy approval).

Thailand visa for Indian

New Requirement (Important)

Before arriving, travelers must complete the **Thailand Digital Arrival Card (TDAC)** online within **72 hours before arrival**

Malaysia visa for Indian

New Requirement (Important)

Before arriving, travelers must complete the **Thailand Digital Arrival Card (TDAC)** online within **72 hours before arrival**

China Business visa

Common Documents Required:

- Original Passport
- One recent color photograph (48mm x 33mm)

For Business Visit (Clear color scan):

- Cover letter on company letterhead mentioning:
 - Purpose of visit
 - Place(s) to be visited
 - Name, address, and contact number of the inviting/contact company/person
 - Authorized person's name, designation, and company original stamp
- Invitee's passport and visa copy (color)

- Chinese company registration certificate
- Indian company registration certificate
- Aadhar card copy
- Personal (Savings + Salary) bank statement – last 6 months:
 - Original and updated
 - Bank-stamped and signed on each page (A4 size paper)
 - Minimum balance of ₹2,50,000

China Tourist visa requirements:-

Common Documents Required:

- Original Passport
- One recent color photograph (48mm x 33mm)- 80% face visible

Clear color scan:

- Personal cover letter with detailed purpose of travel
- Hotel booking for the entire period of stay
- Day-to-day travel itinerary in China
- Confirmed return ticket
- Aadhar card copy
- Six months salary slips
- Leave letter approval from employer
- Personal (Savings + Salary) bank statement – last 6 months:
 - Original and updated
 - Bank-stamped and signed on each page (A4 size paper)
 - Minimum balance of ₹2,50,000

Hong Kong Prearrival registration requirements:-

- Passport first and address page copy
- Applicant Mobile Number -
- Applicant office or School name and address with phone number

- Last five visit dates to other countries within the last three years-
 - Last three visit date to Hong Kong within last three years
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Vietnam Tourist E Visa requirements:-

1. Original Passport (Valid for at least 6 months) + photocopy 1st & Address page
2. ONE clear scanned colour Photo (35 x 45 mm, 80% face covered, white background, matt finish
3. Return confirmed ticket.
4. Hotel confirmation for the entire period of stay.
5. Applicant designation
6. Applicant Mobile Number

Vietnam Business E Visa requirements:-

1. Original Passport (Valid for at least 6 months) + photocopy 1st & Address page
 2. 1 clear scanned colour Photo (35 x 45 mm, 80% face covered, white background, matt finish
 3. Return confirmed ticket.
 4. Hotel confirmation for the entire period of stay.
 5. Applicant designation
 6. Applicant Mobile Number
 7. Invites letter from Vietnam company
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JAPAN TOURIST VISA REQUIREMENTS:-

Important-Please note all photocopies should be on A4 size only

1. Original Passport valid for six months from date of return (with more than two blank pages) + Old passport if any.
 2. Two photographs taken within the last 6 months. (The photograph should be of size 2 x 2 inches, color with white background and printed on good quality paper)
 3. Covering letter on Company letter head if applicant is self employed and on plain paper if applicant is employed explaining: details purpose of visit and dates of visit. Covering letter address to – The Visa Officer, Consulate General of Japan, Mumbai
 4. Confirmed Hotel Booking for the entire period of stay in Japan.
 5. Day to day itinerary in Japan.
 6. Returned confirmed flight tickets.
 7. Personal original updated bank statements for last six months with bank stamp and signature on A4 size paper with minimum balance of Rs 2,50,000/- & above per person.
 8. Personal last three years Income tax papers
 9. If applicant is working then Original Leave sanction letter from Company and 06 months' salary slips.
 10. If self-employed and/or company owner: Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership.
 11. Proof of Relationship, in case the applicant is accompanied by any dependant, i.e., Marriage Certificate, Birth Certificate.
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Japan Business requirements

1. Original Passport valid for 06 months from date of return + old passport if any.
2. Two white background matt finished 2 inches x 2 inches ize white background photos

3. Covering letter on company letter head stating the name, passport Number with purpose and duration visit. Cover letter address to- The Visa Officer, Consulate General of Japan, Mumbai.
4. Invitation Letter in original or either of following documents to explain activities in Japan
5. **a.** A contract of transactions between companies. **b.** Conference materials **c.** Materials on trading goods etc -
6. Schedule of stay during stay in Japan- attached
7. If the inviting company / organization is bearing the expenses –
8. **a.** Original Letter of Guarantee
9. **b.** A certified copy of the incorporation register or an overview of the company / organization –
10. Indian and Japanese company registration certificate.
11. Personal and company updated the original Bank statement for the last six months with a bank stamp and signature.
12. Personal and company last three year income tax returns.-
13. Certificate of employment with last six months salary slips - Director Bank stmt enclosed - Pending
14. Hotel booking for the entire period of stay.
15. Return confirmed ticket.

South Korea Tourist visa

1. Passport + Old Passport
2. 2 Photo 35x45mm, white background, 80% face visible, not older than 6 month
3. Covering Letter form applicant / request letter Address to Consulate
4. General of Korea, Mumbai" & sign by applicant Name, Email and Mobile No.
5. Original Leave letter from the Company (if applicant is employed)
6. Day to Day Scheduled
7. Hotel Booking
8. Confirmed Flight Ticket
9. Business Registration copy of company/ Gumasta Licence Or GST
10. Certificate if applicant is Self-Employee
11. Sponsorship Letter
12. Last Six months bank statement with bank seal and sign all pages
13. minimum balance above 30,0000/-
14. Last 3 Year IT Paper
15. Last Three Months' Salary Slip

South Korea Business visa

1. Original Passport + old passports
2. 2 Photo (3.5 x 4.5 mm white background 80% face size 25 x35 mm) not previously used in any visa.
3. Applicant Mobile No. and Personal E mail ID Compulsory :
4. Covering letter on Business Letter Head-stating address to Consulate General of South Korea, Mumbai with Applicant Name, Passport no, Travel Date, Purpose of travel, Designation, who will bear Expenses and signing authority person Name, designation& Mob no. with company seal must.
5. Invitation letter from Korean company address to Consulate General of South Korea, Mumbai, with Applicant Name, Passport no, Travel Date, Purpose of travel, Designation, who will bear Expenses and signing authority person Name, designation with company seal must.
6. South Korean Company registration copy current year.
7. Original Personal bank statement last Six months updated till date with bank original seal and signature each every pages and minimum balance should be Rs. 80,000/- per person and more.
8. Personal Last 3 years Income Tax acknowledgement copy
9. Return Ticket
10. Education details

PHILIPPINES

Indian citizens can travel to the **Philippines without a visa for 14 days** for tourism visa free

Dubai visa:

1. Passport copy (colour scan, valid for at least 6 months)
2. One photograph (white background, 80% face visible)
3. PAN card copy
4. Hotel voucher
5. Confirmed air ticket
6. Passport cover page scan (front and back)

Gorigea e-visa

- 1) Scan passport copy
- 2) Photo
- 3) Hotel voucher
- 4) Air ticket
- 5) Travel insurance
- 6) Bank statement with stamp and signature
- 7) USA /UK VISA COPY

Bahrain visa tourist

- 1) Scan passport copy
- 2) Photo
- 3) Hotel voucher
- 4) Air ticket
- 5) Travel insurance
- 6) Bank statement with stamp and signature

Bahrain visa Business

- 1) Scan passport copy
- 2) Photo
- 3) Hotel voucher
- 4) Air ticket
- 5) Travel insurance
- 6) Bank statement with stamp and signature
- 7) Invited letter from the bahrain

Qatar Visa on Arrival (Indians)

Indian passport holders can often get **Visa on Arrival** in Qatar.

Srilanka e-visa Tourist Visa

1. passport copy

2. air ticket

3. hotel voucher

Srilanka e-visa Business Visa

1. passport copy

2. air ticket

3. hotel voucher

4. Inviton letter

Oman tourist visa

1. passport copy

2. air ticket

3. hotel voucher

OMAN BUSINESS VISA

1. passport copy

2. air ticket

3. hotel voucher

4. Inviton letter

Saudi Arabia Business visa

- Original Passport with at least 6 months validity on the date of submission.)
- All documents (front and back) apostille by MEA has to be legally translated into Arabic before submission (Applicable only at Tasheer visa center, Bengaluru)
- Submission of old passports by the applicant is mandatory. If the old passport is lost then an FIR copy is to be submitted
- Recent photograph no more than 3 Months with white background with frontal view. 2inch x 2inch (51 mm x 51 mm).
- Electronic invitation letter from a Saudi Arabia company or pre-approved visa from the Ministry of Foreign Affairs, Saudi Arabia.
- Valid Company Registration copy of Saudi Arabia company.
- Covering letter from Indian company with original seal & signature addressing to the Consulate.
- Chamber of Commerce letter with the designation of the applicant or Association letter with the designation of the applicant. (Not applicable for seamen applications).
- GST Certificate.
- Degree certificate
- Last 3 year personal and company income tax paper
- Personal and company bank statement with stamp and signature

Saudi Arabia Tourist visa

- Original Passport with at least 6 months validity on the date of submission.)
- All documents (front and back) apostille by MEA has to be legally translated into Arabic before submission (Applicable only at Tasheer visa center, Bengaluru)
- Submission of old passports by the applicant is mandatory. If the old passport is lost then an FIR copy is to be submitted
- Recent photograph no more than 3 Months with white background with frontal view. 2inch x 2inch (51 mm x 51 mm).
- Covering letter from Indian company with original seal & signature addressing to the Consulate.
- GST Certificate.
- Last 6 month salary slip
- Hotel voucher
- Air ticket
- Personal bank statement with stamp and signature
- Last 3 year income tax paper
- Noc letter form the company
- Degree certificate

