

## Checklist to South Korea Company Incentive Trip Visa Application (C-3-9)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> <li>Applicants who are going for company incentive trips may apply for this visa. <b>Generally, a single entry valid for 3 months from the date of issue will be granted. Enter Korea within the validity of the visa otherwise; the visa will lapse.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All documents should be printed or photocopied on A-4 sized paper. <b>Blurred and unverifiable documents may result in rejection of visa application.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Frayed, torn or damaged</b> to the personal information/ visa pages cannot be used for visa application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Separate all the application documents for different applicants into individual sets.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>NO</b> staples/ pins/ paper clips should be used on the visa application form and supporting documents.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Do not attached the expired passport to the application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>There is no guarantee</b> you will be issued a visa. <b>DO NOT</b> make a confirmed hotel booking or buy tickets until your visa is approved. In the event of a rejection with the possibility of an appeal will be made known on the day of collection. <b>Providing the requested documents for an appeal will take another 4 working days to process.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED DOCUMENTS		
<ul style="list-style-type: none"> <li>Application forms are duly completed, printed out and signed by hand (<b>wet Signature</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>You are required to provide your <b>ORIGINAL</b>, valid <b>SIGNED</b> passport with more than 6 months of validity remaining beyond your period of stay in South Korea.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Copy of the passport biodata page.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>You are required to provide 1 recent color passport sized photograph taken against a white background (<b>view photo requirements</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>You are required to provide a copy of your Singapore Work Pass/ Singapore PR ID card (<b>front and back</b>). <b>Work and Related Passes issued by Singapore government agencies with less than 8 weeks of validity remaining must renew the passes before visa application. In the event the passes cannot be completed before the application, the applicants' must include in their Certificate of Employment/ school letter a written confirmation that the pass will be renewed upon the return of the applicant to Singapore.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Letter of Consent (<b>LOC</b>) issued by MOM (<b>applicable to holder of LTVP/ LTVP+</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For digital passes, the printout pass information must include the verifiable QR code which can be downloaded from <b>MyICA mobile app, ICA website or FileSG</b> using your Sing Pass.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Printout the validity and expiry status of the work pass by scanning the QR code on the work pass using the free <b>SgWorkPass App (available on Goggle Play store or Apple AppStore)</b> The printout must show the current date, confirm the pass is valid and covers your trip to South Korea and the return to Singapore. (<b>screen print within the recent 1 week of application date</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Copy of Singapore Permanent Residence ID card (<b>Front and Back</b>) and copy of re-entry Permit Form 7.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If you are using a new passport to apply, transfer the status of the re-entry permit from the old passport to the new passport before applying. (<b>applicable to Singapore PR</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>ACRA business profile (<b>Issued within 1 month of application date</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Letter issued by Singapore company and signed by the Director who is registered in the company's ACRA business profile (<b>original and issued within the recent 1 month of application date</b>)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Change name if any; provide legal document on name changed (<b>Certificate of Incorporation for company's name changed</b>) or (<b>deed poll for applicant's name changed</b>).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Evidence of funds to cover the duration of your trip. Your recent 3 months detailed transacted Singapore bank statement reflecting '<b>Account Holder's Name</b>' and <b>SALARY CREDITING</b> by your employer. If you are using a bank passbook to apply you are required to provide the (<b>original and updated copy of the transaction history</b>). Transaction history that does not cover the recent 3 months, cancelled passbook (<b>original, updated and photocopy</b>) must be provided for verification.                             <ul style="list-style-type: none"> <li>* <b>Overseas bank account statements will not be accepted for application.</b></li> <li>* <b>Credit/ debit card transaction statement will not be accepted for application.</b></li> <li>* <b>Small print unverifiable printout of bank statement will result in rejection of visa application.</b></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
<ul style="list-style-type: none"> <li>4-7 working days (There is <b>NO</b> provision for express/ urgent processing).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>