

Company (India)	_____
Nationality	_____
Passport Number	_____
Date of Birth	_____

Purpose of Visit:

The purpose of this visit is to

describe specific business purpose — e.g., attend quarterly review, conduct contract negotiations, participate in product training

at our offices located at meeting location in Singapore.

Visit Schedule:

Proposed Arrival Date	_____
Proposed Departure Date	_____
Duration of Stay	_____ days
Accommodation	_____

Financial Responsibility:

(Tick one of the following:)

- Singapore Company Name will bear all travel, accommodation, and living expenses.
- The visitor's company (Indian Company Name) will bear all expenses.
- Expenses will be shared between both companies as per our commercial arrangement.

Undertaking:

We confirm that this visit is strictly for business purposes and does not involve any form of employment, paid work, or freelance activity in Singapore. Visitor's Name

will comply with all Singapore immigration laws and will depart Singapore before the expiry of the authorized stay period.

We have also completed and enclosed **Form V39A (Letter of Introduction)** as required by ICA.

Enclosed Documents:

- Completed Form V39A (Letter of Introduction)
- Copy of ACRA BizFile business registration profile
- Conference registration / event confirmation — *if applicable*
- Previous business correspondence / contract copies — *if applicable*

We respectfully request that this visa application be favorably considered. Please contact the undersigned if any further information is required.

Yours faithfully,

Authorized Signatory

Name: _____

Designation: _____

Company: _____

UEN: _____

Direct Contact: _____

Email: _____



Template by ExpressVisaSG (www.expressvisasg.com) — Singapore Visa Specialists for Indian Citizens.

This letter must be accompanied by a completed Form V39A for business visa applications.

Last updated: May 2026. Please verify with your visa consultant that the format meets current ICA requirements.