



Thank you for your trust in utilizing our services for Saudi visa application. We would appreciate it if you could adhere to the following:

1. Please ensure that applicant(s) meet the requirements for visa application.
2. Please provide the information and documents required, refer to *Checklist*, overleaf.
3. Under normal circumstances and if all documents are in order, visa application takes 48 hrs to be processed upon submission to Saudi Embassy, However, please allow 2 - 4 days for entire visa application (both online and offline), excluding weekends and public holidays. This is to account for documents submission to our office and other unforeseen circumstances that may inadvertently delay the process of application.
4. Cost of visa application is as follows:
 - a) S\$100 for single entry
 - b) S\$250 for multiple entries
 - c) S\$200 for US passports (single or multiple entries)
 - d) S\$50 - service fee inclusive of online application
 - e) S\$30 - service fee if online application is not required - eg. applicants with official MOFA approval obtained by Saudi sponsor

The above fees are subject to revision, in the event price is revised by the relevant authorities/agencies. There will be NO REFUND for application not approved by the relevant authorities.

5. We will do our best to process the visa application promptly. However, we will not be liable for delays that may be caused by unforeseen circumstances, e.g. additional requirements imposed by the Saudi Authorities, technical glitches that would delay the online application (e.g. portal server down, etc).
6. Please contact Wahid at DID: 6295 7633 or Zakiyah DID: 6295 7632 for further clarification or to check on the application processes for other types of visas, e.g., employment, family visit, etc.
7. Please provide contact person and phone number for us to liaise.
8. We reserve the right to reject applications that are submitted late or that do not meet the visa application requirements set by the Saudi Authorities and/or the Saudi Embassy in Singapore.

Saudi Business / Commercial Visa Application

Check List of Documents/Items for Submission

- | | | |
|----|---|--------------------------|
| a) | Passport - minimum of 6 months validity from date of departure, with minimum of 4 consecutive blank pages | <input type="checkbox"/> |
| b) | 02 Photographs - 4 cm x 6cm, white background, face zoom 70 - 80% | <input type="checkbox"/> |
| c) | Letter of Invitation submitted online by sponsor/company in Saudi Arabia stating invitation/purpose of visit and Certified/Endorsed by the Saudi Chamber of Commerce | <input type="checkbox"/> |
| | <u>OR</u> | |
| | Approval from Saudi Ministry of Foreign Affairs indicating applicant's name, etc | <input type="checkbox"/> |
| d) | For non-Singapore citizen , a photocopy of valid residential status (Singapore Blue NRIC) or employment pass (Singapore Green Card) | <input type="checkbox"/> |
| e) | Letter from Company in Singapore MUST STATE the name of Saudi company, the nature of applicant's visit, applicant's details, the length of stay. This letter must bear company's stamp (<i>please refer to template of letter</i>). | <input type="checkbox"/> |
| f) | A <u>valid</u> Saudi Company registration certificate showing the company details must be furnished upon submission. | <input type="checkbox"/> |
| g) | For Working-Visit Visa application , a photocopy of Purchase Order or Work Contract and a photocopy of applicant's highest educational or technical qualification which relates to designation indicated in the Saudi invitation letter (<u>note</u> : certificate of qualification, not courses attended), a resume stating applicant's working experience of more than 2 years. | <input type="checkbox"/> |
| h) | Applicable Fees (payable only by CASH or cheque - HALIJAH TRAVELS PTE LTD) | <input type="checkbox"/> |



HALIJAH TRAVELS PTE LTD

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Accreditation:

IATA | AMTAS | Singapore Business Federation | Singapore Malay Chamber of Commerce and Industry

SME 500 Listed Company | Kg Gelam Business Association (*Founding Member*) | STB TA 740