



Thank you for 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 following documents:
 - a) Passport - minimum of 6 months validity from date of departure, with minimum of 4 consecutive blank pages
 - b) 02 Photographs - 4 cm x 6cm, white background, face zoom 70 - 80%
 - c) Online submission of Letter of Invitation by sponsor/company in Saudi Arabia stating invitation/purpose of visit, etc; this document must be certified/endorsed by the Saudi Chamber of Commerce OR Approval from Saudi Ministry of Foreign Affairs (MOFA). Fax copy or photocopy of this document is also accepted.
 - d) For non-Singapore citizen, a photocopy of valid residential status (Singapore Blue NRIC) or employment pass (Singapore Green Card)
 - e) Letter from Company in Singapore indicating the name of Saudi company, the nature of applicant's visit, flight details and length of stay. This letter must bear company's stamp.
(please refer to template of letter)
3. Under normal circumstances and if all documents are in order, visa application takes 24 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

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 Atiqah DID: 6295 7634 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> | |
| d) | Approval from Saudi Ministry of Foreign Affairs indicating applicant's name, etc | <input type="checkbox"/> |
| e) | For non-Singapore citizen , a photocopy of valid residential status (Singapore Blue NRIC) or employment pass (Singapore Green Card) | <input type="checkbox"/> |
| f) | Letter from Company in Singapore indicating 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"/> |
| 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. Applicants must have at least 2 years working experience, this fact is to be reflected in company's cover letter. A confirmed return air-ticket must also be submitted. | <input type="checkbox"/> |
| h) | Applicable Fees (payable only by CASH or cheque - HALIJAH TRAVEL PTE LTD) | <input type="checkbox"/> |

NOTE:

Applicants with **professional** or **technical** designation, e.g. technician, engineers, auditors, accountants, etc must apply for **Working-Visit Visa** (NOT Business or Commercial Visa).

Please refer to requirements (g) indicated above.

Please contact Wahid at 6295 7633 or Atiqah at 6295 7634, if you require further clarification.



HALIJAH TRAVEL PTE LTD

22 Kandahar Street, Singapore 198886

Phone: (65) 6294 9676 Fax: (65) 6294 9969

website: www.halijah.com.sg

e-mail: corporate@halijah.com.sg

Business Registration Number: 199100691Z

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