

To,

Consulate of Singapore

901, Admiralty Centre Tower I, 18
Harcourt Rd, Central, Hong Kong

Mar 30, 2023

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Subject: Approval of my Business Visa with Singaporean Consulate

Dear Sir/Madam,

I would like to visit Singapore for business between Aug 11, 2023 and Aug 15, 2023 .

Travel Purpose: Business meet

As Hongkong citizen, I need to get a Business Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

- **Aug 11, 2023 : Create a preliminary agenda**
- **Aug 12, 2023 : Set and fill roles**
- **Aug 13, 2023 : Invite the team**
- **Aug 14, 2023 : Solicit advice and opinions**
- **Aug 15, 2023 : Finalize the agenda and send out resources**

I am currently working at PCCW as Chief Officer I am the bearer of the expense of this trip

I am following the requirements as mentioned on the Singaporean consulate website.

Please find enclosed the following documents to support my Business Visa application :

- **Rental Agreement for the duration of my stay.**
- **Invitation letter from the inviting company in your country.**
- **Proof of a healthy business relationship between my company and the inviting company**

- Photos as per visa specification
- Original and copy of my passport with minimum 6 months validity
- Proof of Invitation from my host
- Fully paid round trip flight ticket
- My latest ITR which have been filed till date
- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Attested bank statement of last 6 months
- Duly filled visa application form
- Proof of my leave approval from my employer
- Proof of visa fee paid.
- My employment contract

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

_____ Date: Mar 30, 2023

(Natalie)

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