



Australian High Commission
Immigration Section
25 Napier Road
Singapore 258507

Documentation Required for a Short Stay Business Visa

Photocopies of supporting evidence must be submitted with your application. Originals of the supporting documents should be brought when lodging the application and shown if requested. Our service standard for processing the application is 5 working days.

- Application Form 456 (See: www.immi.gov.au/allforms/pdf/456.pdf)
- Application fee: **S\$190** (cash, cheque or credit card (Visa and MasterCard only).
Note: NETS is not available. Please allow 5 working days for cheque clearance
- One passport-sized photograph (please attach to the form)
- Your Employment Pass/ Dependent Pass/ Social Visit Pass/ Work Permit/ Student Pass or IC Card (if applicable). Please provide a copy
- Your current passport. Please provide a copy of the personal identification page(s) of the passport (that is: name, date of birth, passport validity and signature page)
- You are required to demonstrate that you intend a genuine business trip to Australia, have the relevant business background for the trip, have the funds to support your visit for the length of stay requested (or are being supported by your employer), and intend to leave Australia at the end of your visit. Documents that support these factors may include but are not limited to the following:
 - A letter from your employer stating your relevant experience for the proposed business trip, the length of employment, job title, current salary and travel approved (specify dates). If your employer is funding the business trip, they must detail the support to be provided in terms of accommodation, food and any other relevant support. The signatory's name and title should be clearly spelt out (business registration, if applicable)
 - A letter of invitation from the Australian business or inviting party stating the purpose of your visit
 - Your flight itinerary (not ticket – we recommend you do not purchase a ticket before the application has been decided) and accommodation booking. Please provide a copy
 - Evidence of funds – for example: bank savings book or bank statements. These must show a history of transactions over a period of time up to the present. Please provide a copy
- Other: _____

Please note: After lodgement, further information may be required in order to make a decision.

**** Please include your passport and all documents with each application, that is, if you lodge applications for family members they should each include the above relevant documents****

Telephone: 65 6836 4100 Facsimile: 65 6735 1242
Websites: www.singapore.embassy.gov.au & www.immi.gov.au
Counter hours: 9.00am-12.00noon Monday-Friday
Telephone hours: 2.30pm-4.30pm Monday-Friday except on Wednesday

(Design date: 1/1/12)