



BLAZING THE TRAIL  
OUVRIR LA VOIE

**Singapore 2010  
Press and Non-Rights-  
Holding Broadcasters  
Accreditation Instruction  
Manual  
January 2010**









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Press and Non-Rights-Holding  
Broadcasters  
Accreditation Instruction Manual  
January 2010**

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## 1 INTRODUCTION

### 1.1 Background

The international media is invited to cover the Singapore 2010 Youth Olympic Games (Singapore 2010).

Media accreditation will commence on 1 February 2010 and close on 1 May 2010. All media accreditation applications will be subject to the approval of the International Olympic Committee (IOC) and Singapore Youth Olympic Games Organising Committee (SYOGOC).

### 1.2 Purpose of Accreditation

The purpose of accreditation is to identify the roles of participants at the Singapore 2010 and to allow them the access needed to perform their duties. Accreditation is not an external sign of a privileged status but is a necessary working tool to manage the Singapore 2010 participants, facilitating their movements in a flexible and secure manner. It is the process of registering, producing, distributing and validating the Youth Olympic Identity and Accreditation Card (YOIAC).

The Media at the Singapore 2010 must observe the accreditation process so as to receive the YOIAC. This Card will be used to identify participants, grant them access to Games venues in order for them to perform their functions and be provided with the appropriate service entitlements.

### 1.3 The Media Accreditation Categories

CAT	FUNCTION / TITLE	QUOTA	VENUE ACCESS	ZONE ACCESS	SEATING ACCESS
E	Press* Photographer* Non-Rights Holder**	Approved by IOC	All venues YOV MPC	4 RED	Seat in Media Stand Field of Play access with special vest/bib/armband
	Young Reporter <sup>@</sup>	Approved by IOC	All venues YOV MPC	4, R RED	Seat in Media Stand Field of Play access with special vest/bib/armband

<b>HBa</b>	Senior Host Broadcaster <sup>#</sup>	Approved by IOC	All venues YOY IBC/MPC	4 BLUE	Seat in Media Stand Field of Play access with special vest/bib/armband
<b>HBb</b>	Host Broadcaster	Approved by IOC	All venues YOY IBC/MPC	4 BLUE	Seat in Media Stand Field of Play access with special vest/bib/armband
<b>RTa</b>	Senior Rights-Holder <sup>#</sup>	Approved by IOC	All venues YOY IBC/MPC	4 RED	Seat in Media Stand Field of Play access with special vest/bib/armband managed by HB
<b>RTb</b>	Rights-Holder	Approved by IOC	All venues YOY IBC/MPC	4 RED	Seat in Media Stand Field of Play access with special vest/bib/armband managed by HB

Footnote: IBC – International Broadcast Centre, MPC – Media Press Centre,  
YOY – Youth Olympic Village

Note:

\*Includes reporters, photographers, editors, photographic editors, employed or contracted by a world news agency, a general daily newspaper, a sports daily, a sports magazine or sports Internet site, a periodical, or independent/freelance journalist under contract.

Writers and photographers covering Singapore 2010 for websites or publications of International Federations or National Olympic Committees can also apply for accreditation under this category.

\*\*Refers to non-Rights-Holding radio and television broadcasters

@Refers specifically to participants of the Young Reporter Programme organised by IOC at Singapore 2010

#Refers to senior management personnel of the Host Broadcaster and rights-holding broadcasters respectively



## 1.4 Key Dates

Key Dates	Description
1 February 2010	- Registration for accreditation opens - Media to submit application details and photograph using the online Media Accreditation Form found on <a href="http://www.singapore2010.sg">www.singapore2010.sg</a>
1 May 2010	Deadline to submit media accreditation application
By June 2010	Successful applicants would have been informed and received a copy of Singapore 2010 Media Accreditation Confirmation Letter
From 6 August 2010	Successful applicants can collect the YOIAC using the Singapore 2010 Media Accreditation Confirmation Letter and Photo ID upon arrival in Singapore

## 1.5 Application for Singapore 2010 Accreditation

This Manual contains instructions and information on the accreditation application process for the press and non-Rights-Holding broadcasters.

The process is detailed in Chapter 2 of this Manual.

## 1.6 Important Points to Note

- a. An application for accreditation is not a guarantee of accreditation and the IOC may implement quotas and access restrictions if required.
- b. It is important to observe the submission deadline as late entries may affect background checks, travel arrangements and entry into Singapore.
- c. Visa application is independent of the accreditation process. The Media holding travel documents issued by countries who require visa to enter Singapore are required to apply for an Entry

Visa before arriving in Singapore. For visa application, please refer to Chapter 6.

## 1.7 Contact

For enquiries on matters relating to media accreditation for press and non-rights-holding broadcasters, please contact:

Mailing Address:

Singapore 2010 Media Ops Team

Singapore Youth Olympic Games Organising Committee

1 Kay Siang Road

Singapore 248922

Singapore

Tel : +65 6471 9325

(Mon to Fri 9am – 6pm Singapore time, except public holidays)

Email : [communications@singapore2010.sg](mailto:communications@singapore2010.sg)

Website: [www.singapore2010.sg](http://www.singapore2010.sg)



## 2 SINGAPORE 2010 ACCREDITATION PROCESS FOR E CATEGORY

### 2.1 Overview

Press and non-rights-holding broadcasters will apply for accreditation using the online form via the Singapore 2010 official website.

### 2.2 Key Steps

Step	Description	Timeline
1	Submit accreditation application and photographs to SYOGOC online	By 1 May 2010
2	Receive Singapore 2010 Media Accreditation Confirmation Letter from SYOGOC	From June 2010
3	Collect YOIAC at Main Accreditation Centre (MAC) at Main Media Centre (MMC) upon arrival in Singapore, using (i) Singapore 2010 Media Accreditation Confirmation Letter and (ii) Photo ID	From 6 August 2010 onwards

### 2.3 Step 1: Submission of Accreditation Information

#### 2.3.1 Accessing the Online Media Accreditation Form

Media applicants can access the Form via the Singapore 2010 official website at:

[http://www.singapore2010.sg/public/sg2010/en/en\\_media/en\\_media\\_services/en\\_media\\_accr.html](http://www.singapore2010.sg/public/sg2010/en/en_media/en_media_services/en_media_accr.html)

#### 2.3.2 Making an application

- a. On the Media Accreditation Page, please click the 'Apply here' button under 'Media Accreditation Application Methods for Category E'.
- b. Please read the instructions and click the 'Next' button to fill up all the required fields on the application form.

Example - the online application form.

The screenshot shows the 'Media Accreditation Application' form on the Singapore 2010 Youth Olympic Games website. The page header includes the event logo, navigation links (Français, Home, Contact Us, FAQ, Sitemap), a search bar, and a '204 DAYS TO GO' counter. The main navigation bar lists 'About Us', 'News Room', 'Sports', 'Venues', 'Culture & Education', 'Multimedia', 'Tickets', and 'Store'. Below this, there are 'Useful links' for Accreditation, Media, Spectators, and Volunteers. The left sidebar contains a menu with 'News Room', 'Media Operations', 'Media Services', 'Media Accreditation', 'Directory of Service', 'Radio Frequency', and 'Join our mailing list'. The main content area is titled 'Media' and shows the 'Media Accreditation Application' form. The form includes fields for 'Photo', 'Copy of Press card/Company letter', and 'Personal Information' (Given Name, Family Name). There is a checkbox for 'Please assist with Visa Application'. On the right side, there are promotional banners for 'TAKE ACTION!' (Be a volunteer, Be a sponsor, Join our community), 'DID YOU KNOW?' (The 3 sports of a Triathlon are Running, Cycling and Swimming), and a 'POLL' titled 'What are the 3 Olympic Values?' with radio button options: 'Humanity, Friendship, Excellence' and 'Excellence, Friendship, Respect'.

### 2.3.3 Submission of Documents

Media applicants will need the following documents to support their applications:

- a. An official Company Letter signed by their Supervisor stating their roles at the Singapore 2010 (in PDF format or WORD format); or
- b. A scanned copy of their Press Card or Staff Pass (in PDF format or WORD format)

Note: Freelancers may produce a letter from any one of their contracting companies; Writers and photographers of publications or websites of International Federations (IF) or National Olympic Committees (NOC) may produce a letter from their Federations or Committees.

### 2.3.4 Photograph Requirements

Only digital photographs will be accepted, and photographs must adhere to the following specifications. Photographs that do not meet the specifications will be rejected:

- a. Photograph must be recent (taken within the last six months) to ensure an accurate likeness of the applicant
- b. Photograph taken must be in colour. Black and white or monochrome photographs are not accepted
- c. Photograph must be taken with even lighting; there should be no reflections or shadows on the face or head



- d. Background of the photograph must be plain white and must have good contrast against the individual's face and hair
- e. Headgear, hair bands or dark glasses are not allowed, except for religious or medical reasons
- f. Photograph of applicant should be face-on, showing the top of the head to the neck with both eyes visible and eyebrows not covered. Side profiles are not accepted
- g. Photograph must not be altered in any way
- h. Photograph must be in **jpg/jpeg** format with 300dpi resolution, and file size less than 100KB. Photograph should measure 512 x 400 pixels.
- i. Please name the photograph in the following format:  
FamilyName\_IDNumber.jpg  
e.g. LEE\_X123456T.jpg

Note: For the applicant's convenience, we have specially designed the online process to allow the upload of all the necessary supporting documents and photograph right at the beginning. Please have these on hand at the start of the application.

### **2.3.5 Submission of Application**

All compulsory fields are marked with an \* and must be filled. Click on 'Submit' to complete the application.

### **2.3.6 Acknowledgement and Notification**

Upon receipt of the application, all applicants will receive an acknowledgement email from us. All applications will be approved by the IOC and SYOGOC. The application will take between 21 to 30 working days to process.

Every successful applicant will receive the following via his/her email account:

- A copy of the Singapore 2010 Media Accreditation Confirmation Letter

- A set of User ID and User password to access the Online Media Workroom during Games Time (Note: The Online Media Workroom will carry Youth Olympic News Service information as well as Official Photos).

Special note

The IOC and the Singapore Youth Olympic Games Organising Committee (SYOGOC) reserve the right to decline applications or limit media access at the Youth Olympic Games venues should the need arise.

## **2.4 Step 2: Singapore 2010 Media Accreditation Confirmation Letter**

Successful media applicants will receive a copy of the Singapore 2010 Media Accreditation Confirmation Letter. With this, they can access the Olympic Green Lane at the Immigration Counter at Singapore Changi Airport.

## **2.5 Step 3: Collection of Youth Olympic Identity and Accreditation Card (YOIAC)**

Upon arrival in Singapore, E accredited persons are requested to proceed to the Media Accreditation Centre (MAC) at the Main Media Centre (MMC) and present the Singapore 2010 Media Accreditation Confirmation Letter together with their photo ID to exchange for the YOIAC.



### **3 Types of Passes**

#### **3.1 Guest Pass for Media Access to Residential Zone (RZ) of Youth Olympic Village (YOY)**

All accredited media will require a Guest Pass for access to RZ of YOY. Media's access into RZ is allowed, subject to the following:

- a Media is invited by the NOC, subject to quota
- b Media is invited by SYOGOC, subject to quota

The host of the media is responsible to apply for the Guest Pass and escort the Media Guest Pass holder throughout his/her visit to the RZ.

#### **3.2 Lost, Stolen or Damaged Accreditation Card**

If the YOIAC is lost, stolen or damaged, the media must report to any of the Main Accreditation Centres (MAC) or Venue Accreditation Offices. A signed declaration will be required.

The lost, stolen or damaged YOIAC cannot be used even if recovered at a later date. The media representative shall proceed to any MAC to get a new YOIAC printed.

#### **3.3 Others**

In the event of a capacity constraint at selected official events, SYOGOC may require interested media personnel to pre-register for these events. These events will include but are not limited to: the local leg of the Journey of the Youth Olympic Flame (JYOF), the Opening and Closing Ceremonies, as well as selected Culture and Education Programme activities. More details will be released in June 2010.

## 4 ACCREDITATION FACILITIES

### 4.1 Main Accreditation Centres

Upon arrival in Singapore, accredited Media can proceed to the MAC at MMC to collect the YOIAC. The MAC at the MMC is located at level 1, Sands Expo and Convention Centre, Marina Bay Sands. Media may also visit other MACs listed below to seek help on accreditation matters.

Main Accreditation Centre	Location
Main Media Centre	Sands Expo and Convention Centre, Marina Bay Sands
Singapore 2010 MAC	1 Kay Siang Road
Youth Olympic Village	Nanyang Technological University Main Entrance
IOC Hotel	Ritz Carlton Hotel
International Convention Centre (ICC)	International Convention Centre
Airport MAC	Changi Airport Terminal 2

Main Accreditation Centres offer the following accreditation services:

- a. Validation of PVC
- b. On-site badging
- c. Problem resolution
- d. Application for Day Pass and Guest Pass

### 4.2 Venue Accreditation Offices

Venue Accreditation Offices (VAO) provide:

- a. Issuance of Day Pass
- b. Problem resolution

There are Venue Accreditation Offices located at competition venues listed in section 5.5.



## 5 ACCESS CODES

### 5.1 Zone Access Codes

Zone Codes	Accessible Areas
Blue	Field of Play, Operational Areas (Back of House), General Circulation Areas (Front of House)
Red	Operational Areas (Back of House), General Circulation Areas (Front of House)
"2"	Athletes' Preparation Areas
"4"	Press and Broadcast Areas
"6"	Guest Area
R	Residential Zone in the Youth Olympic Village upon invitation by NOC or SYOGOC

### 5.2 Seating Access Codes

Stand	Code	
Guest Stand	G	Reserved for IOC and Guests, SYOGOC Executives and Guests, as well as IFs and Guests, NOCs and Guests holding the relevant Upgrade Cards according to the Accreditation Chart
Sport Stand	S	Reserved for Athletes (own sports only), NOC Team Officials, IF Representatives, IF Guests and NOC Guests according to the Accreditation Chart
Media Stand	M	Reserved for Broadcast, Press and Photographic Representatives according to the Accreditation Chart

### 5.3 Transportation Entitlement

The City Transport Mall will be co-located at the MMC. It is from here that the Common Shuttle Service will connect MMC to all Singapore 2010 venues and the YOY. Media have to display the YOIAC to use this service.

### 5.4 Meal Entitlement

Media will be provided with hot/cold beverages and light snacks at the MMC, Media Sub-Centre at YOY and all competition venues.

### 5.5 Competition Venues and Sports Codes

Venue Code	Name of Competition Venue	Sport Code	Name of Sport / Discipline
TPC	Toa Payoh Swimming Complex	DV	Aquatics - Diving
TPH	Toa Payoh Sports Hall	WL	Weightlifting
		VO	Volleyball
SSS	Singapore Sports School	MP	Modern Pentathlon
		SH	Shooting
		SW	Aquatics - Swimming
KCF	Kallang Field	AR	Archery
KTC	Kallang Tennis Centre	TE	Tennis
BHH	Bishan Sports Hall	GA	Gymnastics - Artistic
		GR	Gymnastics - Rhythmic
		GT	Gymnastics - Trampoline
BHS	Bishan Stadium	AT	Athletics
NSC	National Sailing Centre	SA	Sailing
SCA	SCAPE	BK	Basketball
ICC	International Convention Centre	WR	Wrestling
		FE	Fencing
		BX	Boxing
		JU	Judo
		TK	Taekwondo
FMB	The Float @ Marina Bay	CY	Cycling
TBP	Tampines Bike Park	CY	Cycling
MAR	Marina Reservoir	CA	Canoe - Kayak
		RO	Rowing
ECP	East Coast Park	TR	Triathlon
STC	Singapore Turf Club	EQ	Equestrian
JBS	Jalan Besar Stadium	FB	Football



Venue Code	Name of Competition Venue	Sport Code	Name of Sport / Discipline
SIS	Singapore Indoor Stadium	BD	Badminton
		TT	Table tennis
SKS	Seng Kang Hockey Stadium	HO	Hockey

## 5.6 Non-competition Venues

Venue Code	Name of Non-competition Venue
YOV	Youth Olympic Village (located at Nanyang Technological University)
MPC	Main Press Centre (located at MMC)
IBC	International Broadcast Centre (located at MMC)

## 6 VISA REQUIREMENTS

The accreditation and visa applications for Singapore 2010 are two separate processes. Media holding travel documents issued by countries listed in the table below are required to apply for an Entry Visa before entering Singapore.

Africa	Asia		Europe
Algeria	Afghanistan	Macao****	Armenia <sup>1</sup>
Egypt	Bangladesh <sup>2</sup>	Myanmar <sup>2</sup>	Azerbaijan <sup>1</sup>
Libya	People's Republic of China <sup>1</sup>	Pakistan	Belarus <sup>1</sup>
Morocco	Hong Kong***	Palestine*	Georgia <sup>1</sup>
Nigeria <sup>2</sup>	India <sup>2</sup>	Syria	Moldova <sup>1</sup>
Somalia	Iran	Tajikistan <sup>1</sup>	Russia <sup>1</sup>
Sudan	Iraq	Turkmenistan <sup>1</sup>	Ukraine <sup>4</sup>
Tunisia <sup>2</sup>	Jordan <sup>2</sup>	United Arab Emirates**	
	Kazakhstan <sup>1</sup>	Uzbekistan <sup>1</sup>	
	Kyrgyzstan <sup>1</sup>	Yemen	
	Saudi Arabia <sup>3</sup>	Others*****	
	Lebanon		

<sup>1</sup> Holders of Diplomatic, Official, Service, and Public Affairs passports are exempted from visa requirements for a stay of up to 30 days

<sup>2</sup> Holders of Diplomatic, Official and Service passports are exempted from visa requirements

<sup>3</sup> Holders of Diplomatic passports are exempted from visa requirements

<sup>4</sup> Holders of Diplomatic, Official, and Service passports are exempted from visa requirements for up to 90 days

\* Holders of Palestinian Authority Passport

\*\* Holders of Temporary Passport issued by United Arab Emirates

\*\*\* Holders of Hong Kong Document of Identity

\*\*\*\* Holders of Macao Special Administrative Region (MSAR) Travel Permit

\*\*\*\*\* Holders of Refugee Travel Document issued by the Middle-East countries



## 6.1 Visa Application Procedure

Media who requires an Entry Visa into Singapore may request for visa assistance from SYOGOC. Alternatively, they may apply for visas on their own at the nearest Singapore Mission. For more information, please visit the Immigration and Checkpoints Authority (ICA) website at <http://www.ica.gov.sg>.

Media are encouraged to apply for Entry Visas through SYOGOC as the visa application and issuance processes are simplified and the application fees waived.

Media who require visa application assistance are required to indicate this on the online media accreditation application form and submit their completed visa application concurrently with their accreditation application.

The closing date for submission of visa applications and accompanying documents to SYOGOC is **1 May 2010**.

## 6.2 Documents Required

Media applicants will need the following documents to support the registration besides the completed SYOGOC Visa Application Form:

- i. Photocopy of their Passport Bio-data page in PDF format (please ensure that the Passport is valid for at least six months from the date of entry into Singapore);

Note: Please submit the SYOGOC Visa Application Form (comprising the visa application form (Form 14A) and visa application checklist) and Passport Bio-data page in a **single PDF document**.

- ii. Photo requirements:

Photo requirements are the same as that detailed in Chapter 2, Paragraph 2.3.4

### **6.3 Visa Application Outcome**

ICA will process all visa applications and will determine the validity period of the visa. SYOGOC will communicate the outcome of the visa applications and any required follow up actions to media.

### **6.4 Transit Visas**

Media are required to make their own arrangements for all transit visas required en route to Singapore, where necessary. The Singapore 2010 Media Accreditation Confirmation Letter shall act as proof of their purpose of visit to Singapore.

### **6.5 Arrival and Departure Information**

Media who have requested for visa application assistance from SYOGOC will be required to complete the arrival and departure form, which will be attached with the Media Accreditation confirmation email, so that their visa may be prepared and would be ready for collection upon their arrival in Singapore.

The closing date for the submission of this form is **22 July 2010**.

Delay or failure to submit the arrival and departure form by 22 July 2010 may result in delay in collection of visa upon arrival in Singapore, and ultimately, entry into Singapore.

### **6.6 Important Points to Note**

- a. Incomplete or illegible forms and/or documents submitted may result in the application being rejected or delayed
- b. Every application for a visa will be considered on its own merit
- c. Unless such sharing is prohibited by legislation, ICA may share applicant's personal information with other Government agencies to process any applications made or render the applicant a service, so as to serve the applicant in the most efficient and effective manner
- d. Applicants are reminded to bring along the original copy of the SYOGOC Visa Application Form (comprising the visa application form [Form 14A] and visa application checklist) during their travel to Singapore, as ICA may request for the original document during their stay in the country.



- e. Possession of a visa alone does not guarantee entry into Singapore. Media must also meet other entry requirements including the following:
- A passport with at least six months validity
  - Sufficient funds to last for the intended period of stay in Singapore
  - Confirmed onward/return tickets
  - Entry requirements to their onward destinations such as visas
  - Completed Disembarkation/Embarkation Card
  - Yellow Fever Vaccination Certificate, if applicable

## 6.7 Visit Pass Extension

Generally, all media will be granted a 30-day visit pass upon entering Singapore. This visit pass is applicable to all media and is separate from the visa application process.

There may be an operational requirement for some media representatives to extend their stay beyond the validity of their visit pass. SYOGOC will facilitate the application for extension of the visit pass. Alternatively, media representatives may apply for the extension of the visit pass online via the ICA website at <http://www.ica.gov.sg>.

Media representatives who apply for visit pass extension through SYOGOC will have their application fees waived.

Media representatives who require an extension of their stay beyond the validity of their visit pass may email SYOGOC directly at [communications@singapore2010.sg](mailto:communications@singapore2010.sg) with the following details:

- Full Name
- Contact Details (Email Address or Phone Number)
- Accreditation Registration Number
- Date of Birth
- Gender
- Nationality
- Passport Number
- Passport Expiry Date
- Disembarkation/Embarkation (DE) Card Number (*this is the barcode number printed at the top of the DE card*)
- Intended Date of Departure
- Operational Reason for Extension of Stay

All applications must be made **at least 7 working days before the expiry of the visit pass**. SYOGOC will facilitate with the application of the visit pass extension. Once approved, SYOGOC will provide media representatives with a copy of the approval letter which will state the new expiry date of the extension for reference. No physical endorsement of the new extension will be required on the passport.



## VISA APPLICATION CHECKLIST Liste RÉCAPITULATIVE pour la demande de visa



Name of Applicant / Nom du demandeur : .....

Responsible Organisation / Organisme responsable : .....

Nationality / Nationalité : .....

Date of Application / Date de la demande : .....

Before submission, please kindly go through the list of items below to ensure that you have fully completed and furnished the following documents and tick (✓) accordingly. This checklist must be submitted together with your visa application.

Avant l'envoi, veuillez vous assurer, grâce à la liste ci-dessous, d'avoir fourni les documents suivants dûment complétés et cochez (✓) les cases correspondantes. La liste récapitulative doit être envoyée avec la demande de visa.

**Completed Form 14A. (Downloadable from [ICA Website](#))**

**Formulaire 14A dûment complété (téléchargeable sur le [site de l'ICA](#))**

To ensure correct and accurate entries SYOGOC strongly recommends applicants to complete this form **by typing** in all required information in CAPITAL LATIN LETTERS.

Afin de s'assurer que toutes les entrées soient correctes et précises, le SYOGOC recommande vivement aux demandeurs de remplir toutes les informations demandées dans ce formulaire en version électronique et en CARACTÈRES LATINS MAJUSCULES.

Example

**2 Recent Passport-sized Colour Photographs of Applicant.**

**2 photos couleur récentes du demandeur, format passeport**

- Image must be taken within 3 months of Entry Visa application.  
Les photos doivent avoir été prises au cours des trois mois précédant la demande de visa.
- Photograph must be in colour, and taken against a white background with a matt or semi-matt finish.  
Les photos doivent être en couleur sur fond blanc, impression mate ou mi-mate.
- Image must show the full face and without headgear (headgear worn in accordance to religious or racial customs is acceptable but must not hide the facial features of the applicant)  
Les photos doivent montrer le visage entier et la tête ne doit pas être couverte (cependant, si la tête est couverte pour raisons religieuses ou par tradition, les photos seront acceptées mais les principaux traits du visage devront toujours être visibles).

**Photocopy of the applicant's Passport Bio-data page.**

**Photocopie de la page du passeport contenant les informations personnelles**

Please ensure that the passport is valid for at least 6 months from the date of entry into Singapore.

Veuillez vous assurer que le passeport sera encore valable au moins six mois à partir de la date d'entrée à Singapour.

**Important Note / Remarque importante :**

Please ensure that the application form and all the necessary documents have been completed/furnished. **Incomplete and/or illegible applications will be returned and will result in a delay in processing.**

Veuillez vous assurer que le formulaire de demande soit dûment complété et que votre dossier soit complet. **Les formulaires incomplets et/ou illisibles seront renvoyés ce qui retardera la procédure de demande de visa.**

### Visa Application Checklist

Notes:

FORM 14A  
IMMIGRATION ACT [CHAPTER 133, SECTION - 55(1)]  
PASSPORTS ACT [No. 33 of 2007]

\* Tick (✓) where appropriate

Affix a recent  
Passport-size  
photograph  
here

APPLICATION FOR AN ENTRY VISA

PART I - PARTICULARS OF APPLICANT	
Name: <i>Name as in Travel Document</i>	<input type="text"/>
	<input type="text"/>
Alias	<input type="text"/>
	<input type="text"/>
Date of Birth:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<i>D D M M Y Y Y Y</i>
Sex:*	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status:*	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Country of Birth:	<input type="text"/>
State/Province of Birth:	<input type="text"/>
Race: (e.g. Malay, Indian, Chinese, Caucasian, etc)	<input type="text"/>
Nationality:	<input type="text"/>
Type of Travel Document Held: (e.g. Passport, Certificate of Identity, Document of Identity, etc)	<input type="text"/>
	<input type="text"/>
Travel Document No.:	<input type="text"/>
Travel Document Issued Date:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<i>D D M M Y Y Y Y</i>
Expiry Date:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<i>D D M M Y Y Y Y</i>
Country of Issue:	<input type="text"/>
Place of Issue:	<input type="text"/>
<i>Address in Country of Origin</i>	
Country of Origin:	<input type="text"/>
Division/State/Province of Origin:	<input type="text"/>
Prefecture of Origin	<input type="text"/>
County/District of Origin	<input type="text"/>
Address:	<input type="text"/>

Example

DEM 14A

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Visa Form 14A

PART II - OTHER DETAILS			
Occupation: <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>			
Highest Academic/Professional Qualification: Attained: _____			
Religion/Denomination: _____			
Purpose of visit: _____			
Date of Intended Arrival in Singapore / Period of Visa Applied For: _____			
How long do you intend to stay in Singapore? * <input type="checkbox"/> Up to 30 days <input type="checkbox"/> More than 30 days			
If your intended stay in Singapore is more than 30 days, please state the reason for your intended length of stay and the duration. _____ _____			
Nationality of Spouse: * <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore Permanent Resident <input type="checkbox"/> Others (Please Specify) _____			
<i>Address in Singapore</i>			
Where will you be staying in Singapore <span style="font-size: 2em; font-weight: bold; color: gray; margin-left: 20px;">Example</span>			
<input type="checkbox"/> Next-of-kin's Place <input type="checkbox"/> Relative's Place <input type="checkbox"/> Friend's Place <input type="checkbox"/> Hotel <input type="checkbox"/> Others (Please Specify) _____			
Block/House No.:	Floor No.:	Unit No.:	Postal Code:
<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>
Street Name: <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>			Tel No: _____
Building Name: _____			
Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years? *			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, please furnish details</i>		<i>Period of Stay</i>	
Country	Address	From	To
PART III - ANTECEDENT OF APPLICANT *			
(a) Have you ever been refused entry into or deported from any country, including Singapore?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have you ever been convicted in a court of law in any country, including Singapore?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Have you ever been prohibited from entering Singapore?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Have you ever entered Singapore using a different passport or name?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<small>If any of the answer is "YES", please furnish details on a separate sheet of paper</small>			

IMM 14A

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**PART IV - DECLARATION BY APPLICANT**

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to consume controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act ( Cap. 31A ).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify my details from its web database or you deem appropriate for the assessment of my application for immigration facilities.

Example

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

