



BLAZING THE TRAIL
OUVRIR LA VOIE



**Singapore 2010
Host Broadcaster and
Rights-Holding
Broadcasters
Accreditation Instruction
Manual
January 2010**





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Broadcasters
Accreditation Instruction Manual
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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 all participants 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 Media Accreditation Categories

The categories for media at Singapore 2010 include:

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®	Approved by IOC	All venues YOV MPC	4, R RED	Seat in Media Stand Field of Play access with special vest/bib/armband

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

Notes:

* Includes reporters, photographers, editors, photographic editors, employed or contracted by a world news agency, a national 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 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 Responsible Organisation (RO)

The Olympic Broadcasting Services (OBS) is the RO for HB accredited persons; Each Rights-Holding broadcaster is also an RO for the RT accredited persons from their organisation.

The roles and responsibilities of the RO include:

- Registering every participating members of their organisation by 1 May 2010



- Liaison with SYOGOC Accreditation on all matters relating to submission, amendments, communications, from 1 February 2010 as well as during Games Time.

1.5 Key Dates

Key Dates	Description
January 2010	SYOGOC Accreditation sends the following to OBS (RO for HB) and a coordinator from each Rights-Holding broadcaster (or RT Co-ordinator) by email: <ul style="list-style-type: none"> • Singapore 2010 Host Broadcaster and Rights-Holding Broadcasters Accreditation Instruction Manual in soft copy version • Visa Application Form 14A in soft copy version • Bulk Application Template (Excel sheet)
1 February 2010	Registration for accreditation opens
1 May 2010	Deadline to submit application details and photographs to SYOGOC using Bulk Application Template
From June 2010	PVCs issued to ROs of HB and RT accredited persons once application is successful
From 6 August 2010	Upon arrival in Singapore, HB and RT accredited persons validate their PVC at Main Accreditation Centre (MAC) at Main Media Centre (MMC)

1.6 Application for Singapore 2010 Accreditation

This Manual contains instructions and information on the accreditation application process for the Host Broadcaster and rights-holding broadcasters. A softcopy of this Manual can be downloaded from the Singapore 2010 official website at www.singapore2010.sg.

The step-by-step process is detailed in Chapter 2 of this Manual.

1.7 Important Points to Note

- a. The ROs shall register every participating member of their group by **1 May 2010**.
- b. The ROs shall use the Bulk Application Template to submit their members' particulars.
- c. All applicants whose particulars and photographs are received by **1 May 2010** will receive their Pre-valid Cards (PVC) before arriving in Singapore.
- d. It is important to observe the submission deadline as late entries may affect background checks, travel arrangements, and entry into Singapore.
- e. 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.

1.8 Contact

For enquiries on matters relating to media accreditation for the Host Broadcaster and rights holding broadcasters, please contact:

Mailing Address:

Singapore Youth Olympic Games Organising Committee Accreditation
1 Kay Siang Road
Singapore 248922
Singapore

Tel : +65 6471 5396
(Mon to Fri 9am – 6pm Singapore time, except public holidays)

Fax : +65 6472 5945

Email : accreditation@singapore2010.sg

Website: www.singapore2010.sg



2 SINGAPORE 2010 ACCREDITATION PROCESS FOR HB AND RT CATEGORIES

2.1 Overview

The Host Broadcaster and all Rights-Holding broadcasters will apply for accreditation using the Bulk Application Template.

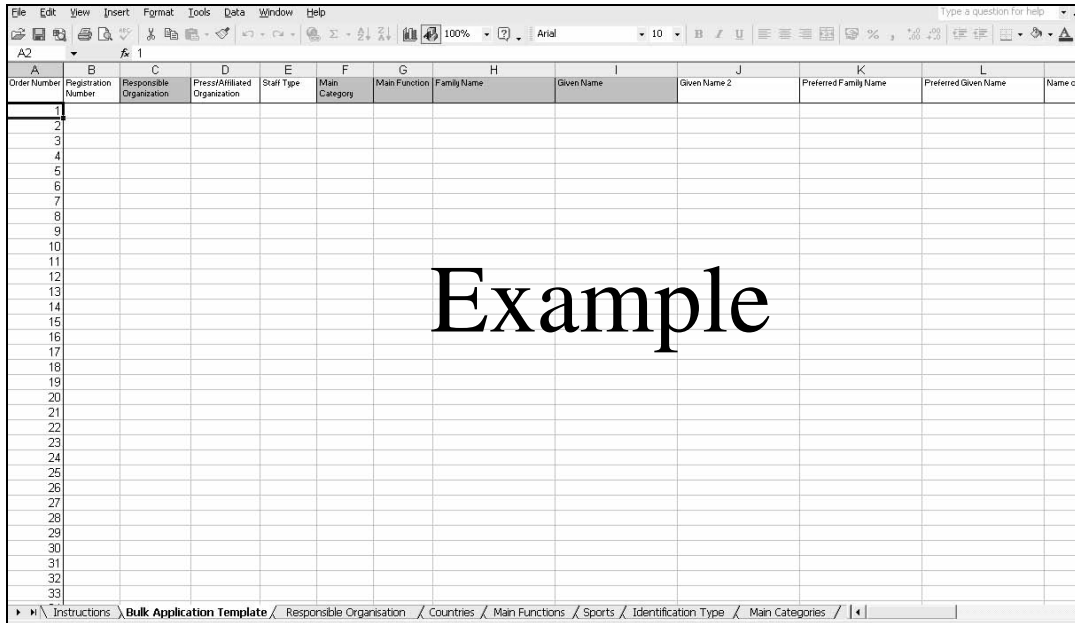
2.2 Key Steps

Step	Description	Timeline
1	Complete and submit accreditation application and photographs to SYOGOC	By 1 May 2010
2	Receive PVCs (in bulk and by organisation) from SYOGOC	From June 2010
3	Validate PVCs at Main Accreditation Centre (MAC) at Main Media Centre (MMC) upon arrival in Singapore, using photo ID	From 6 August 2010 onwards

2.1 Step 1: Submission of Accreditation Information

2.1.1 Bulk Application Template

The Host Broadcaster and all Rights-Holding broadcasters will use the Bulk Application Template to apply for accreditation. This template is specifically formatted with all the required fields. On completion, ROs must email this as an attachment to SYOGOC Accreditation. Photographs must also be emailed as a file attachment or burned in a CD and sent to SYOGOC by courier.



Bulk Application Template

General Form Filling Instructions

- a. Use only numbers and capital Latin letters
 - List of acceptable characters:
 - i) A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z; and
 - ii) 1,2,3,4,5,6,7,8,9,0; as well as apostrophes (') and hyphens (-)
 - Special characters:

Use capital Latin letters, as listed in the second column of the table below, when required:

Original	Use for accreditation
Ñ	N
Ü	U
Ö	O
Ø	O
Ä	A
Æ	AE
Ç	C
ß	SS
Ð	D
þ	P
À	A

- b. Fields marked with an asterisk (*) in the Field-by-Field Form Filling Instructions section must match the details in the applicant's Identification Document (ID).



- c. Shaded fields in the Field-by-Field Form Filling Instructions section are mandatory fields.
- d. Passport Number must be used as the Document Number for nationals of all countries except Singapore. Passport of applicants must be valid at least until 28 February 2011.
- e. NRIC Number must be used as the Document Number for Singapore Citizens (SC) and Singapore Permanent Residents (SPR).
- f. FIN Number must be used as the Document Number for all non-SC and SPR who are working in Singapore.

Field-by-Field Form Filling Instructions

Instructions for filling up the Bulk Application Template:

SN	Field Name	Field Description	Method of Input
1	Responsible Organisation (RO)	Organisation recognised by the IOC as the official interlocutor between the applicant and SYOGOC concerning Accreditation. Refer to Section 1.4 for more information.	For HB category accreditation, type "Olympic Broadcasting Services". For RT category accreditation, type in the name of organisation.
2	Staff Type		Select from the drop down list: "C" for Contractor, "O" for Others.
3	Main Function	Role the applicant assumes during the Games	Select the appropriate code from the drop-down list. The full name of the Main Functions corresponding to the codes can be found as a separate worksheet in the form.
4	Main Category		Select "Media" from the drop down list.

SN	Field Name	Field Description	Method of Input
5	Family Name*	Family name of the applicant	Applicants are required to type in the information. Maximum number of characters is 25
6	Given Name*	First given name of the applicant	Applicants are required to type in the information. Maximum number of characters is 25
7	Given Name 2*	Remainder of the applicant's given names	Applicants are required to type in the information. Maximum number of characters is 25.
8	Gender*	Gender of applicant	Select the appropriate gender from the drop-down list
9	Date of Birth*	Birth date of applicant	Type in the date of birth in the following format: dd/mm/yyyy (include back slashes)
10	Nationality*	Applicant's country of origin	Select the appropriate code from the drop-down list. The name of the country corresponding to the codes can be found as a separate worksheet in the form
11	Document Type*	Type of ID the applicant is using to apply for accreditation	Select the appropriate type of ID from the drop-down list: a) Singapore Citizens (SC) and Singapore Permanent Residents (SPR) are to select "NRIC". b) Non-SCs and non-SPRs who are working in Singapore are to select "FIN" c) Nationals of other countries are to select

SN	Field Name	Field Description	Method of Input
			“Passport”
12	Document Number*	Number of the ID	Type in the ID number, using letters and numbers, with no spaces in between. Maximum length is 20 characters: a) SCs and SPRs are to type in their NRIC no. b) Non-SCs and non-SPRs who are working in Singapore are to type in their FIN no. c) Nationals of other countries are to type in their Passport no.
13	Expiry Date*	For passports only, enter the expiry date of the passport	Type in the expiry date in the following format: dd/mm/yyyy (include back slashes)
14	Country of Birth*	The country the applicant was born in	Select the appropriate code from the drop-down list. The country names corresponding to the codes can be found as a separate worksheet in the form
15	Image Name	Name of the photo file of the applicant	Type in the file name in the following format: Familyname_IDnumber .jpg, e.g. Lee_X123456T.jpg

Submission of Application

Once the form is completed, the RO will send the Bulk Application Template back to SYOGOC Accreditation in an email.

ROs should ensure accuracy of applicants' particulars before submission. However, should any changes be required to be made after submission, the request must be made to SYOGOC Accreditation directly via email or fax.

Submission of Photographs

All applicants' photographic files must be named according to the naming convention stated in Section 2.1.2. The files must be sent together with the Bulk Application Template to SYOGOC Accreditation as an email attachment, or in a CD and sent to SYOGOC via courier.

2.1.2 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

2.2 Step 2: Receipt of PVC from SYOGOC

- a. SYOGOC Accreditation will commence the production of PVCs from May 2010 onwards after data verification, and will deliver the PVCs to ROs in a package by courier from June 2010 onwards. Only those applicants whose particulars have been properly filled and submitted by 1 May 2010 will be issued PVCs.
- b. Upon receiving the PVCs, ROs should issue the PVCs to their members before they depart for Singapore.
- c. The 'Confirmation of Receipt of PVC' will be included in the package containing the PVCs. ROs must fill out and fax the form back to SYOGOC Accreditation upon receiving the PVCs.
- d. As the PVC is an important document, ROs must take great care to ensure that each participant receives his/her PVC and that it is intact upon his/her arrival in Singapore.

2.3 Step 3: Validation of PVC in Singapore

The YOIAC permits its holder access to the Games venues only after it has been validated upon arrival in Singapore. Before validation, the YOIAC is known as the PVC.

All HB and RT accredited persons will validate their PVCs at the Main Accreditation Centre (MAC) at the Main Media Centre (MMC). They will need to produce their PVCs and photo ID for validation.

3 TYPES OF PASSES

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

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 to escort the Media Guest Pass holder throughout his/her visit to the RZ.

3.2 Lost, Stolen or Damaged Accreditation Card

Before Arrival

If the PVC is lost, stolen or damaged before the participant arrives for the Games, he/she should report it to his/her RO. The RO will then inform SYOGOC Accreditation via email at accreditation@singapore2010.sg.

The lost, stolen or damaged PVC will be cancelled in the system and cannot be used or validated even if recovered at a later date. A new PVC will not be sent. Upon arrival in Singapore, the participant shall proceed to any Main Accreditation Centre (MAC) listed in Chapter 4 to get a new PVC printed.

Upon Arrival and After Validation

If the YOIAC is lost, stolen or damaged after validation upon arrival, the participant must report it to his/her RO. The RO will inform SYOGOC via email at accreditation@singapore2010.sg or report to any of the MACs 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 participant 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 (MAC)

Upon arrival in Singapore, HB and RT accredited persons are requested to proceed to the MAC at MMC to validate their PVCs. 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
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
		HB	Handball
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
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 ¹
Egypt	Bangladesh ²	Myanmar ²	Azerbaijan ¹
Libya	People's Republic of China ¹	Pakistan	Belarus ¹
Morocco	Hong Kong***	Palestine*	Georgia ¹
Nigeria ²	India ²	Syria	Moldova ¹
Somalia	Iran	Tajikistan ¹	Russia ¹
Sudan	Iraq	Turkmenistan ¹	Ukraine ⁴
Tunisia ²	Jordan ²	United Arab Emirates**	
	Kazakhstan ¹	Uzbekistan ¹	
	Kyrgyzstan ¹	Yemen	
	Saudi Arabia ³	Others*****	
	Lebanon		

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

² Holders of Diplomatic, Official and Service passports are exempted from visa requirements

³ Holders of Diplomatic passports are exempted from visa requirements

⁴ 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 require an Entry Visa into Singapore may submit their visa applications through SYOGOC. Alternatively, they can apply for visas on their own at the nearest Singapore Mission. For more information, please visit the Immigration and Checkpoints Authority (ICA) website at 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 are waived.

Media who require SYOGOC to apply for Entry Visas on their behalf are encouraged to submit their visa applications concurrently with their accreditation applications.

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

ROs are required to collate all completed visa application forms and accompanying documents, and submit to SYOGOC via the following methods:

Email: arrivaldeparture@singapore2010.sg

Postal Address: Visa Applications c/o Arrival and Departure Operations
Singapore Youth Olympic Games Organising Committee
No.1 Kay Siang Road
Singapore 248922

If there is no requirement for visa assistance, ROs are also requested to send an email to SYOGOC at the address above certifying so.

6.2 Documents Required

The following documents are required to be submitted for all visa applications made through SYOGOC:

- a. Completed SYOGOC Visa Application Forms (comprising the visa application form [Form 14A] and visa application checklist). A soft copy of this form has been sent to you together with this manual.

To ensure correct and accurate entries, SYOGOC strongly recommends applicants to complete this form by typing all

required information in CAPITAL LATIN LETTERS.

- b Up to two recent passport-sized, colour photographs which meet the following requirements. These photographs are in addition to the photograph required for accreditation application.
- Photographs must be recent (taken within the last six months) to allow easy recognition.
 - Photograph taken must be in colour. Black and white or monochrome photographs are not accepted
 - Photograph must be taken with even lighting; there should be no reflections or shadows on the face or head
 - Plain white background, must have good contrast against the applicant's face and hair.
 - Headgear, hair bands or dark glasses are not allowed, except for religious or medical reasons.
 - The photograph of the applicant must be face-on, both eyes must be visible. Side profiles are not accepted.
 - Old, soiled or damaged photographs are not accepted.

For submissions through email, only one photo is required. The digital photo must meet the following requirements:

- Digital photograph must be in jpg/jpeg format.
- Photograph should measure 512 x 400 pixels, with a file size of less than 100 KB.
- Below is the naming convention for all digital photographs:
 - FamilyName_Given name_TravelDocumentNumber
 - Example:
 1. ROBSON_JOHN_E34593229
 2. CHEN_XIAFEI_S7819487T

For submissions by post, two photographs are required. The printed photographs must meet the following requirements:

- Passport-sized, colour photos must be 35mm x 45mm (not including the borders), the width of the head must be about 20mm, and the length of the face about 25mm.

- c. A photocopy of the applicant's passport bio-data page. **Please ensure that the passport is valid for at least six months from the date of entry into Singapore.**

6.3 Visa Application Outcome

The 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 the Host Broadcaster and rights-holding broadcasters through their ROs.

All completed visa applications received by **1 May 2010** will be processed and visa applicants will receive their visas together with



their PVCs before arriving in Singapore.

It is important to observe the submission deadline as late entries may affect the visa application process and ultimately, entry into Singapore.

6.4 Transit Visas

Media are required to make their own arrangements for all transit visas required en route to Singapore, where necessary. An invitation letter from SYOGOC as a proof of their purpose of visit to Singapore is available. Members can send their request to SYOGOC at arrivaldeparture@singapore2010.sg for the invitation letter.

6.5 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 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 the applicant's stay in the country
- e. Possession of a visa alone does not guarantee entry into Singapore. Applicants 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

6.6 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 the 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 via SYOGOC will have their application fees waived.

Media representatives who require an extension of his stay beyond the validity of his visit pass may email SYOGOC directly at arrivaldeparture@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 the media representative 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

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? * Example <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.: <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>		Floor No.: <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>	
Unit No.: <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>		Postal Code: <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>			
Country	Address	Period of Stay	
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 - 2 -			
THIS FORM IS ISSUED FREE			

Visa Form 14A

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 misuse 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. 91A).

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 information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

Example

Date

Signature of Applicant

IMM 14A

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THIS FORM IS ISSUED FREE

Visa Form 14A

