Before you depart …

1. **eRegister with the Ministry of Foreign Affairs, Singapore**

2. **Obtain a visa from the Chinese Embassy in Singapore, if necessary**
   For less than 15 days of stay in China, Singapore ordinary passport holders are not required to apply for a visa. If your stay in China is for more than 2 weeks, please apply for a visa prior to your departure from the Chinese Embassy in Singapore.

3. **Purchase a comprehensive travel insurance**

4. **Ensure that your passport has at least 6 months’ validity upon arrival in China.**

5. **Keep a photocopy of your passport bio-data page, personal credit cards, travellers cheques, if any**

6. **Bring sufficient funds**

7. **Provide a copy of your itinerary and contact details to your family/friends so that they can stay in touch with you**

While in China …

8. **Temporary residence permit registration**
   If you are not staying in a hotel while in China, please register at a local police post ([公安局派出所](http://www.mfa.gov.sg/chengdu)) nearest to your temporary residence. Registration should take place within 24 hours upon arrival in China.

9. **Visa Extension**
   If you need to stay in China beyond the duration permitted, you need to apply for a visa extension at the local Exit-Entry Admin Office ([公安局出入境管理处](http://www.mfa.gov.sg/chengdu)).

   **For Chengdu:**
   Chengdu Exit-Entry Department is as follows:

   成都市出入境管理处
   人民西路 2 号
It is open from Monday to Friday from 0830hrs to 1730hrs.
Tel: (86)-28-86407364
Hotline: (86)-28-86407067

What to do if…

❖ … I lost my passport?
(a) Report the loss of your passport at the nearest Exit-Entry Bureau (出入境管理局) and request for a police report/certificate (i.e. confirmation of loss report 护照报失证明).

(b) Contact the nearest Singapore Embassy/Consulate-General to apply for a temporary travel document, also known as “Document of Identity (DOI)”. The following are required for the application:
   ▪ Proof of identity (e.g. a photocopy of your passport or NRIC)
   ▪ 2 passport-sized photographs (instant photographs are acceptable)
   ▪ Confirmation of loss report issued by the police station
   ▪ RMB 77.00

(c) Upon issuance of the DOI and a note from the Singapore Embassy/Consulate-General, proceed to the local Exit-Entry Admin Office (公安局出入境管理处) to apply for an exit visa. The estimated processing time is about five working days.

❖ … I lost my money?
Contact your family or friends in Singapore so that they can remit money to you through Western Union. You can do so by making a collect call through Singtel ICC operator (from any desk phone in China, dial 108650 followed by “2” and “#”).

Once money is deposited at Western Union in Singapore, a reference number will be provided. You can then collect the money from the nearest Western Union office to you by presenting your passport and quoting the reference number.

Alternatively, your family or friends can contact the Singapore Ministry of Foreign Affairs at (65)-6379 8000 for assistance.
Some Useful Contact Numbers (Updated as at 29 March 2012)

Singapore Ministry of Foreign Affairs  (65)-6379 8000

Singapore Consulate-General in Chengdu:
- Consular Services    (86)-28-8652 7222
  (Emergency Contact)   (86)-1390 8073 562

Singapore Embassy in Beijing   (86)-10-6532 1115
- Consular Services    (86)-10-6532 9382
  (Emergency Contact)   (86)-1391 0755 251

Singapore Consulate-General in:
-  Guangzhou     (86)-20-3891 2345
  (Emergency Contact)   (86)-1392 2296 253
-  Shanghai     (86)-21-6278 5566
  (Emergency Contact)   (86)-1380 1949 439
-  Xiamen     (86)-592-268 4691
  (Emergency Contact)   (86)-1390 6029 002
-  Hong Kong     (852)-2572 2212
  (Emergency Contact)   (852)-9466 1251

Essential Services in China
-  Ambulance                              999 or 120
-  Fire                                          119
-  Police                                       110
-  Directory                                 114
-  Weather                                   12121
-  Time                                        12117

Transportation in Chengdu
-  Shuangliu International Airport         (86)-28-8520 5555
-  Train (Chengdu Station)   (86)-28-96006
-  Taxi                                          (86)-28-8777 1910

Silkair Airlines     (86)-28-8652 8626

Medical Facilities in Chengdu
1. Global Doctor Chengdu Clinic
Tel: (86)-28-85283638
Fax: (86)-28-85283667
Add: Room 9-11, 2nd Floor South Entrance, Lippo Tower, No. 62 North Kehua Road.

2. Parkway Health Medical and Dental Centers
Tel: (86)-28-85317899 (24hour hotline)
Add: No.1 People’s Hospital 18 Wan Xiang North Road Chengdu 610041

Note: The above information is just for your reference and for general information. Neither the Singapore Government nor the Consulate-General can make any guarantee in relation to the professional ability or character of any company on this list.