

## Japan Business Visa Requirement Details

### Overview:

This visa allows business people to make multiple short business visits to Japan for up to 90 days during your visa validity period. Business activities may include a conference, negotiation or exploratory business visit.

### Documents Required

- ❖ Letter of Guarantee
  - ❖ Invitation letter
  - ❖ Overview of Company or organization
  - ❖ Day wise Itinerary in Japan
  - ❖ Bank statement
  - ❖ Flight Ticket.
  - ❖ Valid Passport ( At least 2 Blank pages)
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- A Covering letter from the COMPANY mentioning name and designation of the applicant and that of the signatory of managerial or executive level giving brief sketch of applicant's itinerary, name, address and email of the company to be visited.
  - The Applicant should have a **valid passport** where the validity should be more than the stay in Japan (**with at least 2 blank pages**). Please present your old passports as well, if any.
  - One visa application form duly completed and signed by the Applicant.
  - One photograph taken within the last 6 months. (The photograph should be of **size 2 x 2 inches, color with white background**).
  - An Original Letter of **Invitation from Business Associates in Japan**, with the company red color seal on it.
  - Confirmed travel booking with day to day details (**Travel Itinerary and Hotel bookings**).
  - Embassy of Japan confirms that the original bank statement is discretionary from case to case. They will accept photocopy of the statement if the Bank Passbook is submitted with the visa documents. Passbook will then be returned.
    - ❖ VFS is asking for the Original bank statement of last six months.
    - ❖ To be on the safe side it is better to submit the Original Bank Statement of the last six months with support documents. The choice is with the Applicant as to which center they are submitting the Application. The Embassy of Japan does not accept Visa now.



- Confirmed onward/ travel itinerary.
- A Covering letter from the Applicant.
- **If the inviting Company / Organization is bearing the expenses:**
  - ❖ Original Letter of Guarantee from the Inviting Company.
  - ❖ A certified copy of the Incorporation Register or an overview of the Company / Organization.
  - ❖ A company listed on stock exchange does not need to submit a copy of the incorporation register or an overview of the company / organization. If an individual is extending the invitation, then his Certificate of employment in Japan is required.
- Original salary bank statement of last 6 months is also required.
- Income Tax Returns for the last 3 years.
- **If the applicant is owner of the company:**
  - ❖ Proof of ownership (e.g. Director Identification no. Approval issued by Ministry of Corporate Affairs or proprietorship document issued by bank. Or Import export license and company Bank statement.
- **Proof of Relationship with Guarantor:**
  - ❖ Proof of Relationship, incase the applicant is accompanied by any dependant, i.e. Passport copy, Marriage Certificate, Birth Certificate.
- Visa is valid for 90 days with a maximum stay of 90 days.

## Processing Time:

The timelines given by The Consulate General of Japan; Chennai for the processing of each application is minimum 03 working days from the day it is submitted at The Consulate General of Japan

## Please Note: -

Please note that this is an indicative processing time only. Processing time may increase or decrease at the discretion of the Consulate General of Japan, Chennai.

