

JAPAN BUSINESS AFFAIRS/ MARKET RESEARCH/ CONFERENCE VISA

Documents	Particulars
Passports	<ul style="list-style-type: none"> * Original Passport with atleast 6 months validity and atleast 3 blank pages. * Photocopy of the Bio Data Page of the Current Passport (First and Last Page) * Original old passport booklets if any
Photographs	<ul style="list-style-type: none"> * One photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, color with white background and printed on good quality paper)
Covering Letter	<ul style="list-style-type: none"> * A covering letter per individual / family/ company addressed to the Visa officer, Consulate-General of Japan * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter has to be on the company letterhead for officials / sponsored applicants
Bank Statements	<ul style="list-style-type: none"> * Original 6 months personal and company's bank statements with the seal and signature from the bank * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
IT Returns	<ul style="list-style-type: none"> * Latest 3 years Income Tax Acknowledgement / ITR-V (Saral) of individuals and the company
Itinerary / Air tickets	<ul style="list-style-type: none"> * Return airickets with all internal flight / train tickets if any
Purpose of Travel / Accommodation	<ul style="list-style-type: none"> * Original Invitation Letter * Original Letter of Guarantee, if the inviting company / organization is bearing the expenses *A certified copy of the incorporation register or an overview of company / organization * Your employment contract
Supporting Credentials	<p>Businessmen:</p> <ul style="list-style-type: none"> * Propreitership certificate / Certificate of Registration / Memorandum of Association, Articles of Association / PartnershipDeed / PAN Card * NOC from other partners or Directors incase of partnership <p>Employees:</p> <ul style="list-style-type: none"> * Leave sanction letter from the company (from the Government body incase of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees) * Pension statements for the last three months; <p>Students:</p> <ul style="list-style-type: none"> *Leave sanction letter from the educational institution (for travel during working days) * Bonafide Certificate from the educational institution (for travel during vacations) * School/ College ID card (optional) <p>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</p> <ul style="list-style-type: none"> * Marriage Certificate (Original) * Wedding Invitation card / Photographs (incase the marriage certificate is not ready) <p>Children travelling and unaccompanied by both the parents / either parent</p> <ul style="list-style-type: none"> * A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany * Passport copies / copy of both / either of the parents <p>*In case parents don't have passports , birth certificate of the applicant and copies of the ID cards of the parents.</p> <p>Travellers unaccompanied by spouses/partners</p> <ul style="list-style-type: none"> * A notary attested NOC on a stamp paper from the unaccompaied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. <p>Additional supporting documents if available</p> <ul style="list-style-type: none"> * FD Receipts from banks * Public shares / debuntures certificate * Asset evaluation report from a CA <p>*Copy of any Govt. ID Proof of applicant</p>
Disclaimers	<ul style="list-style-type: none"> * The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification. * BPVS offers Visa Facilitation services to our customers against a Service Fee * BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

Information Updated on 05.06.2024