

Checklist to Japan (Business Visa)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
<ul style="list-style-type: none"> A business visa to Japan is granted to foreign national travelling to Japan for the purpose of business purposes such as attending business meeting/ conferences/ training/ signing of business contract and after- sales service for machinery imported into Japan. Single entry is valid for 3 months and multiple entry is valid between 3-5 years subject to the financial capacity of the applicant. The visa validity and the duration of stay allowed are 2 different entities. Ensure the visa validity covers your travel date otherwise; the visa will lapse. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All documents should be photocopied on A4-sized paper. Unverifiable supporting documents will result in rejection of visa application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Frayed, torn, damage to the personal information/ visa pages cannot be submitted for visa application. Please check the condition of your travel document before submitting. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Separate all application documents for different into individual sets. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> NO staples/pins/paper clips should be used on the visa forms and supporting documents. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Remove passport cover and do not attach expired passport to the application unless your valid visa is in the cancelled passport. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The issuance of multiple entries visa is at the discretion of the embassy. If you do not meet the criteria for the issuance of multiple entries, a single entry will be issued, and the application fee remains the same. 	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED DOCUMENTS TO BE PREPARED BY THE APPLICANT		
<ul style="list-style-type: none"> 1 set of duly completed visa forms printed out and signed by hand (wet signature). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 2 sets of duly completed visa forms for Russian and other CIS passport holders, printed out and signed by hand (wet signature). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ORIGINAL passport with at least 6 months' validity remaining beyond the validity of the visa. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 passport sized color photograph taken on white background (35cmx45cm). * 2 passport sized color photograph for Russian and other CIS passport holder. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of Singapore Work Pass/ Singapore PR Card (Front and back). Please provide actual sized or upsized. Unverifiable printout will result in rejection of visa application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For digital passes, LTVP/ LTVP+ the printout pass information must include the verifiable QR code which can be downloaded from MyICA mobile app, ICA website or FileSG using your sing pass. Blurred printout or omission of the QR code will result in rejection of application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> LOC (Letter of Consent) issued by MOM if you are holder of LTVP/ LTVP+ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Print out the validity and expiry status of the work pass by scanning the QR code on the work pass using the free SgWorkPass App available on (Apple App store or Goggle Play store). The printout must show the current date, confirmed that the pass is valid and covers your trip to Japan and the return to Singapore. (Screenprint within the recent 5 days of the application date). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A certificate of employment from your current employer on company headed paper verifying your employment status such as position, salary, date joined, date and purpose of your business trip. (Issued within the recent 1 month of application date). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If you are self-employed, a Business Registration Profile from ACRA is required (Issued within the recent 1 month of application date). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A letter of invitation (Issued within the recent 1 month of application date) is required. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If the inviter guarantees the expenses for the trip a 'letter of guarantee' is required. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Current IRAS Notice of Assessment for multiple entry request. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Schedule of Stay (Daily Activities) in Japan. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For multiple entry visa requests, a multiple entry request form is required. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Changed of name if any (Certificate of Incorporation for company name changed) or (deed poll for applicant's name changed) must be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Current or old passport that shows temporary visitor visas and entry stamp to Japan and G7 countries (USA, France, Germany, UK, Italy and Canada). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Authorization letter to submit on behalf of the applicant. 	<input type="checkbox"/>	<input type="checkbox"/>
VISA PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
<ul style="list-style-type: none"> 5 working days (There is NO option for Urgent/ Express processing). 	<input type="checkbox"/>	<input type="checkbox"/>