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| For Business |
| 1. Application form |
| 2. Valid Passport and Photocopy |
| 3. Old Passport (if any) and Photocopy |
| 4. One Photo (2 inch X 1.4 inch) |
| 5. Airline Booking Slip (round trip) |
| 6. Hotel Booking during stay in Japan/ Residence letter from Guarantor |
| 7. Tentative schedule in Japan |
| 8. Employment Certificate (applicant's)/ Trade License of company |
| 9. Document certifying activity in Japan: |
| (a) Invitation letter |
| (b) Contract or L/C, related this time's visit (if any) |
| (c) Guarantee Letter |
| 10. Tax-Income certificate and Tax payment receipt of applicant(Latest 3 years) |
| 11. Bank statement 6 months Latest (Applicant/Company) |
| 12. Company Registration of Japanese Company (It is called To-kibo To-hon) |
| 13. Employment letter of Japanese Guarantor (Personal business invitation by guarantor only) |
| 14. Document certifying your company activities (if any) |
| 15. Brochures, leaflets, newspaper clippings, etc (if any) |
| 16. Visit Schedule in Japan by Guarantor |