

VFS JAPAN VISA APPLICATION CENTRE

DOCUMENTS REQUIRED

BUSINESS AFFAIR / MARKET REASEARCH / CONFERENCE VISA

Important -Please note all photocopies should be on A4 size only

- A valid Passport (with more than two blank pages). Please submit your old passports Also, if any.
- Photocopy of the Bio Data Page of the Current Passport (First and Last Page)
- A completely filled and signed Visa Application Form. The form is available under the link http://www.vfsglobal.com/japan/Chennai/pdf/visa_application_form.pdf
- One photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, colour with white background and printed on good quality paper)
- Original Invitation Letter
- Travel booking and proof of accommodation details
- Covering Letter by the Employer / Travel requisition from the company
- Latest 3 Months bank statement of the applicant
- Last 3 months Payslip of the applicant
- Schedule of Stay
- Indian Company's last 3 years Income Tax Returns (In case-ITR is not available, please submit bank statement of last six months)
 - a. Original Letter of Guarantee
 - b. A certified copy of the incorporation register or an overview of company / organization.

Note: A company listed on stock exchange does not need to submit a copy of the incorporation register or an overview of the company / organization.

When an individual is extending an invitation, submit the Certificate of Employment in lieu of a copy of the incorporation register or an overview of the company / organization.

- Certificate of Employment

- If the applicant is owner of company
 - a. Proof of ownership (e.g. Director Identification Number approval issued from Ministry of Corporate Affairs or proprietorship document issued from bank or Import export license)
 - b. Company bank statement

Proof of Relationship, in case the applicant is accompanied by any dependant, i.e. Passport copy, Marriage Certificate, Birth Certificate.

Note: The above is a guide to the documents you should provide with your visa application. Japan Consulate may request you for an interview / additional documentation depending on your personal circumstance

