

VFS JAPAN VISA APPLICATION CENTRE

DR- 04 [May 2012]

DOCUMENTS REQUIRED

MULTIPLE ENTRY BUSINESS VISA

Qualification of an Applicant

A. Applicant as business person

Applicants must be Indian national in the position of a Senior Manager or above and working for more than one year in a company that fulfills the following conditions (Accompanying spouse and children who are applying together can also request multiple entry visa, if necessary).

(1) Government enterprises (2) Companies listed on the stock exchange market (3) Companies that have continual transactions with Japanese companies that are listed on the stock exchange in Japan (4) Joint corporations that co-invested with Japanese companies that are listed on the stock exchange in Japan, and subsidiary companies or representative offices of those Japanese companies. (5) Companies that are members of the Japan Chamber of Commerce (JCC) of the cities where

embassies and consulates of Japan are located, and have their head offices located in Japan.

B. Applicants as intellectuals, researchers etc

(1) Internationally acclaimed artists (2) Distinguished scholars and researchers who have adequate achievements (3) Distinguished amateur athletes who have adequate records (4) University lecturers and above (as a full-time) (5) Employees of public research institutes and museums (Directors and above)

Documentation for Application

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

A. Applicant as business person

- A valid Passport (with more than two blank pages). Please submit your old passports also, if any.
- Photocopy of 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, color with white background and printed on good quality paper)
- Confirmed travel booking tickets
- Certificate of employment
- Company's incorporation certificate/GST registration (all 3 pages)/Partnership deed/Proprietorship proof
- Supporting documents to prove company's qualification, if the applicant is a business person
- Indian Company's last 3 years Income Tax Returns (In case-ITR is not available, please submit bank statement of last six months)
- Reason for requesting a MULTIPLE entry visa or letter of invitation including the necessity of MULTIPLE entry visa
- In the case of spouse or children accompanying, please submit the following
 - Documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children)
 - Reason for requesting MULTIPLE entry visa

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B. Applicants as intellectuals, researchers etc

- a. A valid Passport (with more than two blank pages). Please submit your old passports also, if any.
- b. 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

- c. 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)
- d. Reason for requesting a MULTIPLE entry visa or letter of invitation including the necessity of MULTIPLE entry visa
- e. Supporting documents to prove your qualification to above, such as
 - Certificate of employment from the employer
 - Curriculum vita (CV)
 - Treaties, academic publishing, or records of lectures by applicants
- f. In the case of spouse or children accompanying, please submit followings:
 - Documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children)
 - Reason for requesting MULTIPLE entry visa
- g. Indian Company's last 3 years Income Tax Returns (In case-ITR is not available, please submit bank statement of last six months)

Additional Documentation for 5 years Business Visa

- a. A letter of request from a duly recognized company or employer
- b. A request from Chamber of Commerce or Business Organizations

India: CII, FICCI, NASSCOM, ASSOCHAM Japan: KEIDANREN

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 circumstances