

**VFS JAPAN VISA APPLICATION CENTRE**  
**BUSINESS AFFAIR / MARKET REASEARCH / CONFERENCE VISA**

S.No	Documents	Y/N
1	A valid Passport (with more than two blank pages). Please submit your old passports Also, if any.	
2	Photocopy of the Bio Data Page of the Current Passport (First and Last Page)	
3	A completely filled and signed Visa Application Form. The form is available under the link <a href="http://www.vfsglobal.com/japan/Chennai/pdf/visa_application_form.pdf">http://www.vfsglobal.com/japan/Chennai/pdf/visa_application_form.pdf</a>	
4	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)	
5	Original Invitation Letter	
6	Travel booking and proof of accommodation details (It's highly recommended not to buy a confirmed flight ticket and hotel accommodation before the visa is granted. Reservation/booking is acceptable)	
7	Covering Letter by the Employer / Travel requisition from the company	
8	Latest 3 Months bank statement of the applicant	
9	Last 3 months Payslip of the applicant	
10	Schedule of Stay (only in typed format)	
11	Indian Company's last 3 years Income Tax Returns (In case ITR is not available, please submit bank statement of last six months)	
12	Original Letter of Guarantee	
13	A certified copy of the incorporation register or an overview of company / organization.	
14	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.	
	a.)Certificate of Employment	
15	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	
	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.	
16	Proof of Relationship, in case the applicant is accompanied by any dependant, i.e. Passport copy, Marriage Certificate, Birth Certificate. Alonge with copy of all the document which applicable for the primary applicant	

Submitted by: Applicant/Agent/Representative

Name:

Staff Signature:

Contact Number:

Relationship with Applicant:

Adhaar Number:

Signature:

Date: