

VFS JAPAN VISA APPLICATION CENTRE

CL- 03 [November-2025]

DOCUMENTS CHECKLIST BUSINESS AFFAIR / MARKET REASEARCH / CONFERENCE VISA

Passport Number _____

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

S. No.	Document Type	Yes / No	Remark
1	Passport (Valid Passport + Old Passport/s if any)		
2	Current passport copy - First and last page		
3	Completely filled and signed Visa Application Form with photograph		
4	01 Photo (Size 2*2 inches with 70% face validity, White background)		
5	Travel booking with day-to-day details and Schedule of Stay		
6	Original Covering Letter by the Employer / Travel requisition from the company in Letterhead page		
7	Certificate of Employment Letter in company letterhead page		
8	Latest Income Tax Return		
9	Invitation Letter from the inviting company		
10	Letter of Guarantee, from the inviting company / organization is bearing the expenses		
11	A certified copy of the incorporation register or an overview of company / organization		
12	If the applicant is owner of company, proof of ownership		
13	Proof of relationship, if the applicant is accompanied by dependant/s		

Travel History of applicant in last 2 years to Australia, Canada, Europe, USA & Japan (provide details)

S. No.	Country Travelled	Period
1		
2		
3		
4		
5		

Additional Documents & Remarks (Kindly provide details below)

*** I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application.
However, I insist to proceed with my application.

Applicant / Agent Signature _____

Agency Name (If applicable) _____

Contact Number _____

(VFS Officer's Signature)

