

VFS JAPAN VISA APPLICATION CENTRE

CL- 03 [July-2022]

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	Completely filled and signed Visa Application Form with photograph		
3	01 Photo (Size 2*2 inches with 70% face validity, White background)		
4	Travel booking with day to day details and Schedule of Stay		
5	Original Covering Letter by the Employer / Travel requisition from the company in Letterhead page		
6	Certificate of Employment Letter in company letterhead page		
7	Latest Income Tax Return		
8	Invitation Letter from the inviting company		
9	Letter of Guarantee, from the inviting company / organization is bearing the expenses		
10	A certified copy of the incorporation register or an overview of company / organization		
11	If the applicant is owner of company, proof of ownership		
12	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)