

VFS JAPAN VISA APPLICATION CENTRE

CL [Feb 2016]

DOCUMENTS CHECKLIST MULTIPLE ENTRY BUSINESS VISA

Passport Number _____

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

S. No.	Document Type	Yes / No	Remark
1	Passport (Valid Passport + Old Passport/s)+ Photocopy of the Bio Data Page of the Current Passport (First and Last Page)		
2	Completely filled and signed Visa Application Form with photograph		
3	Confirmed travel booking (Additional)		
4	Employment certificate by the company stating salary, tenure period, and position.		
5	Updated salary bank statement of last six months and Latest Income Tax Return.(Additional)		
6	A letter of explanation stating the reason of applying for the multiple visa (letter of mission or travel requisition by employer, etc.)		
7	Proof of Eligibility(Please refer Requirement List)		
8	Proof of kinship, if applying separately from the applicant) a copy of his/her passport (pages of identification and Japanese multiple visa		

A regular employee with a travel record to Japan for business purpose and travel records as temporary visitor to G7 countries (except Japan) in the last three years

S. No.	Country Travelled	Period
1		
2		

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 _____

VFS JAPAN VISA APPLICATION CENTRE

Agency Name (If applicable) _____

Contact Number _____

(VFS Officer's Signature)