

## DOCUMENTS REQUIRED

### BUSINESS AFFAIR / MARKET REASEARCH / CONFERENCE VISA

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

- A valid Passport (with more then two blank pages). Please submit your old passports also, if any.
- A completely filled and signed Visa Application Form. The form is available under the link [http://www.vfsglobal.com/japan/india/pdf/visa\\_application\\_form.pdf](http://www.vfsglobal.com/japan/india/pdf/visa_application_form.pdf)
- One photograph taken within the last six months. (The photograph should be of size 2 x 2 inches, color with white background and printed on good quality paper)
- Original Invitation Letter
- Schedule of Stay
- Covering Letter by the Employer / Travel requisition from the company
- Travel Booking (Travel itinerary and Hotel Booking)
- If the inviting company / organization is bearing the expenses
  - a. Original Letter of Guarantee
  - b. A certified copy of the incorporation register or an overview of company / organization.

**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.

- Certificate of Employment / Employment Letter and Leave Sanctioned Letter
- Latest Income Tax Returns
- 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
- Proof of Relationship, incase the applicant is accompanied by any dependant, i.e. Passport copy, Marriage Certificate, Birth Certificate.

**Note:** The above is a guide to the documents you should provide with your visa application. Japan Embassy may request you for an interview / additional documentation depending on your personal circumstances.