

VISA FOR BUSINESS

Notes
Arrange your documents in the order according to the checklist.
All documents should be printed or photocopied on A4-sized paper.
Separate all the application documents into individual sets. Family should separately prepare documents arranged in the same order. Remove all staple / pins / paper clips used on the documents
Document must be issued within 3 months of the lodgement of visa application. Any document issued before 3 month from the date of lodgement of visa application, will not be accepted.
All Myanmar documents should be submitted in copy of original with Japanese or English translation and photocopy for each document.

No.	Required Documents / Evidence	Details	Tick	
			Original	Copy
1	Valid Passport	Must have at least 2 blank pages	<input type="checkbox"/>	
2	Visa Application Form	Completely filled in, and have original signature	<input type="checkbox"/>	
3	Photo (1 pcs)	45mm×45mm or 45mm×35mm Taken within the past 6 months	<input type="checkbox"/>	
4	Air ticket booking confirmation	Round trip, and mentioning the passenger's name, airlines and departure & arrival date and time.		<input type="checkbox"/>
5	Company Online Registration Page			<input type="checkbox"/>
6	Company Extract			<input type="checkbox"/>
7	Employment Cetificate	Please clarify the applicant's position, hire date, and salary.	<input type="checkbox"/>	
8	Certificate of business trip order from the applicant’s company	Please clarify the reason of business trip and its duration	<input type="checkbox"/>	
9	<u>ONE</u> Following documents which verify business connection (Any document showing the applicant's activities in Japan and the track record in Japan)	Export/ Import Business license	<input type="checkbox"/>	
		Business contract between a Japanese company and the applicant’s company	<input type="checkbox"/>	
		Approval letter and the training plan from the receiving entity in Japan (Please clarify the training schedule, venues, the person of the training in-charge, whether on-the-jobtraining will be held or not, and whether training allowance will be paid to the applicant by the receiving side.)	<input type="checkbox"/>	
Documents to be prepared by the inviter in Japan				
10	Letter of Invitation		<input type="checkbox"/>	
11	Detailed Schedule in Japan	Date, Activity, Accommodation, Contact information.	<input type="checkbox"/>	
12	List of Applicants	In the case of more than one applicant.	<input type="checkbox"/>	
<u>If the inviter guarantees the expense for the trip</u>				
13	Letter of Guarantee		<input type="checkbox"/>	
14	<u>ONE</u> document from followings	Company Registration (Hojin Tokibo Tohon)	<input type="checkbox"/>	
		Overview of Company / Organization	<input type="checkbox"/>	
		SHIKIHO (if the company is listed on the Stock Exchange)		<input type="checkbox"/>
<u>If the applicant's company guarantees the expense for the trip</u>				
15	Company's bank book	The bank book must show detailed transaction and balance / Must bring original bank book for verification and only photocopy will be submitted	<input type="checkbox"/>	<input type="checkbox"/>
16	Sponsor Letter from the bank account holder		<input type="checkbox"/>	<input type="checkbox"/>

- ☐ I hereby acknowledge that I have submitted all the documents ticked and/or described hereinbefore, any false document or inaccurate statement thereof, intentionally or negligently, may result in refusal of visa, and issuance of visa, including conditions thereof, if given, is subject to solo discretion of the Embassy of Japan in the Myanmar.
- ☐ I understood that all support document submitted above except from Passport cannot be returned after visa assessment.
- ☐ I understood that even if I have submitted all documents as per the checklist above, there is a possibility that the Embassy of Japan might ask for additional documents that are not listed above and to have interview by the embassy.
- ☐ VFS Global will refund only visa fees, as all VFS service fees and value-added service fees are non-refundable, and by using VFS services applicants confirm they have read, understood, and agreed to this policy.

Date

/ /

Applicant Signature

VFS Staff Signature