

VISA FOR GROUP TOUR

| Notes |
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| 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. |
| IMPORTANT NOTICE FOR TOUR AGENTS |
| The schedule must be followed exactly the date and time in detailed which is submitted to the Embassy. |
| If any changes occur in any information which is submitted, immediate report to the embassy are mandatory. |
| Immediate notice must be given when the applicants have arrived back in Myanmar. |

| No. | Required Documents / Evidence | Details | Tick | |
|--|--|--|--------------------------|--------------------------|
| | | | Original | Copy |
| Requirements for Travel Agencies in Myanmar | | | | |
| 1 | Cover letter | | <input type="checkbox"/> | |
| 2 | List of visa applicants | | <input type="checkbox"/> | |
| 3 | Confirmed flight booking | Round trip, and mentioning the passenger's name, airlines and departure & arrival date and time. | | <input type="checkbox"/> |
| 4 | Company Online Registration Page | | | <input type="checkbox"/> |
| 5 | Company Extract | | | <input type="checkbox"/> |
| 6 | Inbound/Outbound license | Original and Photocopy | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Company’s bank account passbook | 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"/> |
| Requirements for Visa applicant | | | | |
| 8 | Valid Passport | Must have at least 2 blank pages | <input type="checkbox"/> | |
| 9 | Visa Application Form | Completely filled in, and have original signature | <input type="checkbox"/> | |
| 10 | One photograph | 45mm×45mm or 45mm×35mm Taken within the past 6 months | <input type="checkbox"/> | |
| 11 | Letter of attorney | Written by visa applicant | <input type="checkbox"/> | |
| 12 | ONE document from followings (Employment (or) ID Certificate) | Employment Certificate (Please clarify applicant’s position, hire date, and salary.) | <input type="checkbox"/> | |
| | | Student Certificate AND Supporter’s Employment Certificate | <input type="checkbox"/> | |
| | | If the applicant is a dependent, submit supporter’s Employment Certificate | <input type="checkbox"/> | |
| | | If the applicant is a business owner, submit company registration, license (or) any documents which can verify the business | <input type="checkbox"/> | |
| 13 | 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"/> | |
| If applicants expense is supported by other family members | | | | |
| 14 | Household List / Any official documents which can verify the relationship. | If the applicant is under 18 years old and travel alone (or) dependent and the travel cost is owned by supporter's | <input type="checkbox"/> | <input type="checkbox"/> |

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|--|---|---|--------------------------|--------------------------|
| 15 | Sponsor Letter from the bank account holder | If the travel cost is owned by others. | <input type="checkbox"/> | |
| 16 | Consent Letter from parents / guardians | If the applicants is under 18 years old and traveling without family. | <input type="checkbox"/> | |
| Requirements for travel agencies in Japan | | | | |
| 17 | Invitation Letter | | <input type="checkbox"/> | |
| 18 | Detailed Schedule in Japan | Date, Activity, Accommodation, Contact information. | <input type="checkbox"/> | |
| 19 | List of Applicants | | <input type="checkbox"/> | |
| 20 | Letter of Guarantee | | <input type="checkbox"/> | |
| 21 | <u>ONE</u> document from followings | Company Registration (Hojin Tokibo Tohon) | <input type="checkbox"/> | |
| | | Overview of Company / Organization | <input type="checkbox"/> | |
| | | SHIKIHO (Photocopy) (if the company is listed on the Stock Exchange) | <input type="checkbox"/> | |
| 22 | Hotel booking confirmation | Must mention the guest name, and check-in & out date | | <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 _____