

Checklist for Short-term business affairs (ex. conference, exhibition, cultural and sport exchange, etc.,)

- Passport and copy of personal status page
- Visa Application Form & one photograph (4.5cm X 4.5cm)
- Invitation Letter / Letter of Guarantee
- Flight itinerary issued by travel agency or airline office
- Itinerary with information on places you plan to visit and stay
- Proof of sufficient funds to defray all the expenses while in Japan
- Copy of CNIC - A4 size and Family Registration Certificate (FRC)
- Certificate of employment and Business Profile (Chamber / NTN / SECP)
- Copy of the incorporation register (“法人登記簿謄本: Hojintokibotohon”) or an Overview of the Company/Organization in Japan (Employment certificate of the inviter should the invitation is personal) (mandatory if guarantee is provided).
- A passbook (tsūchō, 通帳) containing your account information and transaction records (mandatory if guarantee is provided).