

BUSINESS, CONFERENCE or CULTURAL EXCHANGE SINGLE ENTRY

1. Visit Japan for business meeting, advertising, after-sales service, market research, training, etc. (If a practical training is planned, "Certificate of Eligibility" is required regardless of the length of stay.)
2. Attend international conference, seminar or cultural exchange program, etc.

No.	Required Documents/evidence	Detail	Tick	
			Original	Copy
1	Passport	Ensure your passport is self-signed.		
2	Visa Application Form	With applicant's signature (if applicant is underage or with disability, their parents can sign on behalf of applicant).		
3	1x Photograph	A color photo taken within 6 months (4.5 cm x 3.5 cm, clear image without background).		
4	1x Color Copy of Passport Bio Page			
5	Employment Certificate/Certificate of Membership	If applicant is self-employed, submit a Certificate of Business Registration.		
6	Travel Order/Dispatch Letter	Must include purpose of trip and length of stay.		
7	Bank Certificate ※If the applicant pays the cost ※Not required if the organization pays	If the Average Daily Balance (ADB) in the last six months is not indicated, bank statement must be submitted to prove transactions within the last six months.		
8	Photocopy of Income Tax Return (BIR Form) ※If the applicant pays the cost ※Not required if the organization pays	* Form 2316 must have signature of the Employer and Employee. * For business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form.		
9	Invitation Letter			
10	Itinerary in Japan	* Enter the schedule date of entry and departure to/from Japan (including flight information, if possible. Booking is not necessary). * Enter the details of accommodation (as of hotel, name, address and phone number. Booking is not necessary).		
11	Tokibo-Tohon or Certified Copy of a Registration Certificate or a Certified Copy of the Register, Company Brochure Pamphlet or Details of Company/Organization	* If inviter is a listed company on a stock exchange, a photocopy of the latest Quarterly Report (Shiki-Ho) can be alternative. * If inviter is a person (not company or organization), submit his/her Employment Certificate or Business License.		
12	Proof of Activities in Japan	* Business trip → photocopy or contract, material of transaction or meeting, etc. * Attend conference/seminar → pamphlet or material of conference/seminar. * Training → Acceptance Letter of Trainee and Training Schedule (Training Schedule must include the notes of the necessity of training in Japan, content, method, place, period, daily schedule, person in-charge and language to be used.		
13	Guarantee Letter			
14	Authorization Letter Showing all names of passengers	For Family: to be signed by the head of the family For Incentives Group: to be signed by the head of the company For Tour Packages: to be signed by the head of the tour company		
15	Company ID Card	Company ID Card, if submitted by designated representatives.		
16	Others			

☐ 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 Philippines.

☐ 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.

Applicant Signature _____

Date _____ / _____ / _____

VFS staff Signature _____