

Temporary Visit for Business (Multiple-entries)

The following is an outline of application procedures for foreigners entering Japan for short-term business purpose such as for market surveys, business liaison, business talks, conference, signing contracts, and after-sale service for machinery imported into Japan, etc. (period of stay: maximum 90 days, visa validity: 1, 3 or 5 years). However, this visa does not permit income deriving or profit making activities.

Eligibility for Applicant

- 1 Nationals of countries from Asia and Asia Pacific, Central and South America, Europe, Russia and the C.I.S., parts of Near Middle East and African regions (UAE, Oman, Qatar, Kuwait, Saudi Arabia, Bahrain, Egypt, South Africa); and
- 2 Employees holding supervisory positions (i.e. at least equivalent of a manager) or those who have completed at least one year of full-time employment at a corporation who satisfy one of the following listed criteria:
 - ① A public (government) enterprise
 - ② A private company which is listed on the stock market
 - ③ A Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
 - ④ A venture company, subsidiary company or branch office of a company which is listed on the stock exchange in Japan
 - ⑤ A private company with constant business transactions with a Japanese company which is listed on the stock exchange in Japan

Required Documents for the visa application

Important 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
- Submit photocopies of documents as specified in our requirements, submitted documents would NOT be returned
- NO staples/pins/paper clips used on documents
- A Letter of Authorisation is necessary when the application is made on behalf by Travel Agent/Company Staff (other than direct family member)

<CHECK LIST>

☐	A valid passport (Original)
	•MRP/e-passport in compliance with the ICAO standard only
☐	Visa application form (Original)
	•Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant
	•Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required
☐	Photo (Original)
	•Color photo,taken within 6 months
	•4.5cmx4.5cm or 3.5cmx4.5cm and affixed to application form (by glue only)
	•Full faced, front-facing with head straight, unedited, sharp with white/light background (no shadow or object shown in background)
	•Print out using normal A4 paper is not acceptable
	•Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required
☐	Identity card issued by Singapore Government (Photocopy)
	•Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass or Long-Term Visit Pass, etc.
	•New pass card issued with QR code without variable employment information, please submit a front and back photocopy of the pass together with a clear print out of the SGWorkPass Mobile App which displays the latest pass information including the pass status, date of pass expiry/issue/renew/cancellation, occupation and name of employer (scanned within 5 days from application date)
	•If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.
☐	Certificate of Employment (Original) or Business Registration Profile from ACRA (Photocopy)
	•Letter issued by employer within one month of application, including detailed information such as position, salary, date of joined etc..
	•Business Registration Profile issued within 3 months
☐	Documents to prove the applicant qualifies for one of the categories abovementioned 2①~⑤ (Photocopy)
	•Print-out of the company profile from list of the stock exchange website, or Letter of Invitation from a corporation in Japan and evidence of public listing of the inviting corporation, or prove of membership to the local Japanese Chamber of Commerce and documents showing contact information of head of office (in Japan), etc.
☐	A letter of explanation stating the reason of applying for the multiple visa or Letter of Invitation from the inviter in Japan
	When application is made on behalf of applicant (travel agent, company representative etc.)
☐	Letter of authorisation (Original)