

Temporary Visit for Business Up To 90 Days (Single or Double-entry)

Temporary visits refer to short-term stays not exceeding 90 days for business purposes, e.g. market surveys, business liaison, business talks, conference, signing contracts, and after-sale service for machinery imported into Japan. However, this visa does not permit income deriving or profit making activities.

Applicant can apply for a Double-Entry visa if he/she has to make two trips to Japan within a 6-month period for such purposes.

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 relative/Company staff

<CHECK LIST>

<input type="checkbox"/>	A valid passport (Original)
<input type="checkbox"/>	Visa application form (Original) <ul style="list-style-type: none"> • 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
<input type="checkbox"/>	Photo (Original) <ul style="list-style-type: none"> • Color photo taken within 6 months with white background • 3.5cmx4.5cm and affixed to application form (by glue only) • Full faced, front-facing with head straight, without glasses, with mouth closed, 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
<input type="checkbox"/>	Identity card issued by Singapore Government (Photocopy) <ul style="list-style-type: none"> • Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass or Long-Term Visit Pass, etc. • Digital Long-Term Passes should print out together with the QR code for verification purposes. • The validity of the pass should cover the trip to Japan and the return to Singapore • If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.
<input type="checkbox"/>	QR code reading (for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass or Long-Term Visit Pass, etc. issued with QR code) <ul style="list-style-type: none"> • A clear print out of the SGWorkPass Mobile App which displays the latest pass information (scanned within 5 days from application date)
<input type="checkbox"/>	Certificate of Employment (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy) <ul style="list-style-type: none"> • Certification of Employment Letter issued by employer within one month of application, including detailed information such as issuance date, position, salary, date of joined etc.. (please refer to the sample) • Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only)
<input type="checkbox"/>	Flight information of traveller <ul style="list-style-type: none"> • The information should include passenger' name, flight details of round trip (airport, flight number, date and time) • Purchase of the ticket is not required.
<input type="checkbox"/>	Schedule of stay (Daily activities)

<input type="checkbox"/>	Letter of Invitation from the inviter in Japan
<input type="checkbox"/>	List of Applicants (In the case of multiple applicants)
<input type="checkbox"/>	If the inviter guarantees the expense for the trip, Letter of Guarantee and Company Registration (HojinTokiboTohon) or Overview of Company / Organization or SHIKIHO (Photocopy) (if the company is listed on the Stock Exchange)
<input type="checkbox"/>	Letter of authorisation (Original)
	Only Relative or Company Representative are allowed to submit on behalf. Please bring along the following documents. •Relative : Certificate of Relationship (Birth Cert, Marriage Cert, etc) & Singapore ID •Company Representative : Staff Pass or Company Letter only & Singapore ID