

## 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
- Highlighted blue color is a hyperlink. Please click and check the template/sample

#### **[CHECK LIST]**

<input type="checkbox"/>	<b>① A valid passport (Original)</b> <ul style="list-style-type: none"> <li>▪ Passport must not be broken, damaged or soiled and has at least two blank pages</li> <li>▪ Passport will be kept in Embassy during the visa processing period</li> <li>▪ Old passport with a valid Japan visa is required to submitted during application</li> </ul>
<input type="checkbox"/>	<b>② <a href="#">Visa application form</a> (Original) <a href="#">✖How To Fill Out</a></b> <ul style="list-style-type: none"> <li>▪ Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant</li> <li>▪ Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required</li> </ul>
<input type="checkbox"/>	<b>③ Photo (Original)</b> <ul style="list-style-type: none"> <li>▪ Color photo taken within 6 months with white background</li> <li>▪ 3.5cmx4.5cm and affixed to application form (by glue only)</li> <li>▪ 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)</li> <li>▪ Print out using normal A4 paper is not acceptable</li> <li>▪ Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required</li> </ul>
<input type="checkbox"/>	<b>④ Identity card issued by Singapore Government (Photocopy)</b> <ul style="list-style-type: none"> <li>▪ Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc.</li> <li>▪ Singapore PR who is a minor without physical PR card is required to submit Re-entry Permit Form 7</li> <li>▪ <a href="#">Digital Long-Term Passes (Digital DP/LTVP/STP)</a> should print out together with the QR code for verification purposes. A clear print out of the MyICA Mobile App, ICA website or FileSG which displays the latest pass information (print within 5 days from application date)</li> <li>▪ The pass must be valid and validity of the pass should cover the trip to Japan and the return to Singapore</li> <li>▪ If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.</li> </ul>
<input type="checkbox"/>	<b>⑤ QR code reading (for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc. issued with QR code)</b> <ul style="list-style-type: none"> <li>▪ EP/SP/WP/DP/LTVP issued physically with QR code on the card</li> <li>▪ A clear print out of the <a href="#">SGWorkPass Mobile App</a> which displays the latest pass information (scanned within 5 days from application date)</li> </ul>

<input type="checkbox"/>	<b>⑥ Certificate of Employment</b> (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy) <ul style="list-style-type: none"> <li>• 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)</li> <li>• Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only)</li> </ul>
<input type="checkbox"/>	<b>⑦ Flight information of traveller</b> <ul style="list-style-type: none"> <li>• The information should include passenger' name, flight details of round trip departing from and returning to Singapore (airport, flight number, date and time)</li> <li>• Purchase of the ticket is not required</li> </ul>
<input type="checkbox"/>	<b>⑧ Schedule of stay</b> (Daily activities) <b>※How To Fill Out</b>
<input type="checkbox"/>	<b>⑨ Letter of Invitation</b> from the inviter in Japan
<input type="checkbox"/>	<b>⑩ List of Applicants</b> (in the case of multiple applicants)
<b>If the inviter guarantees the expense for the trip</b>	
<input type="checkbox"/>	<b>⑪ Letter of Guarantee</b>
<input type="checkbox"/>	<b>⑫ Company Registration</b> (HojinTokiboTohon(法人登記簿謄本)) or Overview of Company / Organization or SHIKIHO(四季報) <ul style="list-style-type: none"> <li>• Photocopy</li> <li>• If the company is listed on the Stock Exchange, please provide SHIKIHO(四季報).</li> </ul>
<b>If someone submit application on behalf of applicant</b>	
<input type="checkbox"/>	<b>⑬ Letter of authorisation</b> (Original) <p>Only Relative or Company Representative are allowed to submit on behalf.</p> <p>Please bring along the following documents.</p> <ul style="list-style-type: none"> <li>• Relative : Certificate of Relationship (Birth Cert, Marriage Cert, etc) &amp; Singapore ID</li> <li>• Company Representative : Staff Pass or Company Letter only &amp; Singapore ID</li> </ul>

I hereby declare that all required documents are submitted with truth and correction.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\* \* \* \* \* OFFICIAL USE \* \* \* \* \*

<b>CONFIRMER</b>	
<b>REMARKS</b>	