

## Documents Required for Visa Applicants submitted by Travel Agencies

In addition to the documents required for each individual application, the following additional documents must be submitted by the travel agency for each visa application on behalf of the applicant.

### Important Notes:

- Only travel agencies that provide travel services, and whose applicants are required to use the services planned by the agency, are eligible to apply on behalf of the applicants.
- Attach the additional documents listed below at the back of the visa application. If there are multiple applications, attach them only to the first one.
- Travel agencies should submit the documents only after the documents have been reviewed and approved by the applicant.
- Highlighted blue color is hyperlink. Please click and check the template/sample

### <Required Documents for the visa application and checklist>

#### Each Time:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Application List</b> (Original) <ul style="list-style-type: none"> <li>• Submit <b>2 copies</b></li> <li>• Applicant's name, nationality, passport number, and scheduled dates of entry into and departure from Japan must be listed clearly.</li> </ul>  |
| <input type="checkbox"/> | <b>Staff Pass or Company Letter &amp; Singapore ID of the proxy applying at counter</b> (Original + Photocopy) <ul style="list-style-type: none"> <li>• The proxy presenting themselves at the counter must have their name included in the company letter issued <b>at the time of the initial proxy submission</b> at the visa center. (If the proxy is a new employee or an existing employee visiting the visa center for the first time, a newly issued company letter is required)</li> <li>• This proxy must be a full-time employee of the <b>said travel agency above</b> submitting the application. (Dispatchers or non-staff that come to the counter only to drop off applications are not allowed.)</li> </ul> |

#### First Proxy Submission of Each Month:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Original <b>Applicant's List</b> from the previous month <p>Ensure that the details of all applicants who were scheduled to travel in the previous month under the same proxy application are clearly stated. Please note that the reporting period covers individuals <b>who declared on the application list</b> that the intended date to depart Japan is between the 26th of the month before last and the 25th of the previous month.<br/>(For example, the applicant's list to be submitted in December must be for applicants <b>who declared on the application list</b> that they intend to depart from Japan between October 26 and November 25.)</p> |
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#### First-Time Proxy Submission at the Visa Center:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Business Registration Profile from ACRA and Company letter</b> <ul style="list-style-type: none"> <li>• Submit <b>2 sets</b> for each document stated above.</li> <li>• Business Registration Profile from ACRA with the company's principal activity clearly stated as "Travel Agencies and Tour Operators"</li> <li>• Company Letter<br/>Proxy's name, Nationality, Date of Birth and Employment start date must be stated.<br/>The company letter must include a statement certifying that the information provided is accurate and must be signed by an authorized company representative.</li> </ul> |
| <input type="checkbox"/> | <b>Documents certifying the package tours and travel services provided by the company</b> <ul style="list-style-type: none"> <li>• The package tours and travel services provided by the company should be clearly stated on the company's website or in brochures (and etc.) accessible to the general public.</li> </ul>   |