

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 relative/company staff

<CHECK LIST>

<input type="checkbox"/>	A valid passport (Original) •MRP/e-passport in compliance with the ICAO standard only
<input type="checkbox"/>	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
<input type="checkbox"/>	Photo (Original) •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) •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 print out (for Employment Pass (EP), S Pass (SP), Work Permit (WP) etc. issued with QR code) •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 (Photocopy) •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"/>	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.
<input type="checkbox"/>	A letter of explanation issued by the Company stating the reason of applying for the multiple visa or Letter of Invitation from the inviter in Japan
<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