

CHECKLIST Short-Term

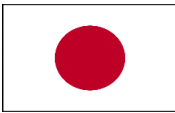
Multiple Entry for Business & Cultural and Intellectual Figure - Indian

Note: The following is an outline of application procedures for nationals of India who wish to apply for a multiple entry visa for business purpose, and for cultural or intellectual figures who is applicable to one of the following categories. (Period of stay: 15, 30, 90 days, Validity: 1, 3, 5, 10 years)

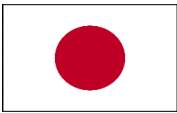
The visa is for the purpose of business affairs for the first visit, but from the second visit it is possible to use as tourist or visiting relatives/acquaintances as well. But it is not permitted to perform activities to undertake revenue generating business operations or activities to receive remuneration.

For those who do not fall into categories mentioned below and wish to apply for Multiple entry visa for business and Cultural or Intellectual Figures purpose must have an inviting company from Japan.

All Documents in English or Japanese only	
<input type="checkbox"/>	<p>Business purpose: Applicant who is applicable to one of the following categories and his/her spouse or children (Period of stay: 90 days maximum)</p> <ol style="list-style-type: none"> 1. A regular employee of a public (government) enterprise 2. An employee of a private company which is listed on the stock exchange (including Japan and third countries) 3. A regular employee of a Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan 4. A regular employee of a joint venture company, a subsidiary company or a branch office of a company which is listed on the stock exchange (including Japan and the third countries) 5. A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange 6. A regular employee with a travel record to Japan for business purpose and travel records as temporary visitor to G7 countries (except Japan) in the last three years 7. A regular employee with more than three travel records to Japan for business purpose in the last three years
1.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Visa Application Form Complete the application form. It must be TYPED in block letters. All fields should be filled. Write N/A or NONE if not applicable. Must be originally wet signed by the applicant and declaration must be filled. Form & Sample</p>
2.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Photos 1 photo, that must be a clear copy, high-resolution, white background and recent photo (not older than 6 months). The photo must be glued to the application form. (DO NOT USE STAPLE)</p>
3.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Original Passport & Copy</p> <ul style="list-style-type: none"> • The ORIGINAL and COPY of PASSPORT with the UAE residence visa must be submitted at the time of application. If UAE Visa is in an old passport, then both passports must be submitted. Validity – 30 days from date of return from Japan. • Passport must have more than 2 blank visa pages.
4.	<p style="text-align: center;"><input type="checkbox"/></p> <p>UAE Residence Visa, Copy and Emirates ID – Valid 30 days from date of return</p> <ul style="list-style-type: none"> • Copy of Valid UAE residence visa sticker • Copy of Emirates ID – Original must be presented at the Visa Centre.
5.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Air Ticket Proof of Air tickets (provisional or confirmed E-ticket, Flight information slip / voucher from travel agency, etc.)</p>
6.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Hotel Booking Booking only with full details of Hotel Stay, Contact Details of Hotel, Address and Name of Applicant</p>
7.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Schedule of Stay/ Itinerary Daily activities in Japan, including information of accommodation and contact. Available on the website</p>
8.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Original NOC – No Objection Certificate</p> <ul style="list-style-type: none"> • Company seal and wet signature by person in charge are required (including signatory's name and position). • The position, monthly/annual income, detailed purpose of travel must be stated. Form is free style. • It should be addressed to the Consul- General of Japan in Dubai • For Partner, Owner, Golden Visa Holders the company letter is required. • For those owners sponsored by the Free Zone, NOC issued from Free Zone is additionally required. • No objection to travel to Japan must be mentioned. • Electronically Generated Certificate should include the ORIGINAL company seal if it doesn't explicitly state "Electronically Generated."
9.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Copy of Company Trade license (More than 3 months validity is required at the time of visa application.)</p>
10.	<p style="text-align: center;"><input type="checkbox"/></p> <p>Documents to prove the applicant qualify for one of the categories above mentioned (1) ~ (7)</p> <ul style="list-style-type: none"> • If qualifying for above mentioned (6) or (7), Original and Copy of current or old passport that shows temporary visitor visas and entry stamps of Japan and G7 countries (except Japan) in the last three years. <p>Original Letter of Invitation</p> <ul style="list-style-type: none"> • State the purpose and activities in Japan "in detail". (Vague references such as "visiting company" or "visiting



		<ul style="list-style-type: none"> conference" are unacceptable.) A person in a position of authority at the company/organization may put his/her signature. Write the full name of an applicant using the "alphabetic characters" Passport Copy and Residence Certificate of the authorized person from the inviting company. Sample available in Download Forms Section <p>Original Letter of Guarantee – if expenses are managed by inviting person/ organization</p> <ul style="list-style-type: none"> Complete the form in the same manner as the Letter of reason for invitation. If there are any omissions in the required fields, it will become invalid. (includes omission of a seal). <p>Original certified copy of the incorporation registers or original overview of company/organization</p> <ul style="list-style-type: none"> (For a stock exchange-listed company) Submit its quarterly corporate report (Shiki-ho(会社四季報)) on behalf of a copy of the incorporation register or an overview of the company/organization. (For an individual or professor) Submit the "Certificate of employment" instead of a copy of the incorporation register or an overview of the company/organization <p>(For companies that are not incorporated) Overview of company/organization</p> <p><u>Additional required documents for Used-Car, Used-Vessel and Used-Electronic business</u></p> <ul style="list-style-type: none"> Bank statement of applicant's company (last 3 months, E-statement only) If inviting person/guarantor in Japan submit the below documents, then the above is not required. <ol style="list-style-type: none"> Original Letter of Guarantee – if expenses are managed by inviting person/ organization <ul style="list-style-type: none"> Complete the form in the same manner as the Letter of reason for invitation. If there are any omissions in the required fields, it will become invalid. (includes omission of a seal). Original certified copy of the incorporation registers or original overview of company/organization <ul style="list-style-type: none"> (For a stock exchange-listed company) Submit its quarterly corporate report (Shiki-ho(会社四季報)) on behalf of a copy of the incorporation register or an overview of the company/organization. (For an individual or professor) Submit the "Certificate of employment" instead of a copy of the incorporation register or an overview of the company/organization (For companies that are not incorporated) Overview of company/organization Certificate of tax payment form 2 (納税証明書その2) issued by the director of the tax office. For NON-Japanese guarantor/inviter <ol style="list-style-type: none"> Copy of both sides of the valid residence card (在留カード) – must be valid for the duration of stay of applicant. Certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number ("My Number") and Resident Record Code) Copy of guarantor / inviter's passport Copy of guarantor / inviter's Bank statement including the account holder's name and account details For Japanese guarantor/inviter <ol style="list-style-type: none"> Copy of guarantor / inviter's passport
11.	<input type="checkbox"/>	<p>Proof of Financial means -UAE personal salary Bank Statements – E-statements only</p> <ul style="list-style-type: none"> An up to date 3 months of UAE salary bank statement of the applicant's company if the expenses are covered by the company – to be mentioned in the letter – <i>Not older than 10 days from date of application.</i> <p>OR</p> <ul style="list-style-type: none"> An up to date 3 months of salary bank statement of the applicant, including the account holder's name and account details – <i>Not older than 10 days from date of application.</i> <p>Consulate reserves the right to ask for applicant's bank statements as an additional requirement</p>
12.	<input type="checkbox"/>	<p>A letter of explanation stating the reason of applying for the multiple visa</p>
13.	<input type="checkbox"/>	<p>For Dependents – Spouse and Children of Applicant</p> <ul style="list-style-type: none"> All above documents from 1 – 8 Documents to prove kinship to the main financial provider (Marriage certificate, Birth certificate, etc.) Copy of Japan Multiple entry visa and Passport copy of the individual mentioned above 1. (When applying separately from the individual mentioned above 1.)



IMPORTANT NOTES:

- Kindly note that we are unable to accept applications if your flight is scheduled within **2 WEEKS** from the application date.
- It is NOT allowed to stay in Japan more than 90 days or perform any activities to undertake revenue-generating business operations or any activities to receive remuneration as visa status of short-term stay.
- The following residents are eligible to apply for the visa- residents of Emirates of Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah and Fujairah. And the residents (including its citizen and foreigner) of Afghanistan, Syria and Yemen.
- Please note that The Consulate General of Japan in Dubai may issue a single-entry visa after visa examination.
- Documents must be ORIGINAL unless specifically indicated. The required documents should be valid at the time of visa application and should be submitted within 3 months of their date of issue. Submitted documents for application will not be returned (except passport). You may be requested to submit additional documents that are deemed necessary for the examination.
- The applicant may be requested to submit additional documents that are deemed necessary for the examination.
- **Certain Nationals are not eligible to apply for Multiple Entry Tourist Visa. Please inquire at the VFS submission counter or contact center on this matter.**
- The applicant who has multiple valid passports, Japan visa will be stucked on the passport with valid UAE residency.
- Application can be only lodged within 90 days of planned travel to Japan.
- Applicants are responsible for tracking the status of application on the website or opt for optional tracking services or seek assistance from VFS Contact Centre.

Please **NOTE** that submitting **INCOMPLETE/INCORRECT** documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to **IMMEDIATE REJECTION or TERMINATION** of the application by the Consulate.

Remarks:

I hereby declare that the above statement is true, and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

Applicant's Signature: _____ **Date:** _____

VFS Officer Signature: _____