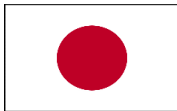
**CHECKLIST Short-Term****Multiple Entry for Business & Cultural and Intellectual Figure - Indian**

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.

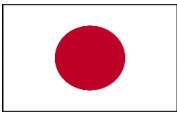
For those who do not fall into categories mentioned below and wish to apply for Multiple entry visa for business and Cultural or Intellectual Figures purpose must have an inviting company from Japan.

All Documents in English or Japanese only	
☐	Business purpose: Applicant who is applicable to one of the following categories and his/her spouse or children (Period of stay: 90 days maximum) - A regular employee of a public (government) enterprise - An employee of a private company which is listed on the stock exchange (including Japan and third countries) - 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 - 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) - A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange - 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 - A regular employee with more than three travel records to Japan for business purpose in the last three years
1.	☐ 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
2.	☐ Photos (Size 45mm x 35mm) 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)
3.	☐ Original Passport & Copy - 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.	☐ UAE Residence Visa, Copy and Emirates ID – Valid 30 days from date of return - Copy of Valid UAE residence visa sticker - Copy of Emirates ID – Original must be presented at the Visa Centre.
5.	☐ Air Ticket Proof of Air tickets (provisional or confirmed E-ticket, Flight information slip / voucher from travel agency, etc.)
6.	☐ Hotel Booking Booking only with full details of Hotel Stay, Contact Details of Hotel, Address and Name of Applicant
7.	☐ Schedule of Stay/ Itinerary Daily activities in Japan, including information of accommodation and contact. Available on the website
8.	☐ Original Certificate of Employment - 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. - Electronically Generated Certificate should include the ORIGINAL company seal if it doesn't explicitly state "Electronically Generated." Those under Dependent Visas and working for an employer in UAE must provide an additional NOC from their UAE Visa Sponsor along with Passport Copy and UAE Residence Visa Copy of the sponsor. Dependents Applying independently must provide - Certificate of Employment (or Salary Certificate) of visa sponsor. (as per NOC requirement from above) - Visa sponsor who holds owner status (Managing Director, Manager, Investor etc.) sponsored by Free Zone, a Sponsored Letter from Free Zone Authority is required. - Salary Bank E-statement of visa sponsor (last 3 months) when visa sponsor bears travel expenses. - Letter of guarantee when visa sponsor bears travel expenses. - No Objection Letter for traveling from UAE sponsors original wet sign - For minor children, NOC from both parents is required with original sign



CONSULATE-GENERAL OF JAPAN IN DUBAI

		- Copy of visa sponsor's passport and UAE residence visa and Emirates ID - Certificate to prove the kinship (Marriage Certificate, Birth Certificate etc.)
9.	☐	Copy of Company Trade license (More than 3 months validity is required at the time of visa application.)
10.	☐	Documents to prove the applicant qualify for one of the categories above mentioned (1) ~ (7) - 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. Original Letter of Invitation - State the purpose and activities in Japan "in detail". (Vague references such as "visiting company" or "visiting 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 Original Letter of Guarantee – if expenses are managed by inviting person/ organization - 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 (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 Additional required documents for <u>Used-Car, Used-Vessel and Used-Electronic business</u> Bank statement of applicant's company and Account detail Certificate - Company bank statement- for the last 3 months, electronically generated and issued approximately 10 days before submission of application, All details must be included, including name, IBAN, account number (Not Account Summary). - An Account Detail Certificate (not an account summary) is additionally required if the IBAN is not printed on the statement. Original Letter of Guarantee – if expenses are managed by inviting person/ organization - 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 overview of company/organization (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 <u>tax payment form 2</u> (納税証明書その2) issued by the director of the tax office <For NON-Japanese guarantor/inviter> - 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 <For Japanese guarantor/inviter> - Copy of guarantor/inviter's passport
11.	☐	Proof of Financial means – UAE Personal Salary Bank E-statements / Account detail Certificate 3 months electronically generated bank statement of the applicant's sponsoring company if the expenses are covered by the company – to be mentioned in the letter– issued approximately 10 days before submission of application OR 3 months of electronically generated salary bank statement of the applicant, including the account holder's name and account details including account number, IBAN etc. – issued approximately 10 days before submission of application - The Consulate reserves the right to ask for additional bank statements if required.
12.	☐	A letter of explanation stating the reason of applying for the multiple visa
13.	☐	For Dependents – Spouse and Children of Applicant - 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.
- Applicants residing in the following Emirates - Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah and Fujairah. And the residents (including its citizen and foreigner) of Afghanistan, Syria and Yemen are eligible to apply for the visa.
- 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: _____