



## CONSULATE-GENERAL OF JAPAN IN DUBAI

### CHECKLIST Short-Term - Business Affairs

Note: This applies for the following categories –

- Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, etc.
- Business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research, used car/ electronics etc.

All Documents in English or Japanese only		
1.	<input type="checkbox"/>	<b>Visa Application Form</b> Completed Visa application Form. Can be Typed or filled in Block Letters. All details are mandatory. Must be originally wet signed by the applicant and declaration must be filled. <a href="#">Form &amp; Sample</a>  <b>For Nationals of Russia, CIS Countries, Ukraine, and Georgia – 2 sets of originally signed application forms must be provided.</b>
2.	<input type="checkbox"/>	<b>Photos</b> 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. <b>(DO NOT USE STAPLE)</b>  <b>For Nationals of Russia, CIS Countries, Ukraine, and Georgia – 2 photos must be provided.</b>
3.	<input type="checkbox"/>	<b>Original Passport &amp; Copy</b> <ul style="list-style-type: none"><li>• 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.</li><li>• Passport must have more than 2 blank visa pages.</li></ul>
4.	<input type="checkbox"/>	<b>UAE Residence Visa, Copy and Emirates ID – Valid 30 days from date of return</b> <ul style="list-style-type: none"><li>• Copy of Valid UAE residence visa sticker</li><li>• Copy of Emirates ID – Original must be presented at the Visa Centre.</li></ul>
5.	<input type="checkbox"/>	<b>Air Ticket</b> Proof of Air tickets (provisional or confirmed E-ticket, Flight information slip / voucher from travel agency, etc.)
6.	<input type="checkbox"/>	<b>Hotel Booking</b> Booking only with full details of Hotel Stay, Contact Details of Hotel, Address and Name of Applicant
7.	<input type="checkbox"/>	<b>Schedule of Stay/ Itinerary</b> Daily activities in Japan, including information of accommodation and contact. <a href="#">Available on the website.</a>
8.	<input type="checkbox"/>	<b>Original NOC - Original No Objection Certificate</b> <ul style="list-style-type: none"><li>• Company seal and wet signature by person in charge are required (including signatory's name and position).</li><li>• The salary, position, exact purpose of travel and financial undertaking must be stated. Form is free style.</li><li>• It should be addressed to the Consul- General of Japan in Dubai.</li><li>• For Partner and Owner, the company letter is required. Golden Visa Holders must also provide the letter from the company.</li><li>• For those owners sponsored by the Free Zone, NOC issued from Free Zone is additionally required.</li><li>• Electronically Generated Certificate should include the ORIGINAL company seal if it doesn't explicitly state "Electronically Generated."</li></ul> <p>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.</p>
9.	<input type="checkbox"/>	<b>UAE Company Trade License</b> Copy of the Valid Trade License from the local UAE Company. It must be valid for more than 3 months from the time of visa application is a must for Business Visa Applicants.
10.	<input type="checkbox"/>	<b>Proof of Financial means - Bank Statements – E-statements only</b> <ul style="list-style-type: none"><li>• An up to date 3 months 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></li><li>OR</li><li>• An up to date 3 months 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></li></ul> <p>Consulate reserves the right to ask for applicant's bank statements as an additional requirement.</p>



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Prepared by inviting person/guarantor in Japan		
11.	<input type="checkbox"/>	<p><b>Original Letter of Invitation</b></p> <ul style="list-style-type: none"> <li>State the purpose and activities in Japan "in detail". (Vague references such as "visiting company" or "visiting conference" are unacceptable.)</li> <li>Put the company seal or representative's seal. Private seals are unacceptable. If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.</li> <li>Write the full name of an applicant using the "alphabetic characters"</li> <li>Passport Copy and Residence Certificate of the authorized person from the inviting company.</li> <li>Sample available in <a href="#">Download Forms Section</a></li> </ul> <p><b>Original Letter of Guarantee – if expenses are managed by inviting person/ organization</b></p> <ul style="list-style-type: none"> <li>Complete the form in the same manner as the Letter of reason for invitation.</li> <li>If there are any omissions in the required fields, it will become invalid. (includes omission of a seal).</li> </ul> <p><b>Original certified copy of the incorporation registers or original overview of company/organization</b></p> <ul style="list-style-type: none"> <li>(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.</li> <li>(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</li> <li>(For companies that are not incorporated) <a href="#">Overview of company/organization</a></li> </ul>
Additional required documents for <b>Used-Car, Used-Vessel and Used-Electronic business</b>		
12.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><b>Bank statement of applicant's company (last 3 months, <i>E statement only</i>)</b> If inviting person/guarantor in Japan submit the below documents, then the above is not required.             <ol style="list-style-type: none"> <li><b>Original Letter of Guarantee – if expenses are managed by inviting person/ organization</b> <ul style="list-style-type: none"> <li>Complete the form in the same manner as the Letter of reason for invitation.</li> <li>If there are any omissions in the required fields, it will become invalid. (includes omission of a seal).</li> </ul> </li> <li><b>Original certified copy of the incorporation registers or original overview of company/organization</b> <ul style="list-style-type: none"> <li>(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.</li> <li>(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</li> <li>(For companies that are not incorporated) <a href="#">Overview of company/organization</a></li> </ul> </li> </ol> </li> <li><b>Certificate of tax payment (Form 2) issued by the director of the tax office.</b></li> <li><b>For NON-Japanese guarantor/inviter</b> <ol style="list-style-type: none"> <li>Copy of both sides of the valid residence card (在留カード) – must be valid for the duration of stay of applicant.</li> <li>Certificate of residence (Jyuminhyo (住民票), with all matters listed except for Individual Number ("My Number") and Resident Record Code)</li> <li>Copy of guarantor/inviter's passport</li> <li>Copy of guarantor/inviter's Bank statement or Tax form 2 (納税証明書その2)</li> </ol> </li> <li><b>For Japanese guarantor/inviter</b> <ol style="list-style-type: none"> <li>Copy of guarantor/inviter's passport</li> </ol> </li> </ul>
Additional required documents for <b>multiple-entry visa request</b> (Employed individuals with "Sufficient Financial Capacity ONLY")		
13.	<input type="checkbox"/>	<p><b>Documents to explain the reason of application for multiple-entry visa</b></p> <ul style="list-style-type: none"> <li>Letter which states the future travel plan and purpose to visit Japan</li> <li>Previous travel history</li> <li><a href="#">Multiple Entry Request Letter</a></li> </ul>



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**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.
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- **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:**

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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:** \_\_\_\_\_