

**AUTHORISATION LETTER**

I, \_\_\_\_\_ (Name of applicant), holder of  
Passport type & number /Identity Card No. \_\_\_\_\_,  
hereby authorise \_\_\_\_\_ (Name of the applicant's  
representative), who is my \_\_\_\_\_ (state  
relationship, eg. Father, mother, sibling, friend, business associate, etc), holder  
of Passport type & number /Identity Card No.  
\_\_\_\_\_, and email/contact number  
\_\_\_\_\_

to ☐ **submit my visa application and all necessary documents on my  
behalf**

☐ **collect my passport with its visa on my behalf**  
(tick accordingly)

To: VFS Services Japan LLC (name of AVA)

Hamarikyu Parkside Place 8F, 5-6-10 Tsukiji,  
Chuo-ku, Tokyo, 104-0045, Japan  
At: \_\_\_\_\_ (address/location of AVA)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Accepted by AVA :

\_\_\_\_\_  
Signature of AVA

\_\_\_\_\_  
Date