

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.

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
- Highlighted blue color is a hyperlink. Please click and check the template/sample

Eligibility for Applicant (Please select one of them)

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 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:	
I	A public (government) enterprise
II	A private company which is listed on the stock market
III	A Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
IV	A venture company, subsidiary company or branch office of a company which is listed on the stock exchange in Japan
V	A private company with constant business transactions with a Japanese company which is listed on the stock exchange in Japan

【CHECK LIST】

☐	① A valid passport (Original) • Passport must not be broken, damaged or soiled and has at least two blank pages • Passport will be kept in Embassy during the visa processing period. • Old passport with a valid Japan visa is required to submitted during application.
☐	② Visa application form (Original) ※How To Fill Out • 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
☐	③ 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

☐	④ 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 (DP) or Long-Term Visit Pass (LTVP), etc. • Singapore PR who is a minor without physical PR card is required to submit Re-entry Permit Form 7 • Digital Long-Term Passes (Digital DP/LTVP/STP) should print out together with the QR code for verification purposes. A clear print out of the MyICA Mobile App, ICA website or FileSG which displays the latest pass information (print within 5 days from application date) • The pass must be valid and 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.
☐	⑤ QR code reading (for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc. issued with QR code) print out • EP/SP/WP/DP/LTVP issued physically with QR code on the card • A clear print out of the SGWorkPass Mobile App which displays the latest pass information (scanned within 5 days from application date)
☐	⑥ Certificate of Employment (Original) or Business Registration Profile from ACRA (for Business Owner) (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)
☐	⑦ Documents to prove the applicant qualifies for one of the categories (I to V) in the Eligibility for Applicant list (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 / Prove of membership to the local Japanese Chamber of Commerce and documents showing contact information of head of office (in Japan), etc.
☐	⑧ A letter of explanation or Letter of Invitation • 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 stating the reason of applying for multiple visa
If someone submit application on behalf of applicant	
☐	⑨ 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

I hereby declare that all required documents are submitted with truth and correction.

Date : _____ Signature : JA Travel Pte Ltd
 info@ja-travel.com
 97560887

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CONFIRMER	
REMARKS	