

Temporary Visit for Business Up To 90 Days (Single or Double-entry)

Temporary visits refer to short-term stays not exceeding 90 days for business purposes, e.g. market surveys, business liaison, business talks, conference, signing contracts, and after-sale service for machinery imported into Japan. However, this visa does not permit income deriving or profit making activities.

Applicant can apply for a Double-Entry visa if he/she has to make two trips to Japan within a 6-month period for such purposes.

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

【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) - 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 Flight information of traveller ▪ The information should include passenger' name, flight details of round trip departing from and returning to Singapore (airport, flight number, date and time) ▪ Purchase of the ticket is not required
☐	⑧ Schedule of stay (Daily activities) ※How To Fill Out
☐	⑨ Letter of Invitation from the inviter in Japan
☐	⑩ List of Applicants (in the case of multiple applicants)
If the inviter guarantees the expense for the trip	
☐	⑪ Letter of Guarantee
☐	⑫ Company Registration (HojinTokiboTohon(法人登記簿謄本)) or Overview of Company / Organization or SHIKIHO(四季報) ▪ Photocopy ▪ If the company is listed on the Stock Exchange, please provide SHIKIHO(四季報).
If someone submit application on behalf of applicant	
☐	⑬ 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

* * * * * OFFICIAL USE * * * * *

CONFIRMER	
REMARKS	