

## 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 Travel Agent/Company Staff (other than direct family member)**

### <CHECK LIST>

<input type="checkbox"/>	A valid passport (Original)
<input type="checkbox"/>	Visa application form (Original) <ul style="list-style-type: none"> <li>• Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant</li> <li>• Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required</li> </ul>
<input type="checkbox"/>	Photo (Original) <ul style="list-style-type: none"> <li>• Color photo, taken within 6 months</li> <li>• 4.5cmx4.5cm or 3.5cmx4.5cm and affixed to application form (by glue only)</li> <li>• Full faced, front-facing with head straight, unedited, sharp with white/light background (no shadow or object shown in background)</li> <li>• Print out using normal A4 paper is not acceptable</li> <li>• Applicants who are nationals of the Russian Federation or the Newly Independent States (NIS), 2 sets are required</li> </ul>
<input type="checkbox"/>	Identity card issued by Singapore Government <ul style="list-style-type: none"> <li>• Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass or Long-Term Visit Pass, etc.</li> <li>• New pass card issued with QR code without variable employment information, please submit a front and back photocopy of the pass together with a clear print out of the SGWorkPass Mobile App which displays the latest pass information including the pass status, date of pass expiry/issue/renew/cancellation, occupation and name of employer (scanned within 5 days from application date)</li> <li>• The validity of the pass should cover the trip to Japan and the return to Singapore</li> <li>• If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.</li> </ul>
<input type="checkbox"/>	Certificate of Employment (Original) or Business Registration Profile from ACRA (Photocopy) <ul style="list-style-type: none"> <li>• Letter issued by employer within one month of application, including detailed information such as position, salary, date of joined etc..</li> <li>• Business Registration Profile issued within 3 months</li> </ul>
<input type="checkbox"/>	Flight booking <ul style="list-style-type: none"> <li>• Reservation/tentative booking issued by airline/travel agent with passenger's name, booking number and flight details (showing round trip)</li> </ul>
<input type="checkbox"/>	Schedule of stay (Daily activities)
<input type="checkbox"/>	Letter of Invitation from the inviter in Japan
<input type="checkbox"/>	List of Applicants (In the case of multiple applicants)
<input type="checkbox"/>	<b>If the inviter guarantees the expense for the trip,</b> Letter of Guarantee and Company Registration (HojinTokiboTohon) or Overview of Company / Organization or SHIKIHO (Photocopy) (if the company is listed on the Stock Exchange)
<input type="checkbox"/>	<b>When application is made on behalf of applicant (travel agent, company representative etc.)</b>  Letter of authorisation (Original)