



Attic Tours Philippines, Inc.
Accredited by Japan Embassy

UPDATE AS OF MAY 24, 2024 STARTING OF JUNE 10, 2024

TRANSIT

GENERAL REQUIREMENTS

- Philippine Passport** (**Note:** valid within 6 months, FROM 13 YEARS OLD AND ABOVE NEED TO SIGNATURE IN PAGE 3, if they have used Japan visa must be provided)
- Visa Application Form SCAN QR CODE** (**Note:** No Erasure, No Blank Item, Blue or Black color ballpen are allowed and not friction pen, if not applicable kindly fill in [N/A] FROM 13 YEARS OLD AND ABOVE MUST BE THE APPLICANT SIGN.)
- 1 pc. Of picture 45mm x 35mm (Passport size)** white background (**Note:** Write your full name and date of birth on the back of photo)
- PSA Birth Certificate original** (issued within 1 year)
 - If the applicant **late registered**.
 - Baptismal certificate **and** Form 137 from Elementary/High School **OR** If the unable to submit, they should provide a letter of explanation for the reason.
 - If Birth Certificate is **unreadable or No record**.
 - Birth Certificate from Local civil registry (City Hall) and Birth Certificate Non Record from PSA
- PSA Marriage Certificate original** (issued within 1 year) (**Note:** If applicant is married, if the applicant widowed no need to provide)
 - If Marriage Certificate is **unreadable or No record**.
 - Marriage Certificate from Local civil registry (City Hall) and Non Record from PSA.

6. **Daily Schedule or Itinerary SCAN QR CODE** (**Note:** (1) Please enter the scheduled date of entry and departure from Japan, including entry and departure flight information. (2) For accommodation, please enter its details (In the case of a hotel, the name, address, and phone number *). **Confirmed flight/hotel booking is not necessary for visa application** (3) the schedule of stay must be stated daily. However, in case similar activity continues for several days, you can put them into one column in this manner (Year/Month/Day-Year/Month/Date).

7. **Personal Bank certificate** (Must have **ADB [Average Daily Balance] within last 6 months must be shown**) (**Note:** if the Bank certificate is joint account must have indicated their name both account holder), **Bank statement** (If the applicant or guarantor does not provide their **“ADB within last 6 months”** in the bank certificate, they should provide the **6 months of transactions** “example from Jan. 1- July 1, 2024”.) (**Note:** 3 months valid upon issue)

- Company Bank Certificate** (**Note:** If the applicant/guarantor have business, provide Department of Trade and Industry (DTI) “Certificate of Business Name Registration”/ Security Exchange Commission (SEC) and Mayor’s Permit /Business Permit from the City Hall.)

8. Copy of Confirmed flight

9. **MULTIPLE REQUEST FORM SCAN QR CODE** (**NOTE:** if the applicant wants to apply multiple entry)

GENERAL REQUIREMENTS + FOR EMPLOYED

- Original EMPLOYMENT CERTIFICATE** (must indicate period of employment, salary and position) / E-SIGN is acceptable but it must have a word “SYSTEM GENERATED/DIGITALLY SIGNED” (**Note:** If the **applicant or guarantor is unable to submit**, they should provide **a letter of explanation for the reason.**)
- Applicant’s Tax Payment Certificate * Form 2316**, must have signature of the Employer and Employee (**Note:** If the **applicant or guarantor is unable to submit**, they should provide **a letter of explanation for the reason.**)

GERERAL REQUIREMENTS + FOR BUSINESS OWNER

- Department of Trade and Industry (DTI) “Certificate of Business Name Registration”/ Security Exchange Commission (SEC) included the GIS (General Information Sheet) and Mayor’s Permit /Business Permit from the City Hall.**
- Proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form 1701/1702** (copy acceptable) (**Note:** If the **applicant or guarantor is unable to submit**, they should provide **a letter of explanation for the reason.**)

GENERAL REQUIREMENTS + STUDENT

- A copy of School ID or Certificate of Enrollment in School must be submitted.

GERERAL REQUIREMENTS + FOR RETIREES, FULL-TIME HOUSEWIFE, UNEMPLOYED and FREELANCE.

- Applicant is unable to submit (EMPLOYMENT CERTIFICATE and Applicant’s Tax Payment Certificate), a letter of explanation about the reason must be submitted.

GENERAL REQUIREMENTS + FOR OVERSEAS FILIPINO WORKER (OFW)/OTHER NATIONALITY

- Bank Statement within 6 months transactions** (**Note:** If the applicant or guarantor is an Overseas Filipino Worker (OFW) lives in a country other than the Philippines, they can make the request.)
- Original EMPLOYMENT CERTIFICATE** (must indicate period of employment, salary and position) / E-SIGN is acceptable
- Tax Certificate Revenue / Form 1040 and w2** (**Note:** if the guarantor lives in US)

If the Guarantor who lives in Philippines will be shoulder part of all the applicant’s travel expenses.

8. **Guarantee letter form SCAN QR CODE** (**Note:** In case multiple applicants share the same guarantor, please write the name of the representative and "Other names, see attached list". Then, complete the "**List of Visa Applicants**".

9. **Proof of relationship** thru birth certificate and marriage certificate (If they relative) or picture together (if they friend/fiancé) or certificate of employment (if the company sponsorship)



IMPORTANT REMINDER:

- Once the documents complete just visit our office near you to apply Japan visa. **Main office (office hours 9am-4pm); SM MOA, SM South Mall, SM Mega Mall, SM North, SM Fairview, SM Clark, SM Cebu, SM Davao (Mall Hours 10am-8pm)]** If the applicant lived in province you can sent thru LBC which address in **ATTIC TOURS SM FAIRVIEW Annex 3 Upper Ground Floor Parkway Building, SM City Fairview, Novaliches, Quezon City, Metro Manila c/o Joveil Torreda 0916-618-6165**
- All documents must be in A4 size.** Documents of other size must be copied (reduced/enlarged) into size A4 and submitted together with the original. Please do not staple documents. Issuance receipts of certificates are not necessary and to be removed.
- Reason for the denial of visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, applicant may only re-apply for the same purpose after (6) months.**
- It takes 5-7 working days processing Japan visa (not Guaranteed) sometimes more than a week/month. It depends in Japan embassy for their verification and decision.
- Php 1680 visa processing fee additional Php 500 for MULTIPLE (additional Php 300 for courier fee for those applicants from provinces)/applicant.**

FOR INQUIRIES JUST CALL US AT (02)829-0761/ 0916-618-6165 /on our FB page Attic tours SM Fairview