



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

Attic Tours Philippines, Inc.
Accredited by Japan Embassy

BUSINESS, CONFERENCE or CULTURAL EXCHANGE, Etc.

- 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, 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)
- Original Employment Certificate / Certificate of Membership**
 - If applicant is self-employed, submit a Certificate of Business Registration (Department of Trade and Industry (DTI) "Certificate of Business Name Registration"/ Security Exchange Commission (SEC) and Mayor's Permit from the City Hall).
- Travel Order/Dispatch Letter** (Note: Must include purpose of trip and length of stay.)
- 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 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 in a daily basis. 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).

If the applicant will be shoulder part of all travel expenses.

- Personal Bank certificate** (Must have **ADB [Average Daily Balance] within last 6 months**) (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)
- Income Tax Return [ITR]** [(Form 2316 (Note: Need the signature of the employer and employee) / Form 1701/1702 (Note: For business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable))] (Note: If the applicant or guarantor is unable to submit, they should provide a letter of explanation for the reason.)

If Invitee in Japan Shoulder's all of the applicant's travel expenses.

- Invitation letter (Sho-hie-jo)** SCAN QR CODE original (Note: (1) For "Visa Applicant's name", please write in Alphabet as shown in passport. (2) As to the purpose and background of invitation, please fill in the concrete activities you are planning and the background/circumstances of the invitation in detail. * Vague description such as "Sightseeing", "Visiting Acquaintances" or "Visiting Relatives" will not be accepted. Please indicate specific contents of activities.
- Tokibo-Tohon, Company Brochure, Pamphlet or Details of Company/Organization**
 - If inviter is a listed company on a stock exchange, a photocopy of the latest Quarterly Report (Shiki-Ho) can be alternative.
 - If inviter is a person (not company or organization), submit his/her Employment Certificate or Business License.

11. Proof of Activities in Japan

- **Business trip** → photocopy or contract, material of transaction or meeting, etc.
- **Attend conference/seminar** → pamphlet or material of conference/seminar.
- **Training** → Acceptance Letter of Trainee and Training Schedule (Training Schedule must include the notes of the necessity of training in Japan, content, method, place, period, daily schedule, person in-charge and language to be used.

- Guarantee letter form** SCAN QR CODE (Note: In case that multiple applicants have the same guarantor, please write the name of representative and "Others names, see attached list". Then, fill in "List of Visa Applicants".)



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 Joevil Torreda 0916-618-6165**
- JAPAN EMBASSY accepts photocopy of documents issued/prepared in Japan instead of the original. However, they will request the submission of the original document, if it is necessary for inspection.** (NOTE: **CLEAR COLORED COPY ONLY NOT PICTURE**).
- 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 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