



Attic Tours Philippines, Inc.
Accredited by Japan Embassy

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

TOURIST SINGLE ENTRY OR MULTIPLE ENTRY

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.)

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.**)

GENERAL 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.** (**Note:** If the **applicant or guarantor is unable to submit**, they should provide **a letter of explanation for the reason.**)
- 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.

GENERAL 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)
- MULTIPLE REQUEST FORM SCAN QR CODE** (**Note:** If the applicant wants to apply Multiple visa)

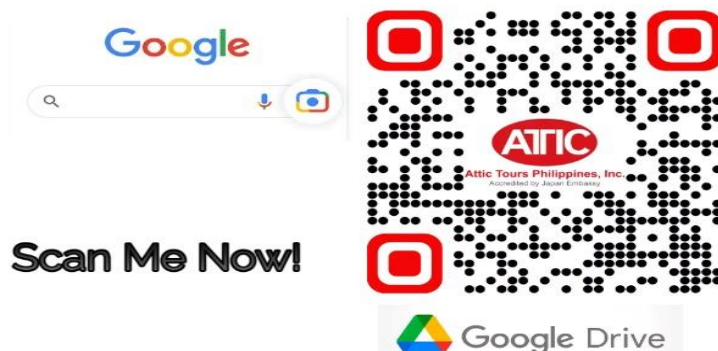
If the Guarantor who lives in Philippines will be shoulder part of all the applicant’s travel expenses.

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)

ADDITIONAL REMINDER: *If the applicant has an old used Japan visa, she/he doesn’t need to provide the Birth certificate and, or a marriage certificate. However, if they have a guarantor, the guarantee must provide the documents as proof of relationship (Scan copy accepted) If they 1st time must provide original birth certificate and marriage certificate.*

- ✓ For single entry visa must be applied 2 months prior your travel plan, same as MULTIPLE entry because discretion of the Japan embassy if just in case not given the MULTIPLE visas.
- ✓ There is no specific total of amount of the financial documents for approval due to Japan embassy discretion.
- ✓ If the Guarantor lived in the Japan which is not suitable category for the Tourist and it’s different in “Visiting Relative/Friend”
- ✓ In the application form which you can put the name of the Hotel information or Airbnb even there is no confirmation booking.
- ✓ Copy of valid PRC license ID / (IBP ID for lawyer) for those a **PROFESSIONAL LICENSE HOLDERS.**



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**
- 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 non-refundable (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