

# TOURIST SINGLE ENTRY OR MULTIPLE ENTRY

## GENERAL REQUIREMENTS

- Philippine Passport original** (**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, **KINDLY COLORED PHOTOCOPY OF LATEST USED JAPAN VISA**)
- Colored Photocopy of your Bio page in your Passport**
- 2 pcs. Authorization Letter from Attic Tours SCAN QR CODE** (**Note:** If the group applicants the primarily he/she the one to sign it (For immediately family member only example: Father, mother, Siblings), if the applicants' friends just provide individual 2 copy.)
- Visa Application Form SCAN QR CODE** (**Note:** **MUST BE TYPE WRITTEN, wet ink signature, and it must be the same signature as in your passport**, No Erasure, No Blank Item, if not applicable kindly fill in [N/A])
- 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)
- Authorization Letter of PSA SCAN QR CODE** (**Note:** Both adult and minor must be submitted, **if applicant 17 years old and below parent must be fill up their name, signed and provide copy of Valid ID. THIS IS APPLICABLE FOR THE 1<sup>ST</sup> TIME APPLICANT**)
- PSA Birth Certificate original** (issued within 1 year)

i.) 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 must type written and wet ink signature.

ii) 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)

i.) If Marriage Certificate is **unreadable or No record**.

- Marriage Certificate from Local civil registry (City Hall) and Non Record from PSA.

- 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).

- 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 must type written and wet ink signature.)
- 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 must type written and wet ink signature.)

## 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 must type written and wet ink signature.)
- 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 must type written and wet ink signature.)

## 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.

- 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**".

- 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 Japanese visa, she/he doesn't need to provide a Birth or marriage certificate. However, if they have a guarantor, the guarantee must provide the documents as proof of relationship (colored copy accepted), both have an old, used Japanese visa. If the 1st time, they must provide an original birth certificate and marriage certificate*

- ✓ 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 ID**



## 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 Iloilo, SM Davao (Mall Hours 10am-8pm)]
- 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.
- Rate: Starts at ₱1,680.00 + 300 for courier** (Note: for those who in the province are applicable)
- \*We will charge a service fee of ₱520.00 per pax as payments for “Initial Checking”** of your documents in case that your requirements are incomplete or not ready for filing. The amount will be deducted to your total amount due upon completion of your requirements. **This is NON-REFUNDABLE** if you option to not pursue your application with us.
- ✖ **Usual Duration of the Process: 15–20 Business Days**
- ✖ **Best time to apply: You can apply as early as 3 months prior to your Travel Date**
- ✖ **KINDLY SAVE YOUR VISA APPLICATION FORM FOR YOUR BACK UP.**

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