



Attic Tours Philippines, Inc.

## BUSINESS, CONFERENCE or CULTURAL EXCHANGE, Etc.

1. **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)
  2. **Colored Photocopy of your Bio page in your Passport as seen in Page 2 and Page 3.**
  3. **2 pcs. Authorization Letter from Attic Tours SCAN QR CODE** (Note: (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.))
  4. **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])
  5. **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)
  6. **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).
  7. **Travel Order/Dispatch Letter** (Note: Must include purpose of trip and length of stay.)
  8. **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.**
9. **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)
  10. **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 must type written and wet ink signature.)

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

9. **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.
10. **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.
12. **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"**.)



Scan Me Now!



### **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)]**
- **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**
- **\*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