

JAPAN BUSINESS VISA DOCUMENTS REQUIREMENT

- Passport with a validity of 6 months from the intended date of departure from the territory of the Member States. It shall contain at least two blank pages to affix the visa and should be along with all old passport booklets. It shall have been issued within the previous 10 years. No alteration or handwritten amendment concerning the data page.
- 1 Type application form to be filled and signed by the applicant as per passport. Form must be filled with one ink and no overwriting should be done.
- Photo Specification: 2 Recent Colour Photograph (Fresh ones i.e. NOT used earlier for any visa), 50mm x 50mm. White Background, Matte/ glossy finish, 80% Face coverage, Non-smiling face, without spectacles, no head covering unless the applicant wears such items because of their religious belief or ethnic background.
- Letter of Invitation
- Letter of guarantee
- Itinerary (day to day meeting schedule)
- ITR 3 year (personal)
- Confirm return ticket copies.

If a Business person, then following documents are required:

- Covering Letter on the business letter head, Addressed to The Consulate General of Japan, Mumbai mentioning the. Details of all applicants with name, passport number, purpose and duration of visit, expenses clause and to be stamped and signed by the business person.
- Company's Income Tax Return of last 3 years.
- Company's 6 months original Bank statement with Bank Seal with Signatures and the name of the Bank Officer issuing the bank statement, with complete contact details of bank including the phone number.
- Personal Income Tax Return of last 3 years.
- Personal 6 months original Bank statement with Bank Seal with Signatures and the name of the Bank Officer issuing the bank statement, with complete contact details of bank including the phone number.

If salaried person (Employee), then following documents are required:

- Covering Letter on the plain A4 size paper, Addressed to The Consulate General of Japan, Mumbai mentioning the. Details of all applicants with name, passport number, purpose and duration of visit, expenses clause and to be signed by the applicant.
- Original leave letter on the letter head of the company stating the designation of the employee days of the leave and the letter has to be signed and stamped by the authorized person of the company.

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- 3 months salary slip.
- Personal Income Tax Return of last 3 years.
- Personal 6 months original Bank statement with Bank Seal with Signatures and the name of the Bank Officer issuing the bank statement, with complete contact details of bank including the phone number.

Visa Fees:

- Single/Multiple entry visa fees Rs. 500/-
- Our Service Charge Rs. 2500/-
- Dummy Flight Ticket Rs.1000/-

Processing Time:

- Minimum approx 5-6 working days.

Important Note: Consulate/Embassy can change visa requirements and visa fees without any prior notice, kindly check with Visa alliance team before sending the documents.