

# **Application for Travel Agencies who wish to be recognized under Visa Processing for Package Tourists to Japan**

## **1) Name of the travel agency:**

I. Name of the representative and designation:

## **2) Address and Telephone number, FAX number, E-mail ID**

Head Office :

Branch Office :

## **3) The details of the travel agency**

(1) Area of the premises and/or floor area of the office space (in sq meters):

(2) The number of board members and employed staff:

(3) Please attach profile of the travel agency, if any.

## **4) Name of the Auditing Bank:**

## **5) Names of Airlines Tie-up with (please give names of several major airlines):**

## **6) Names of Hotels Tie-up with (please give names of several major hotels):**

## **7) Computer Reservation System:                      Yes                      No**

**Note:** The following documents (copies can be accepted) must be submitted by each applicant.

(1) A copy of Certificate of Incorporation

(2) A copy of Income-Tax Return Form

(3) A copy of Recognition as Approved Tour Operator

(4) Name list of staff: Names, designations and ID numbers of board members, in-charges of the tour, staff entrusted with the tour, and visa processing representatives (who actually come to the reception counter of Consular Section, Embassy of Japan or Consulate-Generals of Japan should not exceed three) should be included.

(5) Information material, on the details of major overseas tours organized by the travel agency including number of tours, tour dates, touring countries, duration of the tours, number of tourists, etc.

(6) A copy of document that certifies the collaboration with travel agencies in Japan (currently negotiating such a collaboration can be included). Material about the Package Tours to Japan. If none of them are available, please submit the tentative travel plans to Japan.

(7) If the travel agency is collaborating with the Japanese travel agencies, please submit a copy of Recognition as Approved Tour Operator of the Japanese travel agencies concerned, or a copy of Japan Association of Travel Agents (JATA) member card of the same.

Year    month    day

Embassy of Japan

I hereby declare that the statement given above, as well as attached documents, are true and correct, and apply for registration as visa representative agent for group of tourists to Japan.

Name of the representative, designation and signature

Signature or applicant