



G/F GLC Building
Mabini/Kalaw Streets, Ermita
Manila Philippines
Tel nos. (63 2) 5239449 / 5367783
Fax nos. (63 2) 5220570 / 5218304

JAPAN

Requirements for BUSINESS VISA

01. Valid passport 6 months from the date of travel includes old passport
02. Visa application form
03. Two (2) recent 4.5 cm x 4.5 cm photo colored (dark clothes) with white background
04. Business Registration from the company in Japan (TOKITOHON)
05. Copy of the company's business registration in the Philippines
06. Invitation letter from the host company
 - ❖ Applicant should also have a copy
07. Endorsement/guarantee letter from the local company
08. Certificate of employment
09. Copy of latest Income Tax Return
10. SSS card copy
11. Day to day itinerary
12. Visa may be lodged by an accredited travel agent

Visa fee:	Gratis
Processing fee:	PHP 1,500.00
Processing time:	Minimum 7 working days upon filing

Note: Please submit original/complete documents to avoid delays in the processing.

Updated as of March 01, 2009