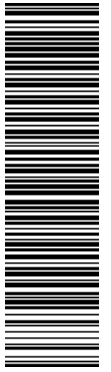


Mail documents to: VisaHQ.co.uk Ltd.
18 Spring Street
London W2 3RA

Tel: 0800 567 7692



Japan Business visa Application



Please enter your contact information

Name:

Email:

Tel: **Mobile:**

The latest date you need your passport returned in time for your travel:



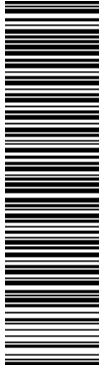
Japan business visa checklist

- Filled out and signed Japan business visa application form.** The form is enclosed.
- Original passport.** Passport must have at least 6 months remaining validity and have at least 1 visa page.
- 1 Photographs.** Standard passport photographs 35mm x 45mm on a white background.
- Payment.** Credit Card Authorization form, Postal Order payable to VisaHQ.co.uk.
- Return mailer.** Prepaid self-addressed return label or payment for Royal Mail.

If you wish to prepay return shipping, please add the shipping fee to the total and provide return address:

<input type="checkbox"/> Royal Mail Special Delivery by 1 pm (Next Day) - from £9	Name: <input type="text"/>
<input type="checkbox"/> Same day Central London courier delivery - from £12	Company: <input type="text"/>
<input type="checkbox"/> Royal Mail Special Delivery Saturday Guarantee before 1pm (Next Day) - from £17	Address: <input type="text"/>
<input type="checkbox"/> Royal Mail Special Delivery by 9 am (Next Day) - from £20	City: <input type="text"/>
<input type="checkbox"/> Royal Mail Special Delivery Saturday Guarantee before 9am (Next Day) - from £23	Postal Code: <input type="text"/>
<input type="checkbox"/> UK Next Day courier delivery - from £25	
<input type="checkbox"/> Prepaid self addressed mailer - £0	
<input type="checkbox"/> Local pick up in London - £0	

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- Proof of Status.** Original ILR card or other proof of resident status in the UK. this should be valid for a minimum of three months after your return from Japan.

- Itinerary.** Copy of round trip tickets or confirmed itinerary.

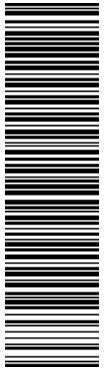
- Employment Letter.** Copy of a letter from your employer on business letterhead, with contact details, stating that a leave of absence has been granted, purpose and duration of the trip, and that you will be returning to your current job. If you are self-employed, include a copy of your business license and tax return. If you are retired please submit proof of your retirement fund.

- Hotel Reservations.** Copy of confirmed hotel reservations.

- Business Letter.** Business letter from the host company in Japan explaining the purpose of the trip, dates of travel and guaranteeing sufficient funds.

- Personal Letter.** A personal letter from the applicant addressed to the Embassy of Japan, explaining the purpose of the trip, dates of travel, cities to be visited, and place of accommodation. The letter must original and bear a signature of the applicant.

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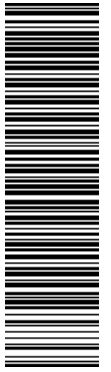


Japan business visa fees for citizens of Sri Lanka

	Type of visa	Max. validity	Embassy fee	Our fee	VAT	Processing time	Total
<input type="checkbox"/>	Single entry	up to 90 days	£22.00	£99.00	£19.80	5 Business days	£140.80
<input type="checkbox"/>	Multiple entry	up to 180 days	£43.00	£99.00	£19.80	5 business days	£161.80

This order is subject to Terms of Service, posted on VisaHQ website.
All fees and requirements may change without notice.

Mail documents to: VisaHQ.co.uk Ltd.
18 Spring Street
London W2 3RA
Tel: 0800 567 7692



Credit Card Authorization Form

By signing this form i accept VisaHQ.co.uk Terms of Service and authorize to charge my credit card for the amount of £

Name on the Credit Card:				
Credit Card number:				
Exp. date:			CVC:	
Credit Card Billing Address:				
Signature:				
Comments:				

Thank you!
We accept all major credit cards.



VISA APPLICATION FORM TO ENTER JAPAN

*Official use only

(Paste photo here)
45mm x45mm
or 2inx2in

Surname (as shown in passport) _____

Given and middle names (as shown in passport) _____

Other names (including any other names you are or have been known by)

Date of birth _____ Place of birth _____
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male Female Marital status: Single Married Widowed Divorced

Nationality or citizenship _____
Former and/or other nationalities or citizenships _____

ID No. issued to you by your government _____

Passport type: Diplomatic Official Ordinary Other

Passport No. _____

Place of issue _____ Date of issue _____
(Day)/(Month)/(Year)

Issuing authority _____ Date of expiry _____
(Day)/(Month)/(Year)

Purpose of visit to Japan _____

Intended length of stay in Japan _____

Date of arrival in Japan _____

Port of entry into Japan _____ Name of ship or airline _____

Names and addresses of hotels or persons with whom applicant intends to stay
Name _____ Tel. _____

Address _____

Dates and duration of previous stays in Japan _____

Your current residential address (if you have more than one address, please list them all)

Address _____

Tel. _____ Mobile No. _____

Current profession or occupation and position _____

Name and address of employer

Name _____ Tel. _____

Address _____

*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)
Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

Inviter in Japan(Please write 'same as above' if the inviting person and the guarantor are the same)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)
Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

*Remarks/Special circumstances, if any _____

Have you ever:

- been convicted of a crime or offence in any country? Yes No
- been sentenced to imprisonment for 1 year or more in any country? ** Yes No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? ** Yes No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes No

** Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application _____ Signature of applicant _____
(Day)/(Month)/(Year)

* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.

PERSONAL ITINERARY TO JAPAN

DAY	DATE	ACTIVITY/LOCATION	ACCOMMODATION/HOTEL

This Itinerary has been prepared by:-

NAME:

SIGNATURE:

DATE: