

# VFS JAPAN VISA APPLICATION CENTRE

CL- 03 [May 2012]

## DOCUMENTS CHECKLIST

### BUSINESS AFFAIR / MARKET REASEARCH / CONFERENCE VISA

Passport Number \_\_\_\_\_

S. No.	Document Type	Yes / No	Remark
1	Passport (Valid Passport + Old Passport/s)		
2	Completely filled and signed Visa Application Form with photograph		
3	Confirmed travel booking with day to day details and Schedule of Stay		
4	Covering Letter by the Employer / Travel requisition from the company		
5	Certificate of Employment, Original salary bank statement of last six months and Latest Income Tax Return		
6	Original Invitation Letter		
7	Original Letter of Guarantee, if the inviting company / organization is bearing the expenses		
8	A certified copy of the incorporation register or an overview of company / organization		
9	If the applicant is owner of company, proof of ownership and company bank statement		
10	Proof of relationship, if the applicant is accompanied by dependant/s		

#### Travel History of applicant in last 2 years to Australia, Canada, Europe, USA & Japan (provide details)

S. No.	Country Travelled	Period
1		
2		
3		
4		
5		

#### Additional Documents & Remarks (Kindly provide details below)


\*\*\* I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application. However, I insist to proceed with my application.

Applicant / Agent Signature \_\_\_\_\_

Agency Name (If applicable) \_\_\_\_\_

Contact Number \_\_\_\_\_

\_\_\_\_\_  
(VFS Officer's Signature)