**JAPAN VISA REQUIREMENTS FOR BUSINESS**

1. Valid passport six (6) months from visa the date of travel including old passport/s.
2. Completed visa application form.
3. Two (2) recent colored 4.5 cm x 4.5 cm in size photos with white background – applicants are suggested to be in decent attire, preferably dark color with collar and sleeves
4. Original TOKITOHON (Business Name Registration) of the inviting company in Japan.
5. Copy of DTI Business Name Registration or SEC Registration of the company in the Philippines.
6. Invitation letter from the inviting company in Japan.
7. Guarantee letter from the inviting company in Japan.
8. Endorsement letter from the Local Company.
9. Certificate of employment stating position, tenure of service and with gross annual income.
10. Copy of latest Income Tax Return (ITR) of the applicant.
11. Copy of SSS ID.
12. Daily schedule/itinerary in Japan.

**PROCESSING FEE: PHP 3,400**