



Japan Visa Application Centre, Colombo

Short Term Stay - Non-Profit business affairs - Requisition Form and Checklist
(Participation in meetings, Business liaison, Business consultations, Contract signing, After-sales service, Market research, Seminar and training, exhibitions, Cultural exchange, and Sports exchange...etc.)

Office use only

Passport Number:	Name:

Important notes

- Documents should be sorted according to this checklist.
- NIC, Birth and Marriage certificates are mandatory during each travel.
- If NIC does not match the Passport, endorsement is required on passport. Names in all documents should tally.
- All documents (including the NIC) in Sinhalese or Tamil must be submitted with an official English translation.
- All original documents should be submitted along with a set of photocopies. All photocopies must be in A4 size(Please bring the set of photocopies separately).
- No Pins, Staples, cello tape, Glue, Paper Clips should be used on originals/copies.
- If the reason for travel is an exhibition or conference supporting documents should be submitted (Ex: Leaflets, Tickets, Broachers originals).
- If being an exhibitor for Gems, a copy of the Sri Lankan Gem License should be submitted.
- The visa application process will take 05 working days, in individual cases when further scrutiny is needed this period may extend. Applications should be submitted three months prior to the intended travel date to avoid any inconvenience

No.	Documents Checklist	YES	NO	N/A
1)	Application form			
	• Each applicant should fill in a separate form, including child applicants			
	• Should be filled in Capital block letters (in clear handwriting/typed)			
2)	Photograph			
	• 2-inch x 1.4inch (45mm x 35mm) color photograph to be pasted on the application. 7mm gap from head to top edge of photograph (Refer web site for sample photo)			
	• Full Face; clearly visible on white background.			
3)	Valid Passport			
	• The surnames and other names should tally with the NIC			
	• 2 copies of passport bio page (Page No. 2,3)			
	• 1 copy of alteration page (Page No. 4,5); if applicable			
4)	Invitation / Sponsorship (From Japan)			
	• Invitation Letter - Original or copy			
	• List of applicants - Original or copy			
	• Guarantee Letter - Original or copy			
	• Schedule of Stay - Original or copy (Activities to be mentioned separately in day-order)			
	• Japanese Company Business Registration original/copy or Company overview			
	If Multiple entry Visa is requested, it should be mentioned in the Invitation letter. Tentative Schedule of stays should be provided for each trip.			
5)	Air Ticket Reservation (Round trip flight reservation)			
	Embassy will not be liable for any financial loss caused by already paid tickets in case of a rejection. If Multiple entry visas requested, separate air tickets should be provided for each trip.			

6)	Accommodation Proof		
	• If a hotel-stay, a detailed hotel Reservation		
	• If sponsor provides accommodation, Sponsor's resident certificate		
If Multiple entry visas requested, accommodation proof for each trip should be provided.			
7)	Covering letters		
	Employment/Self-employment		
	• If employed, Letter of employment stating date of employment commencement and confirming period of approved paid or unpaid leave		
	• If Self-employed, a covering Letter by the applicant		
9)	Multiple Entry		
	• Individual traveler/Company Covering letter should contain a request for Multiple entry visa.		
9)	Personal Documents (mandatory during each travel)		
	• National Identity Card, Birth, Marriage (if applicable) mandatory during each travel.		
In such cases where the applicant's originally given name is amended and/or in NIC, Passport and Birth certificate names do not tally with each other (ex: due to misspelling, unnecessary spaces...etc.) passport endorsement with correct bio-information should be made accordingly.			
10)	Personal financial records (Last 03 Months) *		
	• Bank statements (If saving account, copies of all used pages of the latest updated Passbook)		
	• Bank Balance confirmation Letter		
	• Salary Slips (If no salary slips, declaration letter on the company letterhead)		
If the company is bearing the cost of the visit, personal financial records are not required.			
11)	Company Bank Statements (Last 03 Months)		
	Current Accounts		
	• Bank statements (Original with copies in A4 size)		
	• Bank Balance confirmation Letter		
	Savings Accounts		
	• Bank statements (or copies of all used pages of the latest updated bank Passbook)		
12)	Company - supporting documents		
	• Business Registration of the Company		
	• Form 01/18/20/48 (If shareholders present)		
	• Tax Paid slips (Latest)		

Previous Travel Records to Japan (Within the Last One Year)			
	From	To	Number of Days
1.			
2.			

❖ Required Documents for Nationals of China, Russia, CIS, Georgia, and Philippines, please visit the following website of Embassy of Japan in Sri Lanka (http://www.lk.emb-japan.go.jp/itpr_en/00_000095.html)

Comments: _____

Applicant / Travel Agent Signature: _____

Agency Name (If applicable): _____

Contact Number: _____

VFS Officer's Signature: