



**CONSULATE GENERAL OF JAPAN**  
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**EMBASSY OF JAPAN**  
Plot No.53-70, Romana 5/4, Diplomatic Enclave 1, Islamabad.  
051- 2279320 / 2279330  
Website: <http://www.pk.emb-japan.go.jp/>

**Updated : 13-January-2014**

## **BUSINESS VISA REQUIREMENTS:**

### **Local Company.**

- Covering Letter with explaining an outline of the business and reason for travel.
- NTN certificate and latest tax payment receipts.
- Bank Statement last one year transaction.
- Proof of business (bill of lading, entry, shipping list and invoice/receipt, etc.)
- Official documents partnership deed and copy of NTN, Chamber's Certificate, Import Export License and Company Registration.
- Original recommendation letter from chamber of commerce or concern deptt.
- Confirmed hotel reservation
- Flight itinerary of entire trip or air ticket
- Two Photos size 4.5 x 4.5 cms taken within the last 3 months with white background
- Original I D card (may be required manual)
- Valid passport with sufficient space for a visa sticker (more than two blank pages) and all previous passports

**No visa fees for all categories**

**From Japan**

- Invitation letter "Original by mail" explaining the purpose, length of stay of the business visit to Japan in details
- Guarantee Letter "Original by mail"
- Certificate of company registration(Tokibo Tohon)
- Certificate of corporation tax payment (Jigyo zei) or a profit & loss statement.
- Detailed day to day schedule of the business visit to Japan

**No visa fees for all categories**

**Note: Applicants applying for the first time for Japan visa will have to appear personally at the time of submission.**

**Processing time 10 to 15 working days for the approval of visa from the immigration.**

Office hours: (Monday to Friday) from 10:00 am to 12:00 pm

## **TOURIST VISA REQUIREMENTS**

### **From Pakistani side**

- Letter explaining detailed reasons for the trip
- Proof of sufficient funds for the stay in Japan (e.g. recent bank statement which shows last 6 months of transactions etc)
- Proof of occupation/profession issued by the organization to which the applicant belongs (e.g. certificate of employment noting designation, length of service, salary and dates of vacation, school certificate and school I.D. card. In case of government employees, N.O.C. or Ex-Pakistan leave certificate from the concerned authority is also required)
- Proof of relationship (e.g. Nikkah Nama, B-form, Domicile Certificate & copy of computerized registration form, etc.)
- Proof of friendship (e.g. photographs, letters and e-mails etc)
- Detailed day to day schedule of the applicant's trip to Japan
- Proof of accommodation (e.g. hotel reservation etc)
- Flight itinerary of entire trip or air ticket
- Any other proof in case the applicant has special circumstances regarding the trip to Japan

### **From Japanese side**

- Letter(s) of invitation from the applicant's friend(s)/relative(s) regarding the trip to Japan, explaining the purpose, length of stay of the trip in detail
- Letter(s) of guarantee from the applicant's friend(s)/relative(s)
- Certificate(s) of employment issued from the applicant's friend(s)/relative(s)

- Bank Statement which shows last 6 months transactions, bank certificate or certificate of income tax payment from your friend(s)/relative(s), if the cost of the trip will be borne by the applicant(s)/relative(s).
- Certificate on registered matters of Alien registration, if the applicant's friend(s)/relative(s) is not Japanese
- Copy of the applicant's friend's/relative's passports including Japanese visa pages, if our friend(s)/relative(s) is not Japanese
- Family Registration ('Koseki-Tohon), if the applicant's friend(s)/relative(s) is married with Japanese
- Detailed day to day schedule of the stay in Japan

Note-If there are no friends/relatives in Japan, the above mentioned requirements from Japan will be waived)