



Japan Visa Application Centre, Colombo

Short Term Stay - Non Profit business affairs

(Participation in meetings, business liaison, business consultations, contract signing, after-sales service, market research, cultural exchange and sports exchange, etc.)

Requisition Form and Checklist

Passport Number:	Name:
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Important notes

- Documents should be sorted according to the checklist.
- The visa application process will take six working days, in individual cases when further scrutiny is needed this period may extend.
- All photocopies must be in A4 size.
- NIC, Birth and Marriage certificates are mandatory during each travel.
*If NIC number does not match the Passport, endorsement is required on passport.
- 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.
- Original documents sent by sponsor have to be submitted along with courier cover.
- No Pins, Staples, cello tape, Glue, Paper Clips should be used.
- If requesting Multiple entry visas, the same has to be mentioned on the invitation letter, the covering letter and also a request has to be made over the counter.
- If the reason for travel is an exhibition or conference supporting documents should be submitted.
(eg: Leaflets, Tickets, Broachers originals)
- If being an exhibitor for Gems, a copy of the Sri Lankan Gem License should be submitted.

	Checklist	Yes	No	N/A
1)	Application form (Each applicant should fill in a separate form) <ul style="list-style-type: none"> • Should be filled in block letters • Name Should be written as per the passport 			
2)	Photograph (Recent photo which has been taken not before 6 months) <ul style="list-style-type: none"> • 2inch X 2inch to be pasted on application • Full Face on white or light background 			
3)	Current and if any previous passports. <ul style="list-style-type: none"> • The surnames and other names should appear as per NIC. No initials • Two copies of the bio page have to be annexed to the application form • Passport should contain at least two visa blank pages • If loss of any previous passport, a police report should be submitted, along with an official English Translation 			
4)	Invitation / Sponsorship (From Japan) <ul style="list-style-type: none"> • Invitation Letter original • List of applicants original (If applicable) • Guarantee Letter original • Schedule of Stay original (all of the above should be in embassy format which can be downloaded from the link below http://www.lk.emb-japan.go.jp/itpr_en/00_000112.html) <ul style="list-style-type: none"> • Japanese Company Business Registration original or Company overview <ul style="list-style-type: none"> ✓ If the expenses borne by the applicant or the local company Guarantee letter 			

	and Business registration not required			
5)	Hotel Reservation (if applicable) <ul style="list-style-type: none"> A detailed Reservation 			
6)	Travel Itinerary (Return Flight Bookings) <ul style="list-style-type: none"> Please do not submit paid flight tickets, as the Embassy will not be liable for the financial loss in case of a rejection 			
7)	Covering letter (Employment/Self-employment) <ul style="list-style-type: none"> Employees: letter of employer stating date of commencement and confirming period of approved paid or unpaid leave If Self Employed a covering Letter by the applicant 			
8)	Personal Documents <ul style="list-style-type: none"> Passport Bio page (if any alterations, please attach a copy of the page) National Identity, Birth, Marriage, Divorce, Death Certificates, are mandatory during each travel Affidavit (For first time travelers) in English Personal Bank statements (Last Six Months) If saving account copies of all used pages of the updated Passbook 			
9)	Company Bank Statements (Last Six Months) <ul style="list-style-type: none"> Current Accounts , If Savings Accounts (Copies of all used pages of the updated Passbook) 			
10)	Business Registration <ul style="list-style-type: none"> Registration of Company and form 48 or form 20 Tax Paid receipt [Latest] 			

Previous Travel Records to Japan (Within Last One Year)		
	Period	The Number of Days
1		
2		
3		
4		
5		

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 / Agent Signature _____

Agency Name (If applicable) _____

Contact Number _____

(VFS Officer's Signature)