



**Up Date:21-Aug-09**

**CONSULATE GENERAL OF JAPAN**

6/2 Civil Line Abdullah Haroon Road Karachi 75530 G.P.O .Box No. 3745

Tel:(92-21)3522-0800

Fax:(92-21)3522-0820

Email : [cgjapan3@super.net.pk](mailto:cgjapan3@super.net.pk)

**EMBASSY OF JAPAN**

Plot No.53-70, Romana 5/4, Diplomatic Enclave 1, Islamabad.

**Note: Please note that the Embassy have right to ask for additional / original documents and Embassy reserves the right to call for personal appearance.**

**Note: All documents required in original.**

**Tourist Visa Requirements:**

**Local Company.**

- NTN certificate and latest tax payment receipts.
- Bank Statement of the last 1 year's transaction.
- Proof of business (bill of lading, entry, shipping list and invoice/receipt, etc.)
- Official documents- Partnership deed, Original NTN, Chamber's Certificate, Import Export License and Company Registration.
- Original recommendation letter from chamber of commerce or concerned department.
- Confirmed hotel reservation
- 2 current photographs (size 4.5 x 4.5 cms)
- Copy of credit card/s
- Original CNIC (may be required manual)
- Processing Visa Fee: Rs. 500/-
- Previous passport/s

## **Business Visa Requirements:**

### Local Company

- Covering Letter explaining an outline of the business and reason for travel.
- NTN certificate and latest tax payment receipts.
- Bank Statement of the last 1 year's transaction.
- Proof of business (bill of lading, entry, shipping list and invoice/receipt, etc.)
- Official documents- Partnership deed, Original NTN, Chamber's Certificate, Import Export License and Company Registration.
- Original recommendation letter from chamber of commerce or concerned department.
- Confirmed hotel reservation
- 2 current photographs (size 4.5 x 4.5 cms)
- Copy of credit card/s
- Original CNIC (may be required manual)
- Processing Visa Fee: Rs. 500/-
- Previous passport/s

### **From Japan**

- Invitation letter "Original by mail" explaining an outline of the business details and reason for travel with length of stay
- Guarantee Letter "Original by mail"
- Certificate of company registration (Tokibo tohon)
- Certificate of corporation tax payment (jigio zei) or profit & loss statement.
- Detailed day to day schedule of the business visit to Japan

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

Submission Timings: Monday to Friday from 10:00 a.m. to 12:00 p.m.

Delivery Timings: Monday to Thursday from 02:00 p.m. to 3:00 p.m.

Friday from 02:30 p.m. to 3:30 p.m.

## **REQUIRED INFORMATION FOR VISA PROCESSING:**

1. Home Address & Telephone No.
2. Post or rank held at present
3. Principle former positions