



## **EMBASSY OF JAPAN**

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

Website: [www.pk.emb-japan.go.jp](http://www.pk.emb-japan.go.jp)

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: 1000/-

- 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: 1 Week.**

**Embassy Submission & Delivery Days: Mon to Friday.**

**Submission Time: 9 to 11am.**

**Delivery Timing: 1430 to 1530.**