

Please check [FAQ](#) for more details. Please do not staple any documents.
Kindly note you may be asked for additional information.

2-2 BUSINESS Affairs* (Foreign Residents) Page 1 of 2

#	✓	Details: Please check the box for each requirement as you prepare your application.										
1		Appointment Email: Printed										
2		This Requirements/Check List: Printed. Each requirement must be ticked.										
3		Visa Application Form: Photo (#6) must be physically glued.										
4		Passport: More than 3 months of validity is required.										
5		Passport Copy: Colour copy of the personal details page.										
6		Photo: H45mm x W35mm, light-coloured background, taken within the last 3 months, glued to Form (#3)										
7		Qatar ID Copy: Colour copy of both sides. More than 3 months of validity is required.										
8		<u>ORIGINAL Employment Certificate</u> a) The certificate must be an original hard copy. b) The validity of the letter is 1 month. c) A copy of the Establishment/Computer Card (both sides) is required if you are employed by a small-to-medium enterprise (SME). d) The letter must contain the following applicant information: <table border="0"> <tr> <td>☐ Full Name</td> <td>☐ Nationality</td> <td>☐ Passport or Qatar ID Number</td> </tr> <tr> <td>☐ Position/Job Title</td> <td>☐ Monthly Salary</td> <td>☐ Joining Date (DAY/Month/Year)</td> </tr> </table> The letter must also include statements regarding the following: ☐ Purpose of Visit ☐ Duration of Visit ☐ Financial Responsibility: All travel expenses will be borne by XXX. ☐ Guarantee of Return: The applicant will return to Qatar. e) The letter must be authorised with: <table border="0"> <tr> <td>☐ Authoriser's Name and Job Title (Printed)</td> <td>☐ Company Wet Seal</td> </tr> <tr> <td>☐ Authoriser's Wet Signature</td> <td></td> </tr> </table> *The letter must be signed only by an authorised signatory listed on the Est.Card.	☐ Full Name	☐ Nationality	☐ Passport or Qatar ID Number	☐ Position/Job Title	☐ Monthly Salary	☐ Joining Date (DAY /Month/Year)	☐ Authoriser's Name and Job Title (Printed)	☐ Company Wet Seal	☐ Authoriser's Wet Signature	
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☐ Authoriser's Wet Signature												
9		Flight Booking Information: Must cover the entire round-trip between Qatar and Japan										
10		Hotel Reservation Information: Must cover the whole period of stay in Japan. *The booking information must include guest name(s) and the number of guests.										
11		Copies of Previously Issued Visas: Japan, UK, US, Schengen etc. if you have any.										

Please go to Page 2 of 2 (#12-15).

Items 12-15 must be provided by the Inviter in Japan.



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2-2 BUSINESS Affairs* (Foreign Residents) Page 2 of 2

#	✓	Details: Please check the box for each requirement as you prepare your application. **Items 12-15: Prepared by the inviter in Japan.**
12		Letter of Invitation (Original or Copy)
13		Letter of Guarantee (Original or Copy)
14		Corporate Registration or Description of the Company/Public Organization (Original or Copy) *Mandatory for Unlisted Company/Public Organisation a) Listed companies may submit a copy of the Quarterly Corporate Report instead of the documents listed above. b) If the inviter is an individual who does not belong to a company or an organization, he/she may submit his/her business permit or employee certificate instead of the documents listed above.
15		Schedule of Stay/Travel Itinerary *Details for each day from arrival to departure dates with specific places/activities must be provided.

*This visa covers short-term business activities such as business liaison, business talks, contract signing, after-sales services, advertising. It strictly excludes profit-making operations and paid activities.

NOTE:

- ☐ Please check the box for each requirement as you prepare your application.
- ☐ Please review this list carefully to ensure everything required is prepared. **We cannot accept incomplete applications. If any documents or information are missing, you will need to book a new appointment yourself. The Embassy cannot assist with rebooking.**
- ☐ Please ensure your intended **departure date is within 3 months of your appointment/application date**. Applications with departure dates further than 3 months away cannot be accepted, as the visa is only valid for 3 months.
- ☐ The Embassy does not print out any documents for applicants. Please ensure all materials are printed out before your appointment.
- ☐ Please note you may be asked for additional information or documents.