

Application Procedures for Multiple-entry Visa for Nationals of the Philippines and Viet Nam

<Temporary visitors for Business affairs>

*** Please DO NOT staple the documents together ***

A. Outline of application procedures

The following is an outline of application procedures for nationals of the Philippines and Viet Nam who wish to apply for a multiple-entry visa for business purpose, and (period of stay: 15, 30, or 90 days, visa validity: 1, 3, 5, 10 years).

The visa is for the purpose of business affairs for the first visit, but from the second visit it is possible to use as tourist or visiting to relatives/ acquaintances as well. But it is not permitted to perform activities to undertake revenue generating business operations or activities to receive remuneration.

B. Eligibility for Applicant with business purpose

Applicant who is applicable to one of the following categories and his/her spouse or children

- (a) A regular employee of a public (government) enterprise
- (b) An employee of a private company which is listed on the stock exchange (including Japan and third countries)
- (c) A regular employee of a Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
- (d) A regular employee of a joint venture company, a subsidiary company or a branch office of a company which is listed on the stock exchange (including Japan and the third countries)
- (e) A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange
- (f) A regular employee with a travel record to Japan for business purpose and travel records as temporary visitor to G7 countries (except Japan) in the last three years
- (g) A regular employee with more than three travel records to Japan for business purpose in the last three year

C. Necessary Documents

(a) Applicant with business purpose

☐ ① **Valid Passport**

- at least one blank visa page

* We will keep passports while processing visa applications

☐ ② **One visa application form**

- completed and signed
- 'Certificate of Eligibility No.' field does not need to be filled in

☐ ③ **One passport-type photo**

- photo(approx.45mm×35mm) taken with a plain background within the previous 6 months attached to the visa application form

<input type="checkbox"/> ④ Valid Residence Permit in the Netherlands (VERBLIJFSTITEL) - Or a letter from the Dutch IND showing that the extension or application of your Residence Card is approved.
<input type="checkbox"/> ⑤ <u>Letter of proxy</u> - if other person applies for a visa instead of you
<input type="checkbox"/> ⑥ Certificate of employment - issued by company including period of employment, salary, position
<input type="checkbox"/> ⑦ Documents to prove the applicant qualify for one of the categories mentioned B. (a)-(g) above ※(if qualifying for mentioned B.(f) or (g) above) employment certificate and current or old passport that shows temporary visitor visas and entry stamps of Japan and G7 countries (except Japan) in the last three years
<input type="checkbox"/> ⑧ Letter of explanation stating the reason of applying for a multiple-entry visa
(b) Spouse or children of the individuals who are mentioned C.(a) above
<input type="checkbox"/> ① Documents mentioned C. (a) ①-⑤ above
<input type="checkbox"/> ② Documents to prove kinship - <u>Marriage certificate</u> , <u>Birth certificate</u> etc. <i><if applying for separately from the applicant mentioned C.(a) above></i>
<input type="checkbox"/> ③ Copy of a passport of the person mentioned C. (a) above - <u>Pages of identification and Japanese multiple-entry visa</u>

* If necessary, we might ask for additional documents apart from the documents mentioned above.

* Please note that we may issue a single entry visa after visa examination.