

Sample List

Basic Documents Required for Business Manager Visa

1. Bank statements of/from:

- ① A Japanese bank account in your name with a balance of at least 5 million yen
- ② The overseas bank account from which the money was transferred
- ③ Transfer receipt showing the deposit of funds in the receiving account
- ④ Transfer receipt showing the deduction of funds in the sending account

2. Company registration documents:

- ① Articles of Incorporation
- ② Tax Report for Commencement of Payroll
- ③ Application for Payment of Withholding Income Tax on a Semiannual Basis

3. Official seals:

- ① 3 piece inkan seal set
- ② Seal registration form

4. Lease documents:

- ① Rent contract with landlord's seal and your company's seal
- ② Fully furnished office (MUST have chairs, desks AND computers) or store
- ③ Signboards and nameplates for the storefront/ office doors, and postboxes
- ④ Photographs of the office/store interior and exterior, including entrance.

5. Other documents:

- ① Statement of justification
- ② Detailed business plan
- ③ Application letter
- ④ Application form*
- ⑤ Photocopy of your passport (and residence card, if applicable)
- ⑥ 1 photo according to the immigration bureau's requirements

*available on Japanese Immigration Bureau's website