

## Business Purpose
















Business purpose including market surveys, meeting, signing contracts, training, seminar, conference, exhibition (as exhibitor), purchase of auto parts and after-sale service for machinery imported to Japan etc.





### Required Visa Application Documents














#### Important Notes:

- Arrange your documents in order according to the checklist
- All printed or photocopied documents should be on A4-sized paper
- Separate all the application documents into individual sets with each applicant's passport
- DO NOT USE staples/pins/paper clips
- All submitted documents will not be returned
- Please email us for any inquiry: [visa@kl.mofa.go.jp](mailto:visa@kl.mofa.go.jp)

#### <CHECK LIST>

<input type="checkbox"/>	① Original Valid Passport (will be kept throughout the processing period)												
<input type="checkbox"/>	② Copy of Valid Malaysia Long Term Pass / Copy of MyPR Card (front and back)												
<input type="checkbox"/>	③ Original Visa Application Form (handwritten/typed: <b>BLACK INK ONLY</b> )  2 sets required for Russian and CIS Nationals												
	Visa Application Form: <a href="https://www.mofa.go.jp/mofaj/files/000124525.pdf">https://www.mofa.go.jp/mofaj/files/000124525.pdf</a>  Visa Application Form Sample: <a href="https://www.my.emb-japan.go.jp/files/100532736.pdf">https://www.my.emb-japan.go.jp/files/100532736.pdf</a> <ul style="list-style-type: none"><li>• The form must be completed, dated and signed by the applicant</li><li>• Signature same as passport</li></ul> <table><tbody><tr><td></td><td>Digital Signature</td><td></td><td>Do not use erasable ink</td></tr><tr><td></td><td>Change the format of visa form</td><td></td><td>Cut off at the bottom</td></tr><tr><td></td><td>House address in Malaysia does not include unit no, apartment name, street name, postcode and states name</td><td></td><td></td></tr></tbody></table>		Digital Signature		Do not use erasable ink		Change the format of visa form		Cut off at the bottom		House address in Malaysia does not include unit no, apartment name, street name, postcode and states name		
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<input type="checkbox"/>	<p>④ One 3.5 x 4.5 cm, Colour Photograph (white background)</p> <p>2 photos for Russian and CIS Nationals</p> <ul style="list-style-type: none"> <li>• Taken within 6 months</li> <li>• Glued to the application form</li> <li>• Full-faced, front facing with head straight, without glasses, mouth closed (no shadow/object in background)</li> </ul> <p>  Unedited photos only       Dark-colored tops/hijab only   No digital enhancements/photoshop       No blue backgrounds </p>
<input type="checkbox"/>	<p>⑤ Original Company Letter (printed on official company letterhead)</p> <p>(For spouse to Malaysian who are working, endorsement stamp from Immigration of Malaysia is <b>REQUIRED</b>)</p> <p><b>For Salaried Employees</b>  Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• The Company letterhead has to match the company name's shown on the Malaysia long term visa</li> <li>• Full name (as per passport)</li> <li>• Job title</li> <li>• Joining Date (DD/MM/YY)</li> <li>• Purpose of journey</li> <li>• Full name, designation and wet signature of the authorized signatory</li> <li>• Original Company Stamp</li> </ul> <p><b>For Company Directors/Business Owners</b>  Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• The company letterhead has to match the company name's shown on the Malaysia long term visa</li> <li>• Full name (as per passport)</li> <li>• Job title</li> <li>• Joining Date (DD/MM/YY)</li> <li>• Purpose of journey</li> <li>• Full name, designation and wet signature of the authorized signatory <b>(*must be signed by another director)</b></li> <li>• Original company stamp</li> <li>• SSM documents (all pages)</li> </ul>

	<ul style="list-style-type: none"> <li> Digital signature</li> <li> Digital company stamp</li> <li> Signed by applicant</li> <li> No full name and designation of the authorized signatory</li> <li> Issued more than 1 month ago</li> </ul>
<input type="checkbox"/>	<p>⑥ Schedule of Stay in Japan Form</p> <p><a href="https://www.my.emb-japan.go.jp/files/100376066.docx">https://www.my.emb-japan.go.jp/files/100376066.docx</a></p> <p><b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Arrival and Departure details (e.g. Kuala Lumpur to Narita, Tokyo)</li> <li>• Business plans (e.g. meeting with company A at company A)</li> <li>• Hotel name, full address, telephone number</li> <li>• AIRBNB name, full address, host contact number</li> </ul> <ul style="list-style-type: none"> <li> NO Hotel Name/Full Address</li> <li> NO detailed itinerary (e.g. meeting, conference etc.)</li> <li> NO AIRBNB Name/Full Address</li> <li> Without applicant's name</li> </ul>
<p><b>Documents to be prepared by inviting company/ organization/ university/ school in Japan</b></p>	
<input type="checkbox"/>	<p>⑦ Invitation Letter from Counterpart in Japan</p> <p>Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Ambassador of Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• Please use the standard format set by MOFA Japan</li> </ul> <p>Japanese Version: <a href="https://www.mofa.go.jp/mofaj/files/000472928.pdf">https://www.mofa.go.jp/mofaj/files/000472928.pdf</a></p> <p>English Version: <a href="https://www.mofa.go.jp/files/000137089.pdf">https://www.mofa.go.jp/files/000137089.pdf</a></p> <ul style="list-style-type: none"> <li> Incomplete invitation letter</li> <li> Do not mix English and Japanese within a single document</li> <li> Letters addressed to Embassy of Japan in other countries</li> <li> The text turned into gibberish</li> </ul>
<input type="checkbox"/>	<p>⑧ Guarantee Letter from Counterpart in Japan</p>

	<p>Required details: <b>(Please do not miss any information)</b></p> <ul style="list-style-type: none"> <li>• Addressed to Ambassador of Embassy of Japan, Malaysia</li> <li>• Issued within 1 month</li> <li>• Please use the standard format set by MOFA Japan</li> </ul> <p>Japanese Version: <a href="https://www.mofa.go.jp/mofaj/files/000472926.pdf">https://www.mofa.go.jp/mofaj/files/000472926.pdf</a></p> <p>English Version: <a href="https://www.mofa.go.jp/files/000262545.pdf">https://www.mofa.go.jp/files/000262545.pdf</a></p> <p><b>✘</b> Incomplete guarantee letter      <b>✘</b> Letters addressed to Embassy of Japan in other countries</p> <p><b>✘</b> Do not mix English and Japanese within a single document      <b>✘</b> The text turned into gibberish</p>
<input type="checkbox"/>	<p>⑨ Copy of Business Registration ‘Tokibo-tohon 登記簿謄本’ of inviting company in Japan</p> <p>OR</p> <p>Copy of ‘Shikiho 四季報’ for public listed company in Japan</p> <hr/> <ul style="list-style-type: none"> <li>• Issued within 1 year</li> </ul> <p><b>✘</b> Issued more than 1 year ago</p>
<input type="checkbox"/>	<p>⑩ Additional Documents for Auto Parts/Used Car Company</p> <p>Required details: <b>(Please do not miss any information)</b></p> <ol style="list-style-type: none"> <li>① SSM documents (all pages)</li> <li>② Copy of Bill of Lading &amp; Invoice</li> <li>③ Staff name list (printed on official company letterhead) <ul style="list-style-type: none"> <li>• Full name, designation and wet signature of the authorized signatory</li> <li>• Original company stamp</li> <li>• Staff’s name, position and date of joining the company</li> </ul> </li> <li>④ Employment Provident Fund (EPF) list for total staff of the company (if you do not want your staff to check the details, please put it in a sealed envelope)</li> </ol>

	⑤ If your passport is a new passport, <b><u>please submit old passport too</u></b>
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