

# Visa for Group Tour

## Requirements for Travel agencies in Myanmar

- ☐ Cover letter
- ☐ List of visa applicants
- ☐ Confirmed flight booking
- ☐ Company Online Registration Page and Company Extract (Photocopy)
- ☐ Inbound/Outbound license (Original and Photocopy)
- ☐ Company's bank account passbook (Original and Photocopy)



## Requirements for Visa applicant

- ☐ A valid passport (Original)
- ☐ A completely filled Visa Application Form
- ☐ One photograph taken within the last 6 months (45 mm x 45 mm)
- ☐ Letter of attorney (written by visa applicant)
- ☐ Employment Certificate (with applicant's position, date of employment and salary.)
- ☐ Bank account passbook (Original and Photocopy)

**NOTE:** If your travel expense is supported by other family members, please include:

- ☐ List of family members
- ☐ Sponsor letter from the bank account holder

## Requirements for travel agencies in Japan

- ☐ Invitation Letter
- ☐ Detailed schedule of stay (date, accommodation, contact information etc. )
- ☐ List of visa applicants
- ☐ Letter of Guarantee
- ☐ Registration Certificate (Hojin Tokibo Tohon), OR Overview of Company/ Organization, OR Photocopy of SHIKIHO (if the company is listed under the Stock Exchange)
- ☐ Confirmed hotel booking

**All documents should be issued within 3 months.**

**Original and photocopies of documents in Myanmar language should be submitted with Japanese or English translation. As for the documents which are not mentioned specifically, please submit one set of original ones.**

Depending on the purpose of travel or situation, we need to refer to MOFA, Japan, and the applicant may be requested to submit additional supporting documents and to have an interview with the Embassy. In these occasions, the visa approval procedure may not complete by the applicant's departure date. Therefore, kindly ensure that the visa application will be submitted well ahead of time. (If you have not heard from the Embassy for more than 10 days after submitting your application, you may contact the Embassy with your 8-digit reference number and the applicant's name.)