

August, 2010

MULTIPLE entry visas for a short-term stay on business (For THAI Nationals)

[Qualification of an applicant]

Applicants must be persons who are nationals of countries in the Asia-Pacific region (Note1). Those who in the position of (a) manager or above or (b) employee working for more than one year, in a company that fulfills the following conditions (Accompanying spouse and children who are applying together can also request multiple entry visa, if necessary.)

- (a) Companies listed on the stock exchange
- (b) Government enterprises
- (c) Joint corporations that are co-invested with Japanese companies that are listed on the stock exchange in Japan, and subsidiary companies or representative offices of those Japanese companies.
- (d) Companies that have continual transactions with Japanese companies that are listed on the stock exchange in Japan.
- (e) Companies that are members of the Japan Chamber of Commerce (JCC) in Thailand and have their head offices located in Japan.
- (f) Companies that are listed on Exporter List: E.L. of Department of Export Promotion (DEP), Ministry of Commerce, Kingdom of Thailand, and capitalized at 5 million Baht or more and that (will) have transactions with companies located in Japan.

(Note 1) If you have questions regarding the definition of applicable Asia-Pacific countries, please contact us by phone. Nationals from some countries in the region are already exempt from temporary visa conditions, or are entitled, with other conditions.

(Note 2) If you need to obtain multiple entry visa but your company dose not meet above qualifications, please consult by phone before applying.

[Necessary documents for application]

- (1) **Passport** (with more than 2 blank pages. Please present your old passports as well, if any)
- (2) **A completely filled Visa Application form.** This form is available at Japan Visa Application Centre (JVAC), or can be downloaded from the Embassy's website.
- (3) **One photograph** taken within the last 6 months. (The photograph should be of size 2 x 2 inches, either black and white or color, with plain background)
- (4) **A completely filled Questionnaire.** This is available at Japan Visa Application Centre (JVAC), or can be downloaded from the Embassy's website
- (5) **Certificate of employment** (**one original**, dated less than 3 months prior to the application and including the followings.
 - (a) Present position (for directors, indicate whether full time or not., monthly salary)
 - (b) Date of joining the company, and period of holidays,
 - (c) Purpose and places to visit,
 - (d) Reason for requesting a MULTIPLE entry visa

→ To be continued to the other side →

NO.4

(6) Supporting documents to prove your company's qualification to above (a) – (f)

- (a). Document(s) to prove your company's enlistment on the stock exchange
- (b). Not necessary
- (c). Name and address of Japanese co-investing company, as well as the proof of its enlistment on the stock exchange and the amount of stock invested to your company.
- (d). Letter of invitation from the counterpart company in Japan with the reason for requesting MULTIPLE entry visa, as well as the proof of its enlistment on the stock exchange.
- (e). Document(s) to prove your company's membership to JCC, as well as the address and contact number of the head office in Japan.
- (f) Photocopy of letter of Exporter List that was issued by Department of Export Promotion (DEP) on approval (→SAMPLE), and document(s) to prove (prospective) transactions with company in Japan(i.e. letter of invitation from the counterpart company in Japan or document(s) to prove transactions like INVOICE, etc.).

In the case of spouse or children accompanying, please submit the followings in addition to above (1) – (4):

- Resident Registration
- Marriage certificate (for spouse) or Birth certificate (for children) One original and one photocopy
- Reason for requesting MULTIPLE entry visa
- If the companions apply separately, please bring one set of Copy of spouse's passport (personal data page and obtained multiple entry visa).

Remarks:

- (1) **Please clearly inform our counter staff that you are requesting a MULTIPLE Entry Visa**
- (2) If all required documents have not been submitted, JVAC cannot receive your application.
- (3) A receipt will be handed in exchange of your passport on your application. The shortest time required for the process is five working days. In addition, if the visa is granted, it will be pasted on the passport. However, the process time may take longer in some cases; for example, the first time traveler to Japan, some purposes of journey, or some individual information. In some cases, you may be requested later for providing additional documents or an interview. When the visa process finishes, you will be contacted by phone. In order to prevent any inconvenience from happening to your schedule, please make your application as early as possible. If you have not heard from neither JVAC nor the embassy of Japan more than one week from your application date, you can check your status by contacting CALL CENTRE SECTION or look upon our homepage. (Please tell us the eight-digit barcode number on your receipt when you do so). Please understand that the Embassy of Japan cannot issue visa immediately as a request.

[For more information]

Japan Visa Application Centre

Telephone: +66-(0)2-251-5197 to +66-(0)2-251-5198

Website: <http://www.jp-vfsglobal-th.com>, Email: info.jpth@vfshelpline.com

Visa section, Consular Division, Embassy of Japan in Thailand

Telephone: 02-207-8503 / 02-696-3003, Fax: 02-207-8511