

**MULTIPLE entry visa for a short-term stay on business  
(for THAI Nationals )**

**Qualification of an applicant**

Applicants must be a national of countries in the Asia-Pacific region (Note1).and in the position of a manager or above or an 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 Bahts or more and that (will) have transactions with companies located in Japan.

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

(Note 2) If you need to obtain multiple entry visa but your company does not meet above qualifications, please check with our call centre before applying.

**Necessary documents for application**

- (1) A valid 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.)
  - (b) Date of joining the company
  - (c) Purpose and places to visit
  - (d) Reason for requesting a MULTIPLE entry visa

- (6) Supporting documents to prove your company's qualification point 1 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 may not accept your application.
- (3) An acknowledgement receipt will be provided to you on submission of 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, there may be a delay in the processing time for certain cases: For example: the first time traveler to Japan, Certain purpose of journey, or some individual information. In some cases, you may be requested later for providing additional documents or may be asked to come for an interview. In these cases, When the visa process is completed, you will be contacted by phone. In order to avoid any inconvenience to your schedule, please make your application much in advance to your date of travel. If you have not heard from either JVAC nor the embassy of Japan for more than one week from your application date, you may check your status by contacting CALL CENTRE SECTION or track your application on our homepage. (If you are calling the Call Centre, you will need to inform us the eight-digit barcode number on your receipt).

Please understand that the Embassy of Japan cannot issue visa immediately as a request.

- (4) For more information,

Japan Visa Application Centre

Telephone: 0-2632-1541 to 0-2632-1544

Website: <http://www.jp-vfsglobal-th.com>, Email: [info.jpth@vfshelpline.com](mailto:info.jpth@vfshelpline.com)

Visa section, Consular Division, Embassy of Japan in Thailand

Telephone: 02-207-8503 / 02-696-3003

Fax: 02-207-8511