

代辦日本短期逗留(觀光/商務)簽證申請  
Implementation of Japan Temporary Visa (Sightseeing/Business) Application

請攜帶所需之文件: Please prepare the required documents listed below:	證件類別 Type of Travel Document					
	中國護照 PRC passport holders	香港簽證身份書 /澳門旅行證 HKDI / Macau Travel Permit holders	海外家庭傭工 <註2> Domestic Helpers <Note2>	菲律賓、馬來西亞 The Philippines; Malaysia	印度 India	其他國家護照 <註1> Other Nationalities <Note1>
1. 赴日簽證申請表 Visa Application Form to Enter Japan <b>不能有錯誤或更改, 有錯要從新填寫</b> <申請表連結 Application form linkage>	✓	✓	✓	✓	✓	✓
2. 6個月內拍攝之彩色證件相1張 <4.5厘米 x 4.5厘米> (正面,無帽,無背景) One passport-size color photo taken within 6 months <4.5cm x 4.5cm>	✓	✓	✓	✓	✓	✓
3. 護照 (正本及複印本) Passport (original and copy) <b>護照簽名必須與申請表相同</b>	✓	✓	✓	✓	✓	✓
4. 香港或澳門身份證 (複印本) Hong Kong or Macau identity card (copy)	✓	✓	✓	✓	✓	✓
5. 港澳通行證 (正本及複印本) Valid Exit-Entry Permit to HK / Macau (original and copy)	✓	不適用 N/A	不適用 N/A	不適用 N/A	不適用 N/A	不適用 N/A
6. 有效香港或澳門居留許可 (正本及複印本) Valid Hong Kong or Macau residency visa (original and copy)	✓	不適用 N/A	✓	✓	✓	✓
7. 個人經濟證明文件 <sup>a</sup> (正本及複印本) Documents showing ability to support the travel expenses <sup>a</sup> (original and copy)	✓	✓	不適用 N/A	✓	✓	✓
8. 學生證明文件 (正本及複印本) <如適用> A school proof (original and copy) <if applicable> <參考樣本連結 Specific format linkage>	✓	✓	不適用 N/A	✓	✓	✓
9. 在職證明書 <sup>b</sup> (正本) <如適用> Certificate of employment <sup>b</sup> (original) <if applicable> <b>須公司負責人簽署</b> <參考樣本連結 Specific format linkage>	✓	✓	不適用 N/A	不適用 N/A	不適用 N/A	不適用 N/A
10. 逗留日程表 (正本) Schedule of stay (original) <b>觀光點</b> <參考樣本連結 Specific format linkage>	✓	不適用 N/A	不適用 N/A	不適用 N/A	不適用 N/A	不適用 N/A
辦理簽證時間 (工作天)* Visa processing time (working day)*	5個工作天 5 working days					
簽證有效期 Validity of the visa	3個月 3 months					
簽證及手續費(港幣) Visa & handling fee (HK\$)	\$800	\$800	菲律賓 Philippines \$600 印尼 Indonesia \$800	\$600	\$700	\$800

<註1>其他國家護照包括越南、印尼、尼泊爾、巴西、斯里蘭卡及南非。 <Note1> Other Nationalities include Vietnam; Indonesia; Nepal; Brazil; Sri Lanka; South Africa.

**申請表, 所有記載事項欄均需全部填寫, 如該事項為沒有的情況下, 請填寫「沒有 / NIL」。**

\*星期六、日; 香港公眾假期及日本領事館休館日除外。詳情請與本公司職員查詢。

\*Except Saturday, Sunday; Hong Kongs Public Holidays and Holidays of Consulate-General of Japan in Hong Kong. Please refer to our staff for details

<sup>a</sup>個人經濟證明文件: 申請人之最近3個月的個人銀行存摺、銀行戶口月結單, 或由公共機關發出之1年間的收入證明(稅單)之正本及複印本。

<sup>b</sup>Documents showing ability to support the travel expenses: Proof of past year's salary from an official organization(Tax Demand Note); or past 3 months' bank book or bank statements in the name of the applicant (original and copy)

<sup>b</sup>在職證明書: 如申請人是被撫養(學生/家庭主婦)的情況下, 須提交扶養者(配偶)之在職證明書及親屬關係的證明文件之正本及複印本。 **公司負責人簽名**

<sup>b</sup>Certificate of employment: dependents (Student / Housewife), certificate of employment or related documents of parents and spouse (original and copy)

<註2>海外家庭傭工之簽證申請必須與僱主同行或與僱主的同住家屬同行方可接受申請, 並須申請同時提交下列文件:

<Note2> It is necessary for the employer or a family member from the same residence to travel together on the same flights with the domestic helper.

Please provide the the required documents listed below:

申請人及僱主準備之文件 Necessary Documents prepared by the applicant and employer	
① 僱主之護照 (正本及複印本) Passport of the employer (original and copy) ② 僱主之香港或澳門身份證 (正本及複印本) Hong Kong or Macau identity card of the employer (original and copy) ③ 僱主出發之擔保信 (正本) <b>須公司負責人簽署</b> Guarantee letter from the employer (original) ④ 如僱主是需要赴日簽證的國籍人士, 其有效之日本入境簽證 (正本及複印本) In the case of the employer whose nationality require a Japan visa, the relevant visa (original and copy)	⑤ 僱傭合約 (正本及複印本) Employment contract (original and copy) ⑥ 申請人之來回機票 (正本及複印本) Confirmed round trip air-tickets of the applicant (original and copy) ⑦ 僱主之來回機票 (正本及複印本) Confirmed round trip air-tickets of the employer (original and copy)
※ 如僱主未能同行的情況下, 與僱主的同住家屬同行, 除上述①、②、③、⑤、⑥項文件之外還須交付下列文件 ※ In addition to Documents number ①、②、③、⑤、⑥ that mentioned as above. Please prepare the following documents if applicant travel with a family member from the same residence without employer.	
① 同住家屬之護照 (正本及複印本) Passport of the family member from the same residence (original and copy) ② 同住家屬與僱主之間的關係證明文件 (正本及複印本) Legal relationship proofs between the family member and the employer (original and copy)	③ 如同住家屬是需要赴日簽證的國籍人士, 其有效之日本入境簽證 (正本及複印本) In the case of the family member from the same residence whose nationality require a Japan Visa, the relevant visa (original and copy) ④ 同住家屬之來回機票 (正本及複印本) Passport of the family member from the same residence (original and copy)

條款及細則:

**\*所有旅遊證件須有六個月以上有效**

•簽證申請必須於出發日前4個工作天以上方可接受。

•簽證費用及所需資料一切以日本領事館要求為準。

**\*本公司僅代辦簽證, 如簽證被拒絕簽發時, 手續費將不獲退回。**

•所列載之內容資料僅供參考, 一切正確資料以日本領事館網頁為準。

•證件遞交領事館期間, 一概不能提早取回證件, 敬請留意。

•本公司所收取之費用, 已包括領事館之簽證費及本公司之手續費。

•**護照內須預留兩張全新空白內頁**, 供領事館黏貼簽證及當地入境紀錄蓋印之用。

•如有需要, 可能會被要求提交其他相關文件。

Terms & Conditions:

•Please ensure that the passport is valid for at least 6 months.

•Application must be submitted at least 4 working days before departure.

•Visa fee and required documents to be determined by the Consulate-General of Japan in Hong Kong.

•With our application implementation service, handling fees are non-refundable even if an application is rejected.

•The above information is for reference only. All information are subject to change with announcements by the Consulate-General of Japan in Hong Kong(Web) as final.

•Passport must be kept in the consulate during the period of visa examination.

•The above price includes visa fee and handling fee.

•The passport must contain at least two blank pages for the visa and accommodate entry and exit immigration stamps.

•Applicants may be requested to provide any other documents if necessary.