## About Entry Visa to Japan
## 日本への入国ビザ発行に必要な書類について

- **Countries that do not require a visa to enter Japan**
  Please check the website of the Ministry of Foreign Affairs of Japan.
  https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html
- **Countries that require a visa to enter Japan**
  Nationals other than those listed above require a visa to enter Japan.
  The documents required for visa application differ from country to country.
  Please check the website of the Ministry of Foreign Affairs of Japan.
  https://www.mofa.go.jp/j_info/visit/visa/index.html
- **Those who need a letter of invitation/guarantee to apply for a visa**
  Please fill out the attached documents and send them to the IPF Association.
  You must fill in the entry fields highlighted.
  Please overwrite the samples and be careful not to overwrite other parts.
  **<Caution>**
  - ◆ The IPF Association will only issue invitations/guarantees to employees of exhibiting companies.
  - ◆ Since this is an official document to be submitted to a government agency, please ensure that no false information is entered.
    Please submit a copy of your purchase receipt for air ticket(s), and a copy of your accommodation reservation confirmation from a hotel.
  - ◆ The longest period staying in Japan is from Nov. 25 to Dec. 7, 2026.
  - ◆ The purpose of visit must be to attend/prepare for the show.

- **日本への入国にビザが必要ない国**
  外務省のホームページで確認してください。
  日本語：https://www.mofa.go.jp/mofaj/toko/visa/tanki/novisa.html
  英　語：https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html
- **日本への入国にビザが必要な国**
  上記以外の国籍の方が日本に入国するにはビザ（査証）が必要になります。
  ビザの申請に必要な書類は国ごとに異なります。
  外務省のホームページで確認してください。
  日本語：https://www.mofa.go.jp/mofaj/toko/visa/index.html
  英　語：https://www.mofa.go.jp/j_info/visit/visa/index.html

- **ビザの申請に招へい状／身元保証書が必要な方**

  添付の書類に必要事項をご記入の上、IPF Japan 事務局までお送りください。
  記入箇所はハイライトされている項目です。
  サンプルを上書きしてください。それ以外の箇所は上書きしないようご注意ください。

  **＜注意＞**

  - ◆ IPF 協議会が招へい状／身元保証書を発行するのは出展企業の従業員に限ります。
  - ◆ 政府機関に提出する公式の文書ですので虚偽の情報は絶対に記入しないでください。航空券については購入時の領収書、ホテルについては宿泊の予約確認書のコピーを提出してください。
  - ◆ 招へい期間は 2026 年 11 月 25 日から 12 月 7 日の間に限ります。
  - ◆ 滞在目的は展示会の準備／参加に限ります。

以上

# Letter of Invitation

(Year) 2026 (Month) __ (Day) __

To: (Ambassador/Consul-General) of Japan in sample People's Republic of China

## Inviting Person

(When an inviting person and a guarantor are the same, you may write “Same as guarantor”.)

Full Name: 柴田 稔, 事務局長

Address: 〒162-0845

東京都新宿区市谷本村町2-11 外濠スカイビル701

Telephone number: (03)6273-2966

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name: 国際プラスチックフェア協議会 International Plastic Fair Association

Telephone Number: (03)6273-2966

Department/Division: 事務局

## Visa Applicant

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative’s status below, and attach a list of all applicants.)

Full name (in Latin alphabet): sample Wan Wei 王伟 (▣Male/ ☐Female)

*In case of Chinese, please fill in Chinese characters too.

[Number of additional applicants (if applicable): 1 ] *In case 2 and/more person apply at the same time.

Date of birth: 1957 / 4 / 7 (Age: 69 )

(Year)/(Month)/(Day)

Nationality: sample Chinese

Occupation: sample Office worker

## The purpose of inviting the above person(s) is as follows:

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

(1) Purpose of invitation

査証申請人は、本年 12 月 1 日から 12 月 5 日に千葉県幕張メッセで開催する IPF Japan (国際プラスチックフェア) 2026 に出展者として来日する。

(2) Background to invitation (Explain the background to this invitation indetail.)

査証申請人の勤務する企業は IPF Japan (国際プラスチックフェア) 2026 に出展ブースを持っている。

(3) Relationship with visa applicant(s)

招へい人は IPF Japan (国際プラスチックフェア) 2026 を主催する団体であり、申請人は同展示会の出展企業の従業員である。

(Note)

◆When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title.

# Letter of Guarantee

(Year) 2026 (Month) __ (Day) __

To: (Ambassador/Consul-General) of Japan in sample People's Republic of China

## Visa Applicant

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet): sample Wan (■Male/ □Female)

*In case of Chinese, please fill in Chinese characters too.

[Number of additional applicants (if applicable): 1 ] *In case 2 and/more person apply at the same time.

Date of birth: 1957 / 4 / 7 (Age: 69 )

(Year)/(Month)/(Day)

Nationality: sample Chinese

Occupation: sample Office worker

**I guarantee the followings regarding the above-mentioned applicant's entry into Japan:**

1. Expenses for the applicant's stay in Japan
2. Return travel expenses
3. Compliance with Japanese laws and regulations

**I hereby declare that the above is true.**

**Guarantor**

Full name: (Note)

柴田 稔

Date of birth: 1966 / 6 / 6 (Age: 60 )

(Year) / (Month) / (Day)

Address: 〒162-0845

東京都新宿区市谷本村町2−11 外濠スカイビル701

Telephone number: (03)6273-2966

FAX number: (03)6630-7068

Occupation/Name of organization: 事務局長／国際プラスチックフェア協議会

Relationship with the visa applicant(s)

招へい人は IPF Japan (国際プラスチックフェア) 2026 を主催する団体であり、申請人は同展示会の出展企業の従業員である。

[Fill in the following contact information when the company/organization is extending the invitation.]

Full name: 国際プラスチックフェア協議会

Telephone number: (03)6273-2966

FAX number: (03)6630-7068

Department/Division: 事務局

(Note)When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title.

# List of Visa Applicants

* Be sure to write the name in the Latin alphabet as it appears on his/her passport.

1. Visa applicant (representative applicant)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Nationality | sample Chinese | | | | | | | |
| Occupation | sample Office worker of ABC Co., Ltd. | | | | | | | |
| Full name | sample Wan Wei 王伟 | | | | | | | |
| Male or Female | sample Male | | | | | | | |
| Date of birth | Year | 1957 | Month | 4 | Day | 7 | Age | 69 |
| ~~Relationship with the inviting person and guarantor~~ | | | | | | | | |

2. Visa applicant

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Nationality | sample Chinese | | | | | | | |
| Occupation | Factory worker of ABC Co., Ltd. | | | | | | | |
| Full name | sample Li Na 李 娜 | | | | | | | |
| Male or Female | Female | | | | | | | |
| Date of birth | Year | 1978 | Month | 11 | Day | 18 | Age | 47 |
| ~~Relationship with the inviting person and guarantor~~ | | | | | | | | |

3. Visa applicant

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Nationality | | | | | | | | |
| Occupation | | | | | | | | |
| Full name | | | | | | | | |
| Male or Female | | | | | | | | |
| Date of birth | Year | | Month | | Day | | Age | |
| ~~Relationship with the inviting person and guarantor~~ | | | | | | | | |

4. Visa applicant

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Nationality | | | | | | | | |
| Occupation | | | | | | | | |
| Full name | | | | | | | | |
| Male or Female | | | | | | | | |
| Date of birth | Year | | Month | | Day | | Age | |
| ~~Relationship with the inviting person and guarantor~~ | | | | | | | | |

5. Visa applicant

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Nationality | | | | | | | | |
| Occupation | | | | | | | | |
| Full name | | | | | | | | |
| Male or Female | | | | | | | | |
| Date of birth | Year | | Month | | Day | | Age | |
| ~~Relationship with the inviting person and guarantor~~ | | | | | | | | |

(Year) 2026 (Month) (Day)

# Travel Itinerary

The travel itinerary of the visa applicant(s) is as follows:

| Date | Activity Plan | Contact | Accommodation |
|---|---|---|---|
| 2026/11/29 | sample Arriving Japan, Flight No. 111 from Beijing to Tokyo Int'l Airport (Haneda) | IPF Secretariat, Makuhari Messe: 043-296-4035 | Sample ABC Hotel Makuhari Tel:043-000-0000 |
| 11/30 | Booth set-up at Makuhari Messe | IPF Secretariat, Makuhari Messe: 043-296-4035 | Sample ABC Hotel Makuhari Tel:043-000-0000 |
| 12/1~5 | Exhibiting at IPF Japan 2026, booth number 00000 | IPF Secretariat, Makuhari Messe: 043-296-4035 | Sample ABC Hotel Makuhari Tel:043-000-0000 |
| 12/6 | sample Leaving Japan, Flight No. 222 from Tokyo Int'l Airport (Haneda) to Beijing | IPF Secretariat, Makuhari Messe: 043-296-4035 | |
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