

**IMPORTANT INFORMATION FOR INDIVIDUAL
APPLICANTS/TRAVEL AGENTS SUBMITTING INDIAN VISA
APPLICATIONS**

M/s. IVS Global Japan, Service Provider for providing visa support services to Embassy of India, Tokyo and Consulate General of India, Osaka Kobe will not be providing visa support services to the Embassy/Consulate from 21st March, 2017. Visa applications from applicants residing within the consular jurisdiction of Embassy of India, Tokyo (https://www.indembassy-tokyo.gov.in/general_information_2.html) will be handled by the Embassy directly at its premises located at 2-2-11, Kudan Minami, Chiyoda-Ku, Tokyo 102 0074 from the above mentioned date.

Submission and Delivery Timings:

The timings for submission of visa applications and delivery of processed passports on all working days of the Embassy are as follows:

Monday to Friday:

Visa Application Submission	:	0900 hrs. to 1200 hrs.
Delivery of Passports/documents	:	1600 hrs. to 1700 hrs.

Note:-Embassy will not be offering any regular visa services (submission of visa applications/delivery of passports) during weekends.

Visa Applications through Postal Means:

All applicants seeking to submit visa applications through postal means from 21st March, 2017 may kindly send their applications to the Consular Wing of the Embassy directly at the address mentioned above by clearly mentioning "***Application for Visa Service***" on the envelope. Since the envelopes contain visa applications and the prescribed fees and other applicable charges, if any, in cash, please use the authorised postal service of Japan Post (GENKIN KAKITOME) for sending the applications.

Postal Charges (applicable for seeking Visa Services through Postal Means)

- Applicants **sending their visa applications and seeking delivery of passports by post** are required to pay JPY 1,000/- per application over and above the prescribed visa fee, additional charges of JPY 200/- and any other charges, if applicable.
- Applicants **submitting their visa applications at the Embassy but seeking delivery by post** are required to pay JPY 600/- per application over and above the prescribed visa fee, additional charges of JPY 200/- and any other charges, if applicable.

- The applicants should also send a good quality self-addressed (but without stamps) envelope which would be used by the Embassy for returning the passport/documents after due processing.
- Applicants seeking service through post should invariably indicate E-Mail ID etc. to facilitate contact with them in the event of there being some deficiency in the applications, documents etc.

All processed passports will be sent by Register Post only.

Visa Fee and Additional Charges:

For visa fees related information please visit the following link of the Embassy's website:

<https://www.indembassy-tokyo.gov.in/visafees.html>

It may kindly noted that for visa applications handled by the Embassy directly, while Embassy will continue to collect Additional Charges of JPY 200/- per application in addition to prescribed visa fee and other charges, if any, the applicants/travel agents need **not** pay any Service Fee (JPY 490/- per application) charged by the Service Provider.

Value Added Services:

Applicants may kindly note that except visa services through postal means (Registered Post only), Embassy will not be providing any other value added services (form filling, printing, photocopy, computer/internet facility, etc., offered by the Service Provider).
