



PIC CORPORATION

MORIYAMA BLDG. NO.301. 4-16-10, KOTOBASHI, SUMIDA-KU, TOKYO
130-0022 JAPAN TEL:03-3635-8999 FAX:03-3635-9444

General Guidance for Indonesia Visa

Thank you for your requesting the Visa. We can help you and guide with every step you need to take it.

Please send our Application Form by mail or e-mail, which will confirm your requests (a kind of visa, the date of departure, etc.) within two business days after getting your application.

- ① Since we will the set of applications, and the invoice by mail if you have the contents understood, please remit the visa fee by the due date.
- ② Please mail a set of documents which you need for the application by a visit or registered mail to our company (you'd better to send it by U-Pack of Japan post.)
- ③ We check the documents after your application arrival in our company, and start application procedure after checking payment.
- ④ We will return your passport by registered mail or Takkyubin after getting your visa.

*The acquirable scheduled day of your VISA will usually be about one week after arriving at our office. Please consult about those, as for, a margin is not in time in the case of an application.

Price list of Visa acquisition		
	kind of Visa	Charge (visa fee and tax)
A	Transit Visa	¥12,900
B	Single Journey Visit Visa	¥15,900
D	Multiple Journey Visit Visa	¥22,500
C-1	Limited Stay Period Visa (up to 6 months)	¥16,500
C-2	Limited Stay Period Visa (up to 12 months)	¥22,500
C-3	Limited Stay Period Visa (up to 24 months)	¥31,500
E	Diplomatic/ Service Visa	¥10,500

* Please understand that the charges of Visa are subject to change without notice.

* About your passport, documents and your request, please direct in advance. Even when acquisition of your visa is not completed, since a paid charge cannot be refund, please give it after an understanding to us in consent.

* **Cancellation and change of visa handling procedure;**

1. The cancellation and change are not refundable after the application to the embassy.
2. Before applying to the embassy, the charge of cancellation is set to ¥3,000.



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Application Form

Thank you for making your reservation at PIC Travel & Tours.

Please fill out this form and send it back to us by Fax or e-mail.

Departure Date		Arrival Date (Japan)		Destination	
Passport Name	Last Name		First Name		Middle Name
	Please note that reservations must be made in the same name as passenger bears in his/her passport.				
Other Information	Date of Birth		Gender	Nationality	
Passport Information	Passport No.			Date of Expiry	
Home Address	Zip code -		Phone		
	Mobile		Fax		
	E-mail				
Company (School) Address	Zip code -		Phone		
	Mobile		Fax		
	E-mail				
Schedule of the departure			Schedule of the length of stay		
<p>* Please fill in your application Visa of choice as follows;</p> <p> <input type="checkbox"/> 1. Transit Visa <input type="checkbox"/> 2. Single Journey Visit Visa <input type="checkbox"/> 3. Multiple Journey Visit Visa <input type="checkbox"/> 4. Unlimited Stay Period (Temporary Resident Permit) Visa </p>					



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- * All Visitors, regardless of their nationality, who wish to travel to Indonesia must hold a full Passport and valid for at least 6(six) months plus stay from date of entry into Indonesia.
- * Clarification of Policy on Personal Information: When PIC receive the personal information of the client, PIC will only use this for the purpose of visa acquisition of a client, in addition
- * we make sure that the personal information provided by the client will not be used for any other purpose.

Dear Sir/Madam:

This is to notify you that we, at PIC Travel and Tours are not responsible for the result of your visa application. We just input all the information provided to us. We are here to assist and present all the needed requirements and information, submitted by our clients based on the requirements of the embassy of the country that you are applying.

Thank you very much for trusting our company to assist you in your visa application. Looking forward to serving you again in the future.

Very truly yours,

Yoshiaki Fujita
PIC CORPORATION

I hereby acknowledge that I understand the above information and agree to the above stated terms and conditions.

Date:

Conforme: _____
Client