

## Notice

Dear client;

Thank you for choosing Reli Tours and Travel Company for your travel needs. In order to serve you better, we would like to inform you of several important matters.

The Japanese embassy has suggested that you apply for Japanese visa at least 60 days before your intended travel departure. It means therefore that your passport will be surrendered to us and await VFS schedule. Upon filing of your application and you will not be able to physically possess it or use it for any other purpose until the Japanese embassy returns it to you after your application is either granted or denied. This process usually takes 5-7 working days after submission to The VFS, the appointment schedule is not constantly available.

Once your application has been submitted via the Visa Facilitation Services Global (VFSG) you will not be able to retrieve, take hold or even temporarily borrow your passport for any reason. So if you have any need for your passport in the immediate future we suggest that you defer filing an application for a Japanese visa until you can already afford parting with it during the period that your application is being processed and considered.

After that, only your passport will be returned to you with your visa attached to it if your application is granted. Our company has no control or influence over the outcome of your application and makes no promises or assurance of its success. We only commit ourselves to do the best we can to make everything in order.

In the event that your application is denied, don't lose hope as you may re- apply 6 months after such denial.

For terminated applications, please re-apply and submit again the required documents and pay applicable fees.

You are aware that your passport must be valid for at least 6months on or before your departure date

All required forms must be typewritten on A4 size white bond paper and signed by hand using a permanent ink pen. Digital signatures are not accepted.

Applicants 13 years old and above must sign all of their documents and passports.

Clients who filed applications under Certificate of Eligibility must consult with Commission on Filipino Overseas (CFO) before leaving the country to avoid inconvenience.

Date:

Name

Signature