

Registration of travel agents etc. as accredited agents for visa lodgements in Melbourne

2 Sep 2019

Consulate-General of Japan, Melbourne

We, the Consulate-General of Japan in Melbourne, have begun registering travel agents etc. as accredited agents for visa lodgements.

Please read the eligibility and conditions below and submit the necessary documents for registration to the Visa section, Consulate-General of Japan, Melbourne.

I . Selection criteria for registration

1 The number of accredited travel agents etc. is limited to the numbers that can manage our operations. In order for your application to be considered, we require:

- (1) Visa documents to be prepared thoroughly following all conditions without any shortage of documents.
- (2) A large number of applications expected through your travel agency.

2 Eligibility to apply for registration; we may request further documents for assessment and to visit your office for inspection.

- (1) You can show history of records/management for more than 10 years as a tourist agent.
- (2) Your physical offices which customers can visit, are located in Victoria, South Australia or Tasmania.
- (3) You can lodge and collect documents smoothly to/from the Consulate-General of Japan in Melbourne, and can attend information seminars at the Consulate-General of Japan in Melbourne.
- (4) You will follow the rules on the protection of personal/confidential information specified by the Consulate-General of Japan in Melbourne as well as the Australian Privacy Act.
- (5) If you charge fee to customers for handling visa applications, you will make these visible to customers at your office.
- (6) You accept that inspections of your office may occur by the Consulate-General of Japan, Melbourne.
- (7) You will follow the regulations and conditions set by the Consulate-General of Japan and instructions for handling visa applications as an accredited agency.

- (8) In case of non-compliance or inappropriate conducts, you agree to accept any disciplinary measures by the Consulate-General of Japan, Melbourne.

II . Necessary documents to register your agency

- ① Japanese Visa Agent Application Form (Application for Accredited Agency for Japanese Visa Application)
- ② Copy of business registration
- ③ Documents showing business operations for more than 10 years
- ④ Tax certificates for the last 5 years
- ⑤ A copy of the visa handling fee to be shown to customers
- ⑥ Written pledge (the form)

If you have any questions regarding accreditation, please contact the visa section;

japanese-consulate@mb.mofa.go.jp