

**AUTHORISATION LETTER**

I, \_\_\_\_\_ (Name of applicant), holder of  
Passport type & number /Identity Card No. \_\_\_\_\_  
\_\_\_\_\_, hereby authorise \_\_\_\_\_ (Name of the  
applicant's representative), who is my \_\_\_\_\_ (state  
relationship, eg. Father, mother,sibling, friend, business associate, etc), holder  
of Passport type & number/Identity Card No. \_\_\_\_\_  
\_\_\_\_\_,and email/contact number \_\_\_\_\_

to  **submit my visa application and all necessary documents on my  
behalf**

**collect my passport with its visa on my behalf**  
(tick accordingly)

To: **JTB TOKYO VISA CENTER**(name of AVA)

At: **3-23-14-6F,HIGASHIHEBUKURO,TOSHIMA-KU,TOKYO,JAPAN**(address/location of AVA)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Accepted by AVA :

\_\_\_\_\_  
Signature of AVA

\_\_\_\_\_  
Date